

**Meeting Minutes of the 198th
Judicial Information Systems Council (JIFFY)
Judicial Information Division (JID)
Thursday, January 19, 2012
9:41-11:45 a.m.**

Voting Members present:

Judge Michael Bustamante, Chair
Judge Karen Mitchell, Vice Chair
Judge Richard Knowles
Judge Duane Castleberry
Judge Sharon Walton
Judge Judith Nakamura
Robert Mead
Tobie Fouratt
Greg Ireland

Voting Members absent:

Judge Camille Martinez-Olguin
Judge Stan Whitaker
Judge Alan Kirk
Jason Jones
Dennis Jontz

JID Staff Present:

James Edwards
Carlos Cordova
Trixi Bubemyre
Pat Mente
Jim Coberly
Suzanne Winsor
Marlin Mackey
Grace Catanach
LaurieAnn Trujillo

Non-Voting Members present:

Justice Petra Jimenez Maes
Artie Pepin
Steve Prisoc
Renee Cascio

Guests present:

Lydia Romero (*AOC-Fiscal*)
Marcos Garcia (*1st DC*)
Phil Hedrick (*BCMC*)
Orlando Ulibarri (*9th DC*)(*via video*)
Deborah Williamson (*BCMC*)
Peter Bochert (*AOC*)
Frank Dimaggio (*2nd DC*)(*via video*)
Fred Sena (*4th DC*)(*via video*)
Theresa Delgado (*4th DC*)(*via video*)
Jamie Goldberg (*13th DC*)
Kyle Warner (*Tyler Technologies*)
Kristin Wheeler (*Tyler Technologies*)

I. Approval of Agenda. Judge Michael Bustamante called the meeting to order at 9:33 a.m. and established a quorum. He welcomed Judge Judith Nakamura to JIFFY. The agenda was accepted as presented.

II. Budget and Revenue

a. JID Revenue Pipeline. Lydia Romero referred to the handouts and explained the corrections she made on the *JID Revenue Pipeline Report*. The final fund balance numbers are located at the top, right corner of each pipeline report. Revenues are low for December. The

handout entitled *Red Light Revenues Received - SCAF Fund* noted the fund balance carry forward from Fiscal Year 2012 and did not include the current year's collections and expenditures. The document entitled *Magistrate Court Financial Transactions for the Monies Received in the Month of November 2011* is included in the monthly pipeline packet and is generated by the AOC-Field Services Staff who work directly with the magistrate courts to reconcile their bank accounts. Tyler Technologies (Tyler) will provide Steve Prisoc with a breakdown of e-filing revenue.

Action Item: Ms. Romero and Mr. Prisoc will arrange a meeting with the Motor Vehicle Department (MVD) representatives to discuss low MVD revenues.

Action Item: Ms. Romero will provide Mr. Prisoc with an updated analysis of the projected number for the regular SCAF fund for the end of this fiscal year.

III. JIFFY Subcommittee Activities

Judges User Group. Judge Mitchell reported that the Odyssey Judges User Group (OJUG) met for the first time this morning since being reactivated. They will conduct a review of all disposition codes and of the process for how appeals from magistrate/municipal courts to district court are handled and displayed online. She explained the structure of the OJUG membership.

Robert Mead moved to allow OJUG members to designate a substitute to vote on their behalf. Judge Richard Knowles seconded. No further discussion. No opposition noted. Motion carried.

Odyssey Steering Committee. Judge Mitchell reported on the Odyssey Steering Committee (OSC) meeting of yesterday. Kyle Warner replaced John Todd from Tyler. Kristin Wheeler is the Judiciary's liaison with Tyler. OSC closed two issues (outstanding warrants and the IRS form notification). There remain six open issues. She appointed Judge Sharon Walton, Judge Camille Martinez-Olguin, Tobie Fouratt and Mr. Prisoc to a subcommittee who will address the use of the charge code table issue. The electronic citations (e-citations) project encountered some delays but is close to a proof of concept. OSC upgraded two issues on the parking lot (session works for clerks and the supervision module for drug courts).

Judge Michael Bustamante inquired about the Bernalillo County Metropolitan Court's (BCMC) decision to manage its data conversion in-house. Phil Hedrick responded that the BCMC's information technology staff was confident that it could handle the task, at least in part because its data was simpler in structure than had been encountered in the district court conversions.

Action Item: Mr. Prisoc offered to contact Brenda Costello of the New Mexico Compilation Commission to ask if she is interested in serving on the subcommittee that will address the use of the charge code table issue.

Action Item: Judge Bustamante encouraged the BCMC to consider Dr. Julie Carroll's suggestions.

Action Item: Per Judge Bustamante and Judge Knowles, Mr. Prisoc will arrange for the OSC members to be included in the emails that Odyssey users receive about Odyssey slowdowns/down-times.

Judge Knowles moved approval of the expenditure for the drug court supervision module. Mr. Mead seconded. There was discussion relative to the process used for elevating items from the parking lot list. **No opposition noted. Motion carried.**

E-Documents Committee. Greg Ireland reported that the E-Documents Committee is pleased with Tyler's response to the file and serve issues that were experienced in November. Two issues remain open at this time. Tyler assigned a team to visit with clerks at the Second Judicial District (Second) and they plan to do the same at the First Judicial District and the Thirteenth Judicial District. He spoke of Dr. Carroll's interest in the process that attorneys/paralegals use to send proposed documents to the court. The backlog in each district is now resolved. Tyler provided him with statistics and there is a significant decrease in rejected filings for the Second.

IV. CIO Report. Mr. Prisoc reported that the parking lot concept is helping JID prioritize projects. The following are other projects that JID Staff are involved in: Access to Justice Project to eventually provide interactive pro se forms through the file and serve system; Alternative Dispute Resolution Project to provide a website for documents to be posted and an email distribution list; and the website designed for the justices and designated staff to use for briefs coming up for oral argument. The 2004 National Center for State Courts' caseload study will be replicated to determine if efficiencies have improved with Odyssey. The information technology requests being sought this year relate to business continuity/disaster recovery, infrastructure to telecommunications and e-filing. To save email storage space, an enhancement to the current proposed order process is necessary. Mr. Prisoc explained how a breach of security could affect Odyssey and the file and serve systems.

V. Purchase Requests - None received

VI. Review and Approval

Report on streaming video at the Supreme Court. Mr. Prisoc spoke of the pilot on streaming video at the Supreme Court.

Discussion on revised JID security policies. Mr. Mackey presented the latest version of JID's proposed security policies reporting that it had been reviewed and approved by the Administrative Office of the Courts' staff and the information technology staffs of the Second and the BCMC.

Mr. Mead moved approval of the policies. Judge Knowles seconded. After discussion, the policies were approved, unanimously.

Discussion on expansion of e-filing to the Fifth and Tenth Judicial District Courts. Voluntary e-filing will be implemented at the Fifth Judicial District and the Tenth Judicial District in February.

VII. Future Meetings. JIFFY will meet again on Thursday, February 16, 2012 at 9:30 a.m. at the Judicial Information Division.

VIII. Additional Attachments

JIFFY Project Status Reports. There was not discussion relative to the *JIFFY Project Status Reports*.

IX. Adjourn. There being no further business, Judge Bustamante adjourned the meeting at 11:45 a.m.

Final Minutes Approved on February 1, 2012 by Judge Bustamante.