

CONFERENCE OF CIRCUIT COURT ADMINISTRATORS MEETING

Minutes
September 27, 2016

Conference Members Present:

Jennifer Keiser (Chair)

Timothy Sheridan (Vice-Chair)

Matthew Barrett

Sondra Battle

Emanuel Demedis

Missy Gallagher

Doug Hofstedt

Michael Howard

Susan Leary

Judy Lohman

Cherie Meienschein

Lionel Moore

Eunice Plank

Judy Rupp

Teri Scherer

Sandy Smith

Bobbie Warnken

Deborah Zrioka

Administrative Office of the Courts:

Lynne Wheeler

A meeting of the Conference of Circuit Court Administrators was held on September 27, 2016, at the Judiciary Education & Conference Center, beginning at 10:00 AM. Jennifer Keiser began the meeting by welcoming everyone. She called for approval of the minutes from the May 31, 2016 meeting and the revised minutes from the March 29, 2016 meeting, and received a motion from Doug Hofstedt. The motion to approve was seconded by Sandy Smith and passed. Jennifer introduced the new Court Administrators for Worcester County and Baltimore City, Michael Howard and Lionel Moore.

REFERRAL PAD – *Lou Gieszl*

- Notepads developed by Court Access/Community Relations subcomm of JC. Point person is Lonni Summers, so can order them through her. These should eliminate some confusion on the part of the public, especially when public is under stress, has language barriers, etc. The more specific information provided, the better. Request is to encourage clerks, judges, and magistrates to have these available to help self-represented litigants and their relatives to provide guidance when they leave court.
- They are fairly general, but can be customized by making changes to the template online. Can request extras through Court Access/Community Relations.
- Jenn is using a stamp to place their local program info on blank areas on forms.

- QUESTIONS/CONCERNS:
 - Tim – Suggestions for placement in courthouses?
 - With desk clerks, on the bench with judges, program coordinators (family service), anyone engaged with the public – Lou
 - There are ways to work around any opposition that might be encountered.

NEW SHAREPOINT SITE FOR CCCA – *Lynne Wheeler*

- A new site has been created to provide members of the Conference to access meeting materials and documents, such as rosters and meeting schedules, any time they are needed.
 - URL: <https://courtshare.courts.state.md.us/sites/ccca/SitePages/Home.aspx>
- In order to access the site, users may log in with their Windows credentials, or if County employees, with their Active Directory username and password.
- Meeting materials will be posted on the site, but also emailed prior to each meeting. These materials consist of minutes from prior meetings, agendas, and any additional handouts.
- After each meeting, any other handouts will be scanned and uploaded to the site.
- If any members encounter issues with the site, they should contact ServiceNow
 - Phone: (410) 260-1114
 - Email: mdcourts@service-now.com

PROTOCOL FOR JUDICIARY CONFERENCES – *Jenn Keiser*

- Three (3) handouts were distributed, including the Draft Operational Guidelines, the 2015 Administrative Order on the Conference of Circuit Court Administrators, and the Protocol for Maryland Court Committees.
- Protocol for Maryland Court Committees:
 - The “Conferences” section was reviewed as a group. The Goals and Objectives need to be added to the website. Jenn contacted the Conference of Law Library Directors for a draft of theirs, and Tim obtained a copy of that of the Clerks. Both Conferences extracted text from the Administrative Order that established them and posted it as their Goals and Objectives. This is due by 10/30/2016.
- Draft Operational Guidelines:
 - Jenn drafted Operational Guidelines based on the Functions portion of the Administrative Order. Goals and Objectives were discussed with the following recommendations:
 - Add a new Goal 4 from Clerks’ Objectives.
 - (#1) that ListServ, SharePoint, email groups, in-person meetings, etc. (a library of resources), would be used to accomplish the creation of this forum.
 - This should be added to the agenda to discuss once a year.

OVERVIEW OF ELECTION OF VICE-CHAIR – *Jenn Keiser*

- Tim will automatically assume the position of Chair once Jenn’s term expires at the end of this year, and the Conference will be left in need of a new Vice-Chair.
- The role of the Vice-Chair entails attending Judicial Council and Conference of Circuit Court Clerks meetings, helping with Joint Conference brainstorming with the Chair, and attending the Joint Conference in Ocean City with judges and other leaders.

- If anyone is interested, they should contact the past Chair's committee and Jenn. If no one volunteers by November's meeting, one-on-one discussions will need to take place.

COMMITTEE TERMS – Jenn Keiser

- For anyone interested in joining a particular committee, there is a form to fill out. Tim and Jenn will also both be happy to recommend people for committee and subcommittee membership. It's crucial for the Court Administrators to have a voice in these groups.
- Doug recommended that everyone take a shot and apply to be on a committee.
- Tim offered to hand over his position on the ADR Committee to anyone who might be interested.
- Most work is done in the subcommittees, so it would be especially helpful to have representation there.
- Tim and Jenn will be talking with Faye to find out the status of the committees, in order to gauge the level of involvement necessary.

