

Judicial Information Systems Council Meeting (JIFFY)  
Meeting Minutes  
Judicial Information Division  
Thursday, October 16, 2014  
9:37 - 11:24 a.m.

**JIFFY Voting Members Present:**

Judge Michael Bustamante, Chair  
Judge Karen Mitchell, Vice Chair  
Judge Duane Castleberry  
Judge Stan Whitaker  
Judge Henry Alaniz  
Greg Ireland  
Tobie Fouratt  
Judge Richard Knowles  
Judge Alan Kirk

**Guests Present:**

Lydia Romero  
Robert Padilla  
Theresa Delgado (phone)  
Frank DiMaggio (video)

**JID Staff Present:**

Grace Catanach  
Vince Nicolosi  
Pat Mentel  
Annie Hall

**JIFFY Non-Voting Members Present:**

Justice Petra Jimenez-Maes (phone)  
Renee Cascio  
Gregory Saunders

**I. Approval of Agenda.** Judge Bustamante called the meeting to order at 9:37 a.m. The agenda was accepted as presented.

**Introduction of New CIO.** Judge Bustamante introduced Greg Saunders the new CIO of JID. Mr. Saunders comes to JID from Taxation and Revenue.

**II. Budget and Revenue.**

**JID Revenue Pipeline.** Lydia Romero presented the “*JID Revenue Pipeline*” and reported that Fiscal has not received any Red Light Camera funds from Santa Fe for the fourth quarter of FY14 and the funds from Las Cruces are much lower than in the past as seen on page 7.

- Three graphs were presented, the first being “*JID General Fund Appropriations*” and the increase for FY15 is partially due to an increase in leased equipment, salary and benefits. The chart entitled “*Total SCAF Collections by Fiscal Year FY 2004-2014*” which shows the trend over the past ten years. The third chart entitled “*Total SCAF Collections by Court Type and Fiscal Year*” is broken down by the different entities that fund SCAF which are comprised of MVD, magistrate courts, district courts and BCMC. The magistrate courts and BCMC have remained flat for the past few years and the district courts have gone down in collections, possibly due to case filings. MVD collections are up slightly.

### **III. JIFFY Subcommittee Activities.**

**Odyssey Judges User Group (OJUG).** Judge Mitchell reported that OJUG met this morning. Judge Whitaker will chair the November 20, 2014 meeting as Judge Mitchell will be facilitating new judges training on that day.

**Procedure for Defendants Declared Incompetent and Dangerous.** Judge Mitchell explained that there was a discussion on the process for incompetent and declared dangerous defendants for district courts. The new procedure will offer more consistency throughout the state with some modification of the codes already in place, as well as the addition of new codes. These types of cases go on for extended periods of time and there may be multiple judges, staff and DAs on the same case. The new procedure will assist staff in identifying exactly when documents will be sealed, when the clock will stop or start and will allow for more accurate tracking of each case.

**Disposition Code Committee.** Judge Mitchell stated that Judge Singleton has begun working on the criminal disposition codes, however due to the fact that there were very few criminal judges that participated, they will meet again on Nov. 12. A request was sent out asking that any judge who handled criminal cases and was interested in serving on the committee, contact Judge Singleton.

**Configured Party Types in File & Serve.** Judge Mitchell reported that three different party types had been approved to be added in File & Serve to miscellaneous civil cases in district court to allow attorneys to better configure cases such as structured settlement cases which do not fit in any of the other case types. Plaintiff and Defendant do not fit in these cases which led to adding the terms Petitioner, Respondent and Interested Party.

**Task Manager.** The first Task Manager process to be reviewed is “*Motions Filed*” where judges would be notified automatically if motions were filed on their cases. Renee Cascio provided OJUG information concerning how often motions are filed, by court and by motion type. There were 681 generic motion motions filed in one week in district court statewide. OJUG will discuss how best to utilize task manager with regards to motions and what needs to be identified as notices.

