

Colorado E-Filing Oversight Committee

Charter

The Colorado Courts E-Filing Oversight Committee (“EOC”) is created by this charter for the purpose of supporting the Colorado Judicial Branch’s efforts to improve the management and administration of the Colorado courts, in a manner that serves the needs of the Judicial Branch’s customers, through e-filing technologies.

Committee Purpose and Objectives

The EOC is the official advisory group for the Colorado Judicial Branch’s E-Filing Program. The objectives of the Committee are to:

- Foster, promote, and enhance efficiencies in the daily operations of the Judicial Branch through the application of e-filing technologies;
- Identify which data elements should be included and integrated into the Judicial Branch’s e-filing and case management systems, as well as integrated with other State agency systems;
- Design methodologies to efficiently integrate Judicial Branch technologies with those used by the Judicial Branch’s e-filing customers;
- Provide a forum for improving communication among the Colorado Judicial Branch and users of the Judicial Branch’s e-filing programs;
- Establish and refine existing and new e-filing best business processes;
- Review relevant court rules and statutes;
- Discuss new e-filing topics, questions, and concerns;
- Provide assistance and support to the State Court Administrator’s Office (SCAO) in the development and enhancement of the Judicial Branch’s e-filing system;
- Sponsor and support conferences, workshops, seminars, courses or other educational programs related to the Judicial Branch’s e-filing program; and
- Make recommendations to the Chief Justice of the Colorado Supreme Court regarding the pricing of e-filing functions.

Summary Report

The Committee Chair or designee shall make regular reports to the Judicial Branch's IT Standing Committee summarizing the EOC's activities and recommendations for action.

Membership

The SCAO will pursue a balanced membership of the EOC and representatives may be selected from (though not limited to) each of the following user groups:

Colorado Judicial Department Employees

- District Court Judges
- County Court Judges
- District Administrators
- Chief Probation Officers
- Clerk of Court—Trial Courts
- Clerk of Court—Appellate Courts
- Judicial Water Referees

Agencies and Entities

- Colorado Bar Association
- Colorado Office of the Attorney General
- Colorado District Attorney's Counsel
- Office of the Colorado State Public Defender
- County Attorney's Office
- Colorado Mental Health Institute
- Colorado Division of Water Resources (Office of the State Engineer)
- Public Pro Se Litigants
- Private Collections
- Private Landlord Tenant Collections
- IT Representation from Law Firms and Collection Agencies
- Trial Lawyers
- Paralegals

Membership of the EOC will be established through nominations by current and active EOC members. The SCAO will collaborate and select final members.

In the event that a committee member resigns or cannot fulfill the duties as appointed, the resigning committee member shall submit a replacement name to the EOC Committee Chair or designee for consideration and approval.

To maintain the efficiency of the group through active participation, the SCAO may ask members to renew their participation annually. The SCAO may also fill spots left by inactive members.

Sub-committees

The Committee may establish sub-committees, including, but not limited to, sub-committees to help in the development of the Judicial Branch's electronic filing system. These sub-committees shall provide regular reports and recommendations to the EOC for its consideration. Membership of these sub-committees shall come from both EOC members and line staff regularly using the system from within the Judicial Branch and its various customer groups.

Chair

The EOC will be chaired by the Judicial Department's CIO. The Chair will organize and preside at the meetings, report on the recommendations of the EOC to the Judicial Branch's IT Standing Committee, and otherwise ensure that the business of the committee is supported by IT management and staff.

Meetings

Meetings of the EOC shall be held quarterly at a minimum. The scheduling of the quarterly meetings and such other meetings as may be necessary shall be the responsibility of the Committee Chair or designee.

Meetings of EOC sub-committees shall meet as needed.