OTHER BUSINESS

- Sandy Smith shared that the groundbreaking went very well in Queen Anne's County, and said that construction is underway for the new courthouse.
- The State of the Court Reports are due soon.
- Teri asked how other courts are handling the Rule change that says that Family Law cases with reports from custody evaluators be put on the record. Her judges have decided to require court reporters to transcribe them. Stenographers do not want to do so for free, even though they are being paid a salary.
 - Tim shared that they write all of theirs, and Doug shared that theirs are written and that copies are provided to both sides.
 - Sandy's Orders explain whether or not they want a report within a certain period of time. The Court then decides how much access is permitted and how it is put into the record.
 - Jenn suggested obtaining a list of all jurisdictions, reflecting that they all need them in writing. Sondra agreed to have a list sent to Teri.
 - Sandy and Matt shared that the MDEC rollout has been going very smoothly, with any issues being addressed promptly. The majority of the issues are business process related.
 - Matt encouraged everyone to read the new draft of Rule 16.806.

COMMITTEE UPDATES

❖ JUDICIAL COUNCIL – Jenn Keiser/Tim Sheridan

- At the September 21st meeting, the hot topic was the Social Media Policy. It requires a lot of discussion.
- Cloud security was addressed, explaining how the cloud servers work for storage purposes.
- The Council aims to move subcommittee meetings to evenings to permit judges to work their normal hours during the day.
- The Judicial Council will now meet bi-monthly.

❖ **CONFERENCE OF CIRCUIT JUDGES – *Jenn Keiser***

- Jenn was unable to attend the meeting. She will distribute the minutes and any updates once she receives them.

❖ **CONFERENCE OF CIRCUIT COURT CLERKS – *Tim Sheridan***

- The majority of the time was spent discussing the Social Media Policy and taking care of the Goals and Objectives.

❖ **COURT TECHNOLOGY – *Matthew Barrett***

- The Rules Committee is working on the Video Conferencing Rules. A revised draft has been received and will probably be moved forward for consideration.
 - Video conferencing could be useful for remote interpretation, saving money and making it easier to find interpreters for more unusual languages and/or dialects.
 - Not every county has an MOU for video conferencing.
- Judge Stone from Baltimore County is spearheading the development of protocol for the e-Warrants program. A vote was taken to approve it at the September meeting and it should be presented to the Judicial Council at their next meeting for review and approval.

❖ **COURT ACCESS – *Judy Lohman***

- Judy was on vacation and unable to attend the last meeting.
- The next meeting is scheduled for October, so an update will be provided at the November meeting.

❖ **SPECIALTY COURTS & DOCKETS – *Judy Rupp***

- A status update will be provided in November, following the October meeting.

❖ **ADR – *Tim Sheridan***

- Tim distributed the minutes from the August 30th MACRO meeting. There was nothing else new to report.

❖ **SENIOR JUDGES**

- Sondra was to attend her first meeting on September 27th.

❖ **COURT OPERATIONS – *Sandy Smith***

- Recommendations have been received, including some from the Courthouse Equity Subcommittee. Judge Wells plans to present them to the Judicial Council in October.

❖ **JURY USE**

- The updated manual is under construction. The main committee is hoping to have a draft ready for submission to the Judicial Council before the end of this year.

❖ **CASE MANAGEMENT – *Tim Sheridan and Jenn Keiser***

- The next meeting will most likely take place in October. Nothing to report at this time.

❖ **COURTHOUSE EQUITY**

- Lionel will check with Judge Wilson regarding whether or not he will replace Stephanie Medina on the subcommittee.

❖ **FORMS – *Doug Hofstedt***

- If Doug's term is not renewed, he recommends that others join.

❖ **COURT REPORTING WORKGROUP – *Teri Scherer***

- This workgroup has not met in quite some time. It meets on an ad hoc basis, so there is no set schedule. Jenn will check with Faye regarding future meetings.

❖ **GRANTS ADVISORY WORKGROUP – *Sondra Battle***

- This group has not yet met.

❖ **RECORDS RETENTION WORKGROUP – *Jenn Keiser***

- The total revision of the policies is almost complete. One document is being prepared, which incorporates all court levels, as well as the AOC. It will be submitted to the Operations Committee, followed by the Judicial Council.

❖ **EDUCATION**

- No update.

❖ **PROFESSIONAL DEVELOPMENT**

- In the meeting on September 7th, the Joint Meeting was discussed. They also discussed Rules training and ICM committees.

❖ **JUDICIAL ASSISTANTS EDUCATIONAL PROGRAM**

- Teri Scherer has been added to the program. It should be rolling out in a year.

❖ **TECHNOLOGY TRAINING**

- New trainings will be rolled out to assist with the transition from Word Perfect to Word.
- Other trainings include CONNECT, e-Warrants, and Office 365.
- If any trainings are missing for Court Administrators' staff, Doug asked to be notified.
- According to Matt, there is no plan at the moment for Odyssey training to take place. Tim suggested that this be handled by the MDEC Executive Steering Committee.

❖ **STATE OF THE COURT REPORTS**

- Need to find out if Michael Howard will replace Dick Outten.