**Self-Represented Litigant Report Review.** A self-represented litigant report review was distributed to the members of OJUG and sent to the National Center for State Courts (NCSC). New Mexico is the first state to provide that data to NCSC. OJUG agreed to make that report available to judges, chief clerks, deputy clerks, court administrators, deputy court administrators and lead workers through Odyssey. Renee Cascio explained that the report shows which of the parties are self-represented at different stages of the case so that NCSC can evaluate trends with self-represented litigants. JID is going to write a memo to ask Chief Justice Vigil to bring these reports to the attention of the courts.

**Action Item:** *JID to write a memo requesting that Chief Justice Vigil bring the self-represented litigant reports to the attention of the courts.*

**Judgment Codes.** Judge Mitchell referred to the handouts entitled “*Judgment Codes: Non-Criminal Recommend: Eliminate and Judgment Codes: Non-Criminal Recommend: Retain*” which were sent out to the members of JIFFY. At the last OJUG meeting, OJUG approved the non-criminal disposition judgment codes on ones to retain and ones to eliminate. The goal was to simplify the disposition codes, as Odyssey allows for greater use of event codes and explanations of various case types.

- Judge Knowles asked if in the case of number 18 on the handout marked eliminate, is it a stipulated dismissal as opposed to a decision by the court and is it captured anywhere else. Renee Cascio will research the question.

***Action Item: Renee Cascio to research number 18 on the judgment code handout marked eliminate. Is it a stipulated dismissal as opposed to a decision by the court and is it captured anywhere else?***

**Judge Knowles moved to approve the recommendations of Retain and Eliminate on the handouts entitled “Judgment Codes: Non-Criminal Recommend: Eliminate and Judgment Codes: Non-Criminal Recommend: Retain”. Judge Castleberry seconded. No opposition noted. Motion carried.**

**Forms Committee.** Judge Mitchell reported that the Forms Committee met and Judge Marie Dominguez of BCMC was asked to join the committee in order to always have at least one judge from BCMC at the meetings. On Tuesday, the committee will meet and begin standardizing arraignment forms for magistrate courts. The new forms will be used to train at the conference for new judges. Judge Mitchell proposed that when there are forms with significant changes such as arraignment forms and dismissal forms, to send those out to MJudge, to review (within a set time period) before the change is made officially. This would insure that all of the courts were included and the committee would be made aware of courts that may be using forms in a different way.

**IV. CIO Report.** Greg Saunders made a purchase request of approximately \$74,000 to do a refresh of the JID training room as the equipment is seven years old. Mr. Saunders noted that maintenance on the current equipment would be close to \$44,000 next year. If new equipment is purchased, the maintenance cost the next year would be \$7500.

**Greg Ireland moved to approve the refresh of the JID training room costing approximately \$74,000 to be paid for by JID. Judge Knowles seconded. No opposition noted. Motion carried.**

**Odyssey Upgrade.** Mr. Saunders reported that on Friday, October 10, Odyssey was successfully upgraded to a new version which included bug fixes, performance enhancements and modifications to the program for BCMC.

**E-payments.** The E-payment system is functioning in Torrance County and has gone through to the court as well as Tyler.

**Computer Enhancement Fund (C2) Requests.** Monday, October 20, 2014, the C2 requests will be brought before DoIT. The request in the amount of \$1.295million dollars includes enhanced IT security for the courts, implementation of a new jury management system and a rewrite of the Reconciliation, Cash and Suspense (RCS) system. If the request is accepted by DoIT, it will then go before the Legislature.

**State of Idaho Visit.** Mr. Saunders informed JIFFY that the state of Idaho will be visiting JID at the end of October.

**squidGuard Pilot** Mr. Saunders explained that web filtering was off due to performance issues. Web filtering is a means of denying access to certain sites which is done by looking at key words that determine if a person is allowed access to a particular site. A new web filter is being piloted in Alamogordo called squidGuard to determine if performance improves.

