

**ICCES Oversight Committee**  
**Minutes of Meeting**

<b><u>Facilitator:</u></b>	Jared Pedersen
<b><u>Date:</u></b>	1/21/2011
<b><u>Location:</u></b>	Grandview – Arvada, CO
<b><u>Attendees:</u></b>	<p>Jared Pedersen, ICCES Manager; Bob Roper – CIO; Reba Nance – Colorado Bar Association; Tom Romola, Private Collections; Sabino Romano, 17<sup>th</sup> Judicial District Judge; John Kuenhold, 12<sup>th</sup> Judicial District Chief Judge; Joseph(Jody) Grantham, Hearing Officer (Grand Water Commission); Terri Cook, Office of the Public Defender, Julie Hernandez, Public Pro-Se Litigants Rep (Colorado Springs); Rita Trujillo – Denver County Court; Chris Ryan, Clerk of Court (Court of Appeals); Jacques Machol Jr., Private Collections; Jackie Senese, District Administrator (Jefferson County); Ellen Walker, 4<sup>th</sup> Judicial District Chief Probation Officer; Lisa Hamilton-Fieldman 20<sup>th</sup> Judicial District Magistrate</p> <p><i>Via Phone:</i> Mick O’Hara, 14th Judicial District Chief Judge; Nancy Burke, Private Collections; Debra Sather-Stringari, 11<sup>th</sup> Judicial District Clerk of Court; Mark Cannon, Collections; Sabra Millet Denver District Administrator; Dea Wheeler, Assistant County Attorney, Boulder County</p>
<b><u>Note Taker:</u></b>	Sherry Foco

<b><u>Time</u></b>	<b><u>Agenda Item</u></b>	<b><u>Presented By</u></b>
9:12 am	Welcome	Jared Pedersen

<b><u>Time</u></b>	<b><u>Agenda Item</u></b>	<b><u>Presented By</u></b>
9:12 AM	Small Claims Status	Jared Pedersen
<ul style="list-style-type: none"> <li>• We are still on track for the end of March</li> <li>• ICCES will be using Jefferson County as the pilot site</li> <li>• The application jPOD is needed for ICCES to Go Live at the end of March <ul style="list-style-type: none"> <li>○ jPOD is the application that the courts will use to do E-Filing</li> <li>○ Some of the E-Filing jPOD screens will be: <ul style="list-style-type: none"> <li>▪ Clerk Review</li> <li>▪ Judge Review</li> <li>▪ Division Clerk Inbox</li> </ul> </li> </ul> </li> <li>• ICCES plans on testing in a few weeks with Jefferson County and with the Pro Se users Julie has pulled for testing</li> </ul>		

- The ICCES website is currently only in test. We should have the Stage environment up in a week or two for testing

<u>Time</u>	<u>Agenda Item</u>	<u>Presented By</u>
9:14 AM	IOC website	Jared Pedersen
<ul style="list-style-type: none"> <li>• If you do not have an IOC login , please email Jared pedersen at <a href="mailto:jared.pedersen@judicial.state.co.us">jared.pedersen@judicial.state.co.us</a></li> <li>• Link for the IOC website: <a href="http://www.courts.state.co.us/Administration/JBITS/Login/Index.cfm">http://www.courts.state.co.us/Administration/JBITS/Login/Index.cfm</a></li> <li>• The IOC website was recently updated and will be continually updated for you</li> <li>• It was suggested that we add RSS feed to the IOC site – Bob to get this setup with Chad</li> </ul>		

<u>Time</u>	<u>Agenda Item</u>	<u>Presented By</u>
9:16 AM	ICCES Demonstration	Jared Pedersen
<ul style="list-style-type: none"> <li>• Bob-Colorado Computer literacy for people over the age of 18 years of age is between 75-80%</li> <li>• ICCES support <ul style="list-style-type: none"> <li>○ User will be able to receive support for their account by calling the number or emailing the support team. The phone number and email address are on the bottom of the website</li> </ul> </li> <li>• IOC committee to give feedback on the substance of the ICCES website</li> <li>• The following screens were demonstrated: <ul style="list-style-type: none"> <li>○ Login Page</li> <li>○ Forgot Password</li> <li>○ Create Account</li> <li>○ Search</li> <li>○ Home Page</li> <li>○ Alerts</li> <li>○ JDF250 wizard</li> <li>○ ADA wizard</li> <li>○ Schedule a Court Visit</li> </ul> </li> <li>• Login Screen <ul style="list-style-type: none"> <li>○ The user will login with their email address once they have created an account</li> </ul> </li> <li>• Create Account <ul style="list-style-type: none"> <li>○ The user will fill out all required fields and submit their request</li> <li>○ ICCES will validate all the information and send an email to the user</li> </ul> </li> </ul>		

- The user will then have to check their email and click on the link inside the email to activate their account
- Home Page
  - The home page will show Alerts, Recent Actions and up to 30 days out of their court Schedule
  - Attorneys will have the addition of Notifications on the home page
  - It was suggested that we put something on the Pro Se user home page telling them how to file
  - It was suggested that if the user is logging on for the 1<sup>st</sup> time we ask if they need to file a new case or response
- Search
  - Quick Search and Advanced Search will be available
  - We need to decide what kind of filings will be able to be searched (Should a person be able to search for all cases or only their cases)
  - We need to find out what we should charge a fee for in the Search area
- JDF250
  - There should be an introduction screen that tells the user about fees, when the document is considered to be final, and about limitations
  - Screen 1
    - Work on the statement in regards to Jurisdiction, maybe use the text that was in the Learn More button instead
  - Why do we need AKAs?
    - We need AKAs for the Judgment information
  - Should we offer Interpreters?
    - At this time we will not offer this
  - ADA question
    - The user will be able to request ADA assistance during this wizard
    - The ADA request will be sent to the ADA coordinator at the court
  - Business
    - We are offering a link to the Secretary of State's website that will open in a new window
  - Service Information screen
    - Look at separating the statement out or highlighting the statement saying "If you choose not to have the court serve the parties, please wait until you receive and Alert from the court stating your filing has been accepted."
  - Subpoena
    - Magistrate Hamilton-Fieldman states the Civil Rule 45 is going through a

rule change

- Supporting Documents
  - The user will be able to upload supporting documents
  - Some courts say they do not want the user to be able to upload supporting documents before trial. This can be controlled on a court-by-court basis
- Payments
  - When the user hits the Submit button the payment will be processed and the filing will be sent to the court
  - If a filing is rejected from the court a refund will have to be made to the user
  - We will offer the Motion to File without Payment
  - The user can pay by credit card or Pay Later at the court
- Submission to the Courts
  - When the user hits submit, a temporary case number will be provided to the user. Case numbers will be assigned automatically. If a case is rejected by the court the case number will be put back into the pool of numbers.
  - Once the filing has been submitted to the court, the clerk will be able to view the filing in jPOD's clerk review screen
  - The clerk can verify all data and accept or reject the filing
- ADA wizard
  - The ADA wizard will allow the user to fill out a request for ADA assistance
  - The ADA form will then be sent to the ADA coordinator
  - The Review and Submit screen was shown. The user will be able to edit their information via a mini-wizard on this screen.
- Schedule a Court Visit
  - This screen will display in the JDF250 wizard
  - The user will be able to select a court date based on what the court has made available
  - This screen only shows 90 days out and does account for the 30 day rule
- Miscellaneous Information during the demo
  - We need to decide how much we will charge per transaction
  - Julie has put together a group of pro se users that we plan on testing with soon
  - Reba suggests that we add training videos
  - If a user selects to Pay later at the court, how long should we hold onto the filing for them to pay at the court?
  - If a user selects to Save and Close the wizard, how long should we allow the

filing to stay in Drafts? (Currently this is set to 60 days) <ul style="list-style-type: none"> <li>○ Jacque Machol suggests that we really need to get testing with the pro se user</li> <li>○ We need to decide how to deal with notaries (Specifically on Return's of Service)</li> </ul>
<ul style="list-style-type: none"> <li>• jPOD             <ul style="list-style-type: none"> <li>○ These screens should be available to demo at the next meeting</li> </ul> </li> </ul>

<u>Time</u>	<u>Agenda Item</u>	<u>Presented By</u>
11:14 AM	Management Reports	Jared Pedersen
<b>Discussion:</b> <ul style="list-style-type: none"> <li>• We are currently working on Management Reports</li> <li>• Between now and the next meeting please think about what management reports you would like for ICCES</li> </ul>		
<b>Decisions: Please bring ideas to the next meeting on this</b>		

<u>Time</u>	<u>Agenda Item</u>	<u>Presented By</u>
11:15 AM	Rule 121	Jared Pedersen and Bob Roper
<b>Discussion:</b> <ul style="list-style-type: none"> <li>• Take a hardy look at Rule 121             <ul style="list-style-type: none"> <li>○ What changes need to be made that will affect Small Claims?</li> <li>○ Review the rule and provide feedback on the long-term impact of this rule for E-Filing and Small Claims</li> </ul> </li> <li>• Magistrate Hamilton-Fieldman – Civil Rules Committee             <ul style="list-style-type: none"> <li>○ Magistrate Hamilton-Fieldman suggests that we get a CJD to blanket E-File because it takes time to changes rule (Pilot CJD)</li> <li>○ The next Civil Rules committee is January 28, 2011</li> </ul> </li> </ul>		

<u>Time</u>	<u>Agenda Item</u>	<u>Presented By</u>
11:22 AM	Review of new CJD E-Filing Exceptions	Jared Pedersen/Bob Roper
<b>Discussion:</b> <ul style="list-style-type: none"> <li>• A copy of this CJD is on the IOC site under “Discussion Items”</li> <li>• The new CJD is to help standardize E-File</li> <li>• This CJD has an attachment in regards to what filing's should be rejected             <ul style="list-style-type: none"> <li>○ Look over the Rejection list and come up with some feedback. Are we denying access to the courts by rejecting a filing? Or Are we helping the clerks with not</li> </ul> </li> </ul>		

<p>putting the burden on them to fix wrong filings? (Example: Documents that are scanned upside-down)</p> <ul style="list-style-type: none"> <li>○ Magistrate Hamilton-Fieldman states that eventually E-Filing will give the public more access to the courts. E-File will also provide more resources to the public.</li> <li>○ This group should read over the CJD and report back to Justice Bender. Bob says to think of these 3 things: <ul style="list-style-type: none"> <li>▪ Are we denying Access to the courts?</li> <li>▪ Are we making it difficult for the users to access the courts? Or</li> <li>▪ Are we allowing the user to be sloppy and creating more work for the courts?</li> </ul> </li> <li>○ Please have your feedback for the next meeting</li> </ul>
<p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>• <b>Reba to get a sub-committee to look over the CJD, sole practitioners and large firms</b></li> </ul>

<u>Time</u>	<u>Agenda Item</u>	<u>Presented By</u>
11:50 AM	Fees and Cost	Jared Pedersen
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• How much should we be charging to the user <ul style="list-style-type: none"> <li>○ Currently we know that the firm's are being charged differently on County civil and District cases</li> <li>○ What should be our pricing model?</li> </ul> </li> <li>• Concerns <ul style="list-style-type: none"> <li>○ Everyone wants it to be less expensive for the user</li> </ul> </li> <li>• Attorneys/Firms-Please bring in copies of your bills to the next meeting; you may redact them as needed. We just want to see the pricing structure.</li> <li>• Bob to locate Budget documents from the legislature meeting, and to find out what the original fees were from the late 90's.</li> <li>• We need to find out how many cases were filed for Small Claims statewide to help with what we should charge.</li> </ul>		

<u>Time</u>	<u>Agenda Item</u>	<u>Presented By</u>
	Next Meeting's Agenda	Jared Pedersen
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Bob and Jared to send an email on the next meeting date on Monday</li> <li>• The next meeting is scheduled for February 11, 2011 at 9:00 AM tentatively</li> </ul>		

<b><u>Things to Remember:</u></b>	<ul style="list-style-type: none"> <li>• Check the IOC website for updates</li> <li>• What management reports are needed?</li> <li>• Review Rule 121</li> <li>• Review new CJD</li> <li>• Bring Lexis Bills (if applicable)</li> <li>• Think about fees and costs</li> </ul>
<b><u>Concerns/Fears:</u></b>	N/A
<b><u>Meeting Adjourned:</u></b>	12:13 PM
<b><u>Next Meeting Date:</u></b>	TBD