

JUDICIAL COMMITTEE on INFORMATION TECHNOLOGY

MEETING MINUTES

May 10, 2019
Supreme Court of Texas

I. Call to Order

Justice Simmons called the meeting to order at 10:04 a.m.

JCIT Voting Members

Chair, Justice Rebecca Simmons
Vice-Chair, Bob Wessels (*phone*)
Honorable Woody Gossom (*phone*)
Honorable Dan Hinde
Cynthia Orr (*phone*)
Honorable Brian Quinn (*phone*)
Todd Smith
Carlos Soltero
Dennis Van Metre (*phone*)
Honorable John Warren
Ed Wells (*phone*)
Honorable Sheri Woodfin

JCIT Liaison Members

Honorable Jeffrey Boyd
Honorable David Canales (*phone*)
Randy Chapman
Honorable Annie Elliot
Honorable Blake Hawthorne
Gary Hutton
Tracy Hopper (*phone*)
Honorable Velva Price (*phone*)
Sian Schilhab
Michelle Spencer
Mark Unger
Honorable Kevin Yeary

Others in Attendance

Kelsey Clark, File and Serve (*phone*)
Jaclyn Daumerie, Supreme Court
Terry Derrick, Tyler Technologies
Cathy Horvath, Guadalupe County (*phone*)
Jeanine Hudson, DPS (*phone*)

Bobbie Jackson, Tarrant County
Victor Jauregui, Travis County (*phone*)
Karen Miller, Texas Legal Services Center
Anita Ochoa-Travis, Travis County
Jorge Padilla, Jackson Walker
Diana Parsons, Travis County (*phone*)
Laura Richard, Fort Bend County (*phone*)
Beth Rogers, Montgomery County (*phone*)
Dawney Rogers, Travis County
Joel Rogers, Office of Attorney General (*phone*)
Isabelle Royal, Travis County (*phone*)
Dustie Sanders, Tarrant County (*phone*)
Steve Schenk, ProDoc eFiling
Mark Schwartz, One Legal (*phone*)
Holly Taylor, Court of Criminal Appeals
Valerie Valdez, Cynthia Orr's Office (*phone*)
Madison Venza, Courthouse News
Beverley Walker, Fort Bend County (*phone*)
Deana Williamson, Court of Criminal Appeals
Brad Weems, Williamson County (*phone*)

Office of Court Administration Staff

Casey Kennedy, Director, Information Services
Angela Garcia, Chief Data Officer (*phone*)
Amanda Stites, Project Manager, Information Services
Thomas Sullivan, Project Manager, Information Services (*phone*)

II. Approval of Meeting Minutes

Motion to approve March minutes as presented. **Motion by John Warren, second by Carlos Soltero – no opposition. Motion carries.**

III. eFiling Issues/Updates

A. Discussion regarding the permissions to Attorneys on the Case to include their associates and staff. Attorneys and paralegals associated with the firm of the filing attorney have requested the same access to documents as the attorney on the case.

Justice Simmons provided an overview of the issue and a discussion of issues related to roles and rights followed. Mr. Kennedy relayed that there is a similar issue with senior partners or elected District or County Attorneys listed on the case but other attorneys are working on the case and need access. The service list was discussed and

determined to not be a viable alternative. Administration of the firm list and the importance of tracking access to documents were also discussed, but that it occurs today within the eFiling system.

Motion to change Attorney on the Case to Firm on the Case. “Firm on the Case” means an attorney licensed in Texas who has made an appearance on the case, or any staff associated with that firm. **Motion by Dennis Van Metre.**

A friendly amendment by made by Blake Hawthorne to add a second sentence: “The term includes staff, paralegals or other persons authorized by the firm administrator.”

With one vote opposed, the *Motion carries.*

Justice Simmons stated that the specific language will be finalized and circulated to voting and non-voting members of the committee.

- B. Discussion regarding the electronic filing manager (EFM) to show the username of the person returning for correction along with contact information for the clerk’s office that returned the item. Clerk may designate a responsible person to respond to inquiries regarding returns for correction. Clerks from the larger jurisdictions requested that clerks be able to designate an individual to receive these calls as an option to showing the username of the person returning the filing.

Motion to designate a responsible person to respond to inquiries regarding returns for correction. **Motion by Sheri Woodfin, second by Blake Hawthorne – no opposition. Motion carries.**

Justice Simmons stated that this will be included in the Standards and Mr. Kennedy stated that OCA will work with Tyler to get the change implemented and determine if a URL can be included with the contact information.

- C. Discussion regarding the final wording to go at the bottom of items returned for correction that provide instructions to the attorneys on how to retain the original file stamp date/time.

Mr. Kennedy provided an overview of the issue. The issue occurs when several documents are filed in an envelope and some of the documents are returned for correction. The correct file date of the returned document must be manually entered.

Standard language needs to be added to documents returned for correction and Tyler needs to review the issue for the easiest technical solution.

D. Update on lead/attachment uniformity rollout.

Mr. Derrick reviewed the Lead vs. Attachment Uniformity Plan. Tyler will be sending out a questionnaire to each clerk office to ask how they want this configured. The configuration will be tested in stage before migration to production. A target date of June has been set to move configurations to Production.

A discussion followed regarding a filestamp on proposed orders. Justice Simmons stated that this should be part of an ongoing discussion about orders.

E. Update on Clerk response to the issue involving judge's signature on orders not being circulated to all counsel of record.

Justice Simmons reviewed the issue. Ms. Woodfin reviewed Rule 306, which requires that notice be given when an order has been signed but does not require that a copy of the order be provided. Ms. Woodfin recommends that the rule be changed.

Judge Hinde mentioned several issues regarding attachments vs. links to documents and documentation that the information has been sent. Mr. Kennedy stated that the life of the link at the bottom of service, which allows access to documents, can be extended.

Motion to extend the life of the service link at the bottom of service from 15 days to 30 days. **Motion by Mark Unger, second by Carlos Soltero - no opposition. Motion carries.**

Justice Simmons directed the Standards Committee to include this decision in the standards.

F. Update from Tyler on the redaction and re:SearchTX education rollout.

Mr. Derrick provided an update on webinars and presentation provided about redaction. Since January, redaction has been used more than 60,000 times. He reviewed the additional communication methods that will be used including, monthly email blast, additional bar presentations, updating message of the day, and updating Frequently Asked Questions.

G. Update on Juvenile eFiling

Justice Simmons stated that a committee needs to be set up to work on Juvenile eFiling and asked which clerks would like to work on a committee. Sheri Woodfin and Tracy Hopper volunteered. Mr. Kennedy stated that there are currently no juvenile codes. The goal is to work toward the mandatory eFiling of juvenile cases. Justice Simmons clarified that this discussion is about eFiling, not about access to

records and asked that the Standards Committee work on juvenile eFiling codes for the next meeting.

H. ResearchTX Criminal - Justice Simmons also discussed organizing committee meetings on re:SearchTX access for criminal eFilings. The list of committee members: Greg Cox, David Escamilla, Tracy Hopper, Karen Miller, Cynthia Orr, Velva Price, Sian Schilhab, Holly Taylor, John Warren, Deana Williamson, Sheri Woodfin and Kevin Yeary. The committee will meet over the summer in person and by phone.

IV. re:SearchTX issues/updates

Discussion on orphaned cases out on Re:SearchTX – case meta info being pulled into re:SearchTX from old cases that don't match JCIT standards.

Mr. Kennedy provided an overview of orphaned cases, which are cases that do not match JCIT standard case types and are not visible in re:SearchTX. The issue is with new filings on legacy cases. He will continue to review cases with Tyler to determine the extent of the issue.

V. New Business/Open Discussion

Mr. Hawthorne asked about the automated certificate of service that JCIT approved. Mr. Kennedy stated that it is available to be turned on in production but the envelope id does not appear. Tyler can add the id to the envelope through a patch. Mr. Hawthorne stated that he is ready to try it.

The clerk reports will be deployed in production on 5/18/19. In addition, the label for rejection will be changing to return for correction.

Ms. Woodfin is working with Tyler on downloadable e-service addresses. Tyler is working on a defect.

VI. Adjourn

The meeting was adjourned at 12:10 pm.