- Pat Mente responded to Judge Bustamante's inquiry concerning the use of Dropbox in the court system by saying that it is not as widespread as first thought, as there were only two major users who have a defacto exception: one being a task force within the system and the other is the Judicial Standards Commission. Mr. Mente stated that there is a function in Zimbra called Briefcase which is the equivalent of Dropbox that can be used internally. The challenge is how to implement this feature when dealing with outside agencies.

**Transportation Safety Board Funding.** The Transportation Safety Board has offered approximately \$200,000 to assist with implementation of scanning in the magistrate courts. In order to complete the project it will cost close to \$500,000.

**Replacing DSL Lines.** DSL lines are being replaced by Windstream in fourteen courts around the state. This will give those courts more bandwidth and improved performance in rural areas.

**V. Online Access Subcommittee (OAS).** Judge Bustamante stated that Portal will not be available until at least July of 2015, due to Tyler not having Portal configured for use in New Mexico.

**OAS Matrix.** Three versions of the Matrix have been brought to JIFFY for comment and OAS met last week to incorporate the latest updates by JIFFY. The latest handout of the Matrix removed court staff, as this chart is to reflect access by the public, not employees of the court. If employees wish access to cases outside of work, they have the same access as those in the category of *Anonymous/Public*. The attorney category has been broken down into three different groups, *Attorneys of Record, File & Serve and General Attorneys. Non-State Eleemosynary Users* were added. Municipal Courts will be added to the top line in which access groups *LEA and Justice Partners* appear giving the municipal courts full access to cases.

- Ms. Cascio clarified that in Portal, one profile can be changed and it will affect every user registered, which is not possible in Odyssey Public Access.
- The consensus was to take out *BCSO and APD* as those are covered under the title LEA in the Access Group column and add *Detention Centers and Probation & Parole Entities* under the User column. Ms. Cascio explained that in the past Steve Prisoc would make the decision as to where an entity would be placed on the Matrix and then this determination fell to Artie Pepin.
- Greg Ireland brought up the issue that certain groups of court employees such as probation officers, court clinicians and bailiffs who are trained on Odyssey but choose to use the internet rather than Odyssey internally. Tobie Fouratt noted that most probation officers in the magistrate courts do not

have access to Odyssey internally, so they always use the external entry. Renee Cascio proposed that these court employees might have received full training on how to enter data, but then may not have received targeted training on how to search within Odyssey. Searching for people or cases in Odyssey is exactly like searching in Odyssey Public Access (OPA). Those court employees may benefit from training on how to search productively in Odyssey. Judge Bustamante made it clear that the Matrix will not be employed until Portal is ready for implementation.

- The topic of charging for some of the categories on the Matrix was raised and Judge Bustamante answered by saying that the money collected would be to cover the initial product costs such as the redaction software and to keep the program running. As of now, it is not known what the costs upfront will be and how much it will cost to run the system. Judge Bustamante recommends that when decisions need to be made concerning the dollar amounts to charge for various documents and reports, that the JIFFY members be the ones to make those determinations. Judge Bustamante referred to the handout entitled “*Proposal to Conduct Three Online Access Projects*” and pointed out that *Project Three* on page 2 recommends implementing bulk sales to large data consolidators, however the particulars of when and how that will be realized have not been considered as of yet.

**Judge Knowles moved to approve the Online Access Subcommittee Matrix as a working draft and to get additional written input from interested parties through publications and other avenues as needed. Judge Alaniz seconded. No opposition noted. Motion carried.**

**Proposal to Conduct Three Online Access Projects.** Judge Bustamante referred to the handout entitled “*Proposal to Conduct Three Online Access Projects*” developed by Steve Prisoc. A few months ago OAS provided JIFFY with an eight page document describing the committee’s process. Mr. Prisoc is proposing a three phase effort to be executed between October 2014 and July 2015 (hopefully when Portal will be ready for implementation). Judge Bustamante reminded JIFFY that

the proposal is an idea that is still in the conceptual phase, is only the beginnings of the project plan and is subject to change.

- Renee Cascio stated that the first phase is E-payments which has begun in Torrance County, which will then be moved to the Las Cruces lobby a higher volume court. Fiscal Services will then get Chase Payment Tech accounts for all of the other magistrate courts and e-payments will then be deployed on the web.

