

JUDGES' ADVISORY COMMITTEE ON E-FILING Minutes

On August 27th, 2009, the Judges' Advisory Committee on E-filing met at Juvenile Matters in Bridgeport, 1st floor conference room at 60 Housatonic Avenue, Bridgeport 06604

Committee members in attendance: Hon. Barbara N. Bellis, Hon. Marshall K. Berger Jr., Hon. Patrick L. Carroll III, Attorney Joseph D. D'Alesio, Hon. Arthur A. Hiller, Hon. Barbara Bailey Jongbloed Hon. Aaron Ment, Hon. Joseph H. Pellegrino and Hon. Barbara M. Quinn.

Staff in attendance: Melissa Farley, Elizabeth Bickley, Nancy L. Kierstead, Daniel B. Horwitch, Alice H. Mastrony, Lucio DeLuca, Rhonda Stearley-Hebert and Janice R. Calvi

The meeting was called to order at 1:00 PM.

- I. Welcome – The Honorable Patrick L. Carroll III welcomed the members of the committee.
 - a. Project Update- Janice Calvi provided the committee with a project update highlighting the following:
 - i. On 8/22/09 Administrative Appeals, Eminent Domain Matters, Miscellaneous Matters and Wills and Trusts were added to the e-filing site for attorneys to e-filing and courts staff to case initiate via e-filing.
 - ii. With a few exceptions, all civil case types are now e-filable. Drug asset forfeitures; foreign civil judgments; foreign protective orders; habeas cases; and summary process and housing civil matters are not e-filable. Also, cases that include a prejudgment remedy and eminent domain case types (including state highway condemnation and redevelopment condemnation) cannot be initiated electronically, but subsequent motions, pleadings or documents can be filed electronically.
 - iii. Reclaims in all e-filable cases are required to be filed electronically through e-filing by all attorneys and firms without an exclusion from electronic services requirements. An e-filable case may be identified by its docket number. If the number that follows the year is a 5 or a 6, the case is e-filable (for example, HHD CV 09 5001234 or FBT CV 08 6001015). If the number that follows the year is a 4, the case is not e-filable (for example, HHB CV 09 4000196).
 - iv. Beginning September 1, 2009, e-filing is mandatory in all foreclosure matters. Attorneys and firms without an exclusion from electronic services requirements are required to file electronically through e-filing as follows: Case initiation documents (for example, summons, complaint and marshal's return) for foreclosure cases commenced on and after September 1, 2009; Motions, pleadings or documents in newly initiated and existing e-filable foreclosure cases. An existing e-filable case may be identified by its docket number. If the number that follows the year is a 5 or a 6, the case is e-filable (for example, HHD CV 09 5001234 or FBT

CV 08 6001015). If the number that follows the year is a 4, the case is not e-filable (for example, HHB CV 09 4000196).

- v. Payment of all court fees in existing foreclosure cases and in foreclosure cases commenced on and after September 1, 2009 must be made electronically through e-filing.
 - vi. Beginning December 5, 2009, e-filing of all civil case types will be mandatory for attorneys and firms without an exclusion from electronic services requirements, with the exception of the case types mentioned.
- b. Mandatory e-filing – Janice Calvi presented the issue of paper filings submitted to the court by attorneys and firms without exclusions after the mandatory requirement. The committee unanimously agreed that although attorneys and legal support staff have been notified of the up-coming changes and have been offered extensive training, the transition to mandatory electronic filing may require additional education. Therefore, the committee recommended that during the first month of implementation, court staff accept pleadings/documents filed on paper by attorneys/law firms who do not have an exclusion from EServices but make every effort to remind those attorneys that e-filing is mandatory.
- c. Paperless Courtroom Experiment
- i. Judges' Training Proposal – Lucio DeLuca described that the judge training aspect of the e-file project which will occur in phases:
The first phase will include a presentation by Judge Bellis at the Civil Division meeting on October 15th. The next phases will be to provide training to all civil judges and Judge Trial Referees (JTRs) identified by the Administrative Judges (AJs) in each district. All civil Judges and JTRs will get the same two part training with the option for additional one-on-one training subsequent to the training provided. The first session will provide the Judges with a brief overview of e-filing and a detailed training on the paperless short calendars and navigation through the electronic file with the paperless documents. The next phase will provide the Judges with hands-on training working with a paperless short calendar and entering orders and rulings.
 - ii. Late filings & Standard Templates for Orders – Judge Bellis described her experience working in a paperless calendar and explained the need for an additional alert in the system to identify pleadings filed after 11 AM on the Friday before the short calendar. Judge Bellis presented to the committee the benefits of having standard templates for orders which would serve as a standard for Judges statewide with the option to tailor / edit such orders as necessary. The Committee asked that Judge Bellis work with the Judges and present the committee with samples of said templates for discussion at the next meeting.

II. Continued Policy Decisions

- a. What is next in 2010? Judge Carroll asked Janice Calvi to present the options and potential issues to the committee with regard to planning the next phase of

EServices. The Committee after brief discussion asked Janice to work with Beth Bickley and provide resource and cost benefit analysis for each phase with recommendations as to timing of implementation for the next meeting.

- b. Continuity of Operations Plan – the committee agreed to table this discussion so that a workgroup can prepare the various scenarios that said plan would cover.
- c. Public Access- tabled for research

The meeting was adjourned at 4:00 PM. The next meeting was scheduled for 1:00 PM on September 30th, 2009. And subsequent to the meeting adjournment the next meeting was moved to October 7th, 2009 from 12:00 PM – 2:00 PM in Milford Judicial District.