

PROCEDURAL GUIDELINES

JUDICIAL COMMITTEE ON INFORMATION TECHNOLOGY

Version 2.0

Released : 10/12/2012

1 JCIT ORGANIZATION

1.1 PURPOSE

The JCIT was created to develop standards and guidelines for the implementation of technology in the courts of Texas. See Chapter 77, Texas Government Code

1.2 RESPONSIBILITIES

(a) The JCIT is charged by statute to perform the duties or functions imposed by the Supreme Court of Texas or by statute:

- (1) develop programs to implement the recommendations of the Information Technology Task Force of the Texas JCIT on Judicial Efficiency;
- (2) develop minimum standards for voice storage and retrieval services, including voice messaging and electronic mail services, local area networks, Internet access, electronic data interchange, data dictionaries, and other technological needs of the judicial system;
- (3) develop a coordinated statewide computer and communication network that is capable of linking all courts in this state;
- (4) encourage efficiency and planning coordination by researching the possible uses of existing computer and communication networks developed by other state agencies;
- (5) develop minimum standards for an electronically based document system to provide for the flow of information within the judicial system in electronic form and recommend rules relating to the electronic filing of documents with courts;
- (6) develop security guidelines for controlling access to and protecting the integrity and confidentiality of information available in electronic form;
- (7) develop a state judicial system web page for use on the Internet accessible to the public for a reasonable access fee set by the supreme court after consultation with the committee;
- (8) develop minimum standards for an internal computer and communication network available only to court staff;
- (9) recommend pilot programs relating to the testing and demonstration of new technologies as applied to the judicial system;
- (10) recommend programs to provide training and technical assistance to users of the coordinated statewide computer and communication network;
- (11) develop funding priorities regarding the various technological needs of the judicial system; and
- (12) recommend distributions to courts from the judicial technology account in the judicial fund.

(b) In recent practice, JCIT has worked on three issues: (1) the expansion and governance of electronic filing; (2) the evolution and proliferation of court case management systems; and

Procedural Guidelines

(3) the evolution and governance of data and technology standards affecting civil, family, juvenile or criminal justice.

1.3 VOTING MEMBERS

- (a) JCIT is composed of fifteen members appointed, under statute, by the Chief Justice of the Supreme Court. Pursuant to Government Code sec. 77.012, JCIT members are “representative of, but not limited to, appellate court judges, appellate court clerks, district court judges, county court judges, statutory probate judges, justices of the peace, municipal court judges, district attorneys, court reporters, court administrators, district or county clerks, members of the legislature, attorneys, and the general public.” A member of the JCIT serves a staggered two-year term subject to reappointment. Members are appointed to terms beginning on September 1st. A member is subject to removal from the committee by three unexcused absences from scheduled JCIT meetings.
- (b) The Chief Justice designates a presiding officer (“Chair”). The Chair may appoint other officers including a vice-chair, secretary, and subcommittee chairs.

1.4 NON-VOTING LIAISON MEMBERS

The Chief Justice may designate persons to serve as a non-voting “liaison” member of the JCIT. A liaison member’s term shall be two years subject to reappointment. A liaison member is subject to removal from the committee by three unexcused absences from scheduled JCIT meetings. The term shall begin on September 1st. Advisory members are not eligible for reimbursement of expenses related to JCIT business.

The Director of the Office of Court Administration serves in a non-voting member capacity under Government Code sec. 77.012(b).

1.5 MEETINGS

JCIT meetings are conducted quarterly (January, April, July and October) or at the call of the Chair. Notice of the Meeting and the Meeting Agenda will be made available to the JCIT Members, Non-voting Liaisons and other interested parties in advance of each JCIT meeting and will be posted on the JCIT webpage and the Judicial Branch Events page of Texas Courts Online. The Chair of the JCIT will conduct JCIT meetings. The Vice Chair will conduct JCIT meetings in the Chair’s absence.

Minutes of the meeting will be taken by OCA staff and will document the start and end time of the meeting, the meeting attendees, motions carried and actions items from the meeting. The minutes will be approved by the voting members at the next quarterly meeting. The minutes and meeting materials will be posted to the JCIT website once approved.

2 SUBCOMMITTEES

JCIT shall have the following standing subcommittees:

Procedural Guidelines

- Executive
- eFiling
- Case Management
- Standards

The JCIT Chair shall appoint the chair and members of each subcommittee. The JCIT Chair also may form additional subcommittees as needed. Each subcommittee will provide a report at the JCIT meeting detailing actions completed since the previous JCIT meeting.

2.1 EXECUTIVE SUBCOMMITTEE

The Executive Subcommittee is composed of the JCIT Chair and the Chair of each subcommittee. The Executive Subcommittee may meet to consider issues that occur in the interim between the JCIT's quarterly meetings. The Executive Subcommittee meets at the call of the JCIT Chair.

2.2 SUBCOMMITTEE MEMBERSHIP

Subcommittees other than the Executive Committee may be composed of JCIT members, liaison members and other people as appointed by the JCIT Chair or subcommittee chair. Subcommittee chairs may add members to their committee at their discretion.

2.3 SUBCOMMITTEE MEETINGS

Subcommittee meeting may be scheduled by the subcommittee chair as needed. Subcommittee meetings may be conducted in person or by conference call. OCA will provide conference call services for subcommittee meetings if requested by the subcommittee chair.

3 INTERESTED PARTIES

Any interested party or member of the public wishing to be apprised of JCIT activities and meetings should notify JCIT lead staff (See Section 6) to be placed on a list for email notifications. Interested parties may provide input to the JCIT by submitting the issue in writing to JCIT lead staff.

4 CONTRACTS FOR GOODS AND SERVICES

The Office of Court Administration (OCA) may contract for goods and services on behalf of JCIT. OCA staff and the JCIT Chair jointly monitor contract activities that are engaged for JCIT.

5 SUPREME COURT REPORT

Each September the JCIT shall provide the Supreme Court with an annual report regarding its activities.

Procedural Guidelines

6 JCIT STAFF

Pursuant to Government Code sec.77.014, the Office of Court Administration provides staff for JCIT.

Casey Kennedy JCIT Staff Lead/Director, Information Services (OCA)	casey.kennedy@txcourts.gov	512-463-1603
David Slayton Administrative Director (OCA)	david.slayton@txcourts.gov	512-463-1626
Meredith Higgins Executive Assistant	meredith.higgins@txcourts.gov	512-936-7554