**Judge Knowles moved to approve phase one further piloting of the e-payment system at the kiosk in Torrance County and then in Dona Ana County and have a targeted goal that is subject to revision and assessment, moving into e-payments online. Tobie Fouratt seconded. Judge Knowles amended the motion into rolling project one and project two together and also for a project plan to be developed by JID staff for the worldwide web rollout on Odyssey Public Access (OPA). Tobie Fouratt seconded the amendment. The motion was then withdrawn by Judge Knowles.**

- Tobie Fouratt pointed out that it is time to replace the current product Municipal Services Bureau (MSB) which has never worked properly for the courts and that e-payments will improve production and efficiency for court employees and will be easier for outside users to utilize.
- Ms. Cascio and Judge Mitchell emphasized that phase one & two must overlap in order to complete phase one. Online payment is Odyssey Public Access (OPA) without documents and the ability to pay fines and fees on criminal cases.
- Judge Mitchell stated that there has been a great deal of discussion concerning replacing Case Lookup with OPA. There is still no plan to make that happen and there is a very short time frame (March 2015). Judge Mitchell asked if there is a plan to implement phase two.

- Ms. Cascio indicated that what is missing is a project plan development for the first and second phase of the online access projects. This will include deploying OPA with e-payments. Case Lookup will still be online, however it will have notification that it will be replaced and put a link that a payment can be made by going to OPA. JID will proceed with the two pilots, while project plans are being implemented and then a plan will be developed for the rollout of e-payments to the rest of the state in the kiosks as well as on the worldwide web.

***Action Item: JID to develop a project plan for the first and second phases of the online access projects. This will include deploying OPA with e-payments. Case Lookup will still be online, however it will have notification that it will be replaced and put a link that a payment can be made by going to OPA.***

**Judge Knowles moved to approve the concepts outlined in projects one and two from the “*Proposal to Conduct Three Online Access Projects*” to continue with the e-payment pilot project and have JID staff develop a project plan for internet access through OPA statewide. Tobie Fouratt seconded. Judge Bustamante called for a vote and all voted in favor of the motion. Motion carried.**

- Judge Bustamante referred to project three of the proposal and informed JIFFY that one of the reasons this initiative has been brought to the forefront is because a number of the Supreme Court Justices have been discussing this with Steve Prisoc for the past few years and are very interested in seeing this project move forward. Greg Saunders has experience with implementing bulk data feeds to large consolidators at his previous positions. Ms. Cascio discouraged JIFFY from acting on project three which is a considerable project, as her staff is fully engaged with implementing the Supreme Court, and a number of other major initiatives.

**Judge Knowles moved to keep project three of the “*Proposal to Conduct Three Online Access Projects*” on the back burner of ideas for the future and study the project to be discussed at a later date. Judge Alaniz seconded. No opposition noted. Motion carried.**

- Greg Ireland noted that in the past, items were added to the Parking Lot list and that project three might be added to the Parking Lot. Mr. Saunders explained that he had inherited bulk data sales at MVD, which was done by one company and there was very little interaction from the IT staff. It is enabled by the IT staff and then it is sold by the third party and a fee is charged by the intermediary company. Potentially it is not as much work on JID staff as it seems to be and it is a revenue source. At MVD, there was no RFP in the process, they used a vendor that is under contract and the monies come in with no monies spent.

**VI. AS400 Access.** Judge Alaniz reported that he has had some discussions with Artie Pepin and Greg Saunders in regard to some of the Justice Access partners who still need access to the AS400. Judge Alaniz and Robert Padilla are in the process of determining ways to start scanning in documents and reducing the public access. Artie Pepin and Greg Saunders were given a time frame that was acceptable to both of them.

**VII. Future Meetings.** The next meeting will be held on Thursday, November 20, 2014, 9:30 a.m. at the Judicial Information Division in Santa Fe.

**VIII. Adjourn.** Judge Bustamante adjourned the meeting at 11:24 a.m.