

Minutes
Court Personnel Committee Meeting
February 19, 2019; 1:30 p.m.
251 N. Illinois Street, Indianapolis, Room 873

Members Present: Hon. David Bonfiglio (via phone), Mary DePrez, Lori Fleeman, Kyle Gillaspie, Bob Rath, Hon. Susan Orth (Chair), Hon. David Riggins, and Emily VanOsdol,
Staff Present: Vicki Davis, Kristyn Hill, and Paige Newland

1. Judge Orth, Chair, called the meeting to order.
2. The Committee approved the minutes from the August 2018 meeting (the October 2018 Meeting was cancelled).
3. Judge Orth inquired about an update on the Committee's Proposed Amendment to Code of Judicial Conduct Comment to Rule 2.12 after meeting with Ethics & Professionalism Committee. Vicki Davis said that the updated language might not have reached the Committee on Rules of Practice and Procedure for final approval. Ms. Davis said that the Education Division will follow up with Staff Attorney Tom Carusillo to address proposed language change. Judge Orth requested that an update be added to the next Committee meeting agenda.
4. Lake County Mandate Action for Court Salary Referendum Update
Discussion on this item was deferred to the next meeting.
5. Vacancies on the Court Personnel Committee (3 clerks)
Vicki Davis asked the Committee for recommendations. Mary DePrez will ask Christa Coffey and Michael King for recommendations. Jill Acklin received several suggestions from the Judicial Education Committee as well as from Greg Pachmayr. Judge Riggins said he would ask Shelby County Clerk Jill Taylor for her interest in joining the Committee. Judge Bonfiglio said he would also ask his clerk. The Committee agreed that, ideally, these vacancies will be filled by the next meeting. This item will be added to the next agenda.
6. Updates on the Following Indiana Office of Court Services Conferences & Trainings
 - a. Review of Evaluations from Court Security Officer Conference (September 20, 2018): Judge Orth noted that the comments very detailed and that the conference attracted a variety of attendees, including judges. Vicki Davis said that by moving the Court Security Officer Conference further away from Annual Meeting of the Judicial Conference of Indiana, more judicial officers were able to attend. The consensus was that the conference was successful; it was noted, however, that more handouts would be beneficial in the future. For future topics, Judge Riggins suggested addressing comments related to security concerns in the courtroom—can the officer(s) on duty intervene in a situation prior to judicial authorization? Judge Riggins says “yes” for his court; others agreed that this is a key message to emphasize to security personnel. Another training suggestion was about managing courthouse access. Judge Orth

asked the Committee to take some time to review the feedback more in-depth and consider what would be most beneficial for future Court Security Conferences.

- b. Trial Court and Clerk Employee Conference (July 9, 2019)
 1. Vicki Davis asked for the Committee's opinion on a diversity or implicit bias-related plenary. The last time a diversity-related program was offered for court staff was in 2010. Emily VanOsdol said that Marion County court staff completed implicit bias training that, while good, was an overall uncomfortable experience for attendees.
 2. Ms. VanOsdol also said that the staff recently completed an active shooter training that was very well received benefitted employees both professionally and personally. The IMPD officers who conducted the training were well-liked. Judge Orth noted that judges are not the only ones being recognized in public these days; court staff are being recognized, too, and these kinds of trainings would be very useful.
 3. Emily VanOsdol said that Marion County will host a customer service-themed program for court staff. Ms. VanOsdol said that she would find out more information to provide to the Committee and Education staff. Ms. VanOsdol remarked that the communication sessions led by Chad Long in 2018 were very well-received and suggested repeating this session for 2019. Ms. VanOsdol said that it is good to offer training that makes people better employees overall.
 4. The Committee agreed that the first choice for a plenary would be active shooter training.
 5. Judge Orth asked if it were possible for the Chief Justice to open the conference; attendees greatly appreciated her remarks last time. Vicki Davis said that the Education staff can reach out to the Supreme Court to see if a justice is available to open the conference. Ms. Davis noted that with a morning plenary, there would be a good opportunity for a justice to open the conference.
 6. For the Ethics session, Emily VanOsdol suggested Beth White as a potential speaker. Ms. White was very good when she spoke to Marion County court staff.
 7. Judge Orth asked about the Odyssey session content. Mary DePrez explained that the intent for the session was to demonstrate the new release that will be coming out so that court staff will know what to expect.
 8. Judge Orth said that her court staff wondered if expungements could be included in the INcite session. Mary DePrez explained that expungements are not recorded in INcite. Ms. DePrez said that depending on legislative updates, several INcite applications could be affected, which would need to be covered in the INcite session.
 9. Judge Riggins noted that he often sees issues arise related to Administrative Rule 9, especially with exhibits, such as medical records.
 10. Judge Orth asked about the Guardianship Registry session. Mary DePrez explained that the registry will have a public face and that reports will be submitted to the registry. It might be ready by July. The project is years in the making.

11. Vicki Davis explained that the IV-D session was specifically requested by the Indiana Department of Child Services.
 12. Mary DePrez noted that E-filing will be statewide later this year. The Committee agreed to replace one of the two Odyssey sessions with an E-filing session.
 13. Judge Orth noted that some attendees left after lunch last year. Vicki Davis suggested shortening the sessions from 90 minutes to 75 minutes so that attendees will be able to get on the road earlier. The Committee discussed having a lunch speaker, but ultimately decided against it to give attendees an opportunity to network with one another during lunch instead.
 14. The Committee also considered extending a formal invitation to judges; while this could boost attendance, it could also inhibit the ability of court staff attendees to interact freely. Lori Freeman said that it would be beneficial for more counties to send clerks, especially since many aspects of Odyssey apply specifically to clerks.
 15. The Committee decided that the topic of proper retention and storage of exhibits/evidence/documents would be a good topic for the Trial Court and Clerk Employee Conference, perhaps as part of the court reporter session.
- c. Court Security Officer Conference (August 22, 2019)
1. Judge Orth reminded the Committee to review the 2018 evaluations and think about what should be added to the 2019 conference.
 2. Mary DePrez asked if the National Center for State Courts had ever provided advice on court security. Vicki Davis explained that the National Center for State Courts (NCSC) was utilized for the court security program several years ago. Ms. Davis said that the Education staff can reach out to the NCSC again to solicit suggestions for future programs.
 3. Judge Orth asked about interest in checking for federal or state grants to supplement security measures—i.e., metal detectors, wands, and other hardware. Vicki Davis said that staff could explore possible grant opportunities.

7. Update on Judicial Administration Committee Activity (Staff Weighted Case Study and Court Reporter Salaries):

Jeff Bercovitz recapitulated the weighted case study project thus far: the Judicial Administration Committee (JAC) spoke with two consulting firms about a method for determining how many staff hours are required to complete court-related tasks in a reasonable amount of time. Mr. Bercovitz described the rule already in place to collect budget and expenditure reports that, in theory, provides an overview of court staff and salary information, although this information is not uniformly reported. Mr. Bercovitz said that one of the two consulting firms offered a methodology that aligns with that of the National Center for State Courts (NCSC). However, Mr. Bercovitz noted that the study done several years ago by the NCSC was not altogether successful for Indiana due primarily to Indiana's decentralized court system. These results were presented to the JAC in August 2018. The JAC wanted to know the current number of court staff versus the number of court staff needed, and how staff are compensated versus how they should be compensated. The JAC also noted the differing activities of clerks across the counties.

The Chief Justice expressed concern about the following scenario: a county needs a new judicial officer, so the state legislature creates a position, but there is no determination of how many court staff are needed to support the judicial officer, nor of how the court staff should be compensated. Mr. Bercovitz reiterated that this encapsulates the need for the weighted caseload study. Mr. Bercovitz explained that since the last JAC meeting, it has been discovered that the Department of Local Government Finance requires counties to report all county employee information, including salaries, each January. This includes court employees. Mr. Bercovitz indicated that this information would be more accurate than the budget and expenditures report. Mr. Bercovitz said that this would be brought to the attention of the JAC at the March meeting

8. Court Reporter Handbook Revision:

Kyle Gillaspie reported that the handbook was revised last fall and distributed in December 2018. Mr. Gillaspie noted that Judge Riggins made comments on the December copy and that Mr. Gillaspie made further revisions based on the comments. Mr. Gillaspie said that he would distribute the most updated version to the Committee for review. Judge Orth asked if there would be any significant changes this year. Kyle Gillaspie explained that it depended on rule changes. If there are significant rule changes, the handbook would need to be revised accordingly. Mr. Gillaspie noted that the last update only included minor changes. Judge Orth asked if Mr. Gillaspie would like to have a new subcommittee for the handbook. Mr. Gillaspie opined that the project should be fine without a new subcommittee this year after the handbook update is released. Vicki Davis noted that the handbook is still published on the public-facing website. Bob Rath reported that Appellate Court Technology is evaluating the ability to automatically alert court reporters of notices of appeal. The portal will soon be updated to allow court reporters can enter their contact information to enable these automatic alerts. The alerts would simultaneously go to judges. Mr. Rath explained that this project is still in the analysis stage and would probably have a January 1, 2020 launch date. Mr. Rath said that he could provide more information about this project at the next Committee meeting. Judge Orth asked about cases with special judges. Mr. Rath explained that if the special judge's information is noted in the order that is being appealed, the alert would also go to the special judge. Judge Orth asked about cases transferred from court to court, specifically in instances where the originating court reporter prepares transcripts to send to the second court reporter. Bob Rath said that he would think through these situations and report back at the next Committee meeting.

9. Other:

Vicki Davis asked if anyone would like more regional training provided by the Indiana Office of Court Services (IOCS). Ms. Davis said that if there are any topics of interest, IOCS can work with counties to specify the training need as well as arrange faculty and coordinate logistics. Emily VanOsdol said that Kyle Gillaspie will be conducting a training in Marion County on storing/retaining evidence. Ms. VanOsdol noted that this is a growing issue among court reporters.

10. Next Meeting Date (For all meetings, participation by phone is available by calling 1-877-422-1931 and entering code 9404095491)

- a. May 21, 2019, at 1:30 p.m., 8th Floor, Room 873

- b. August 20, 2019, at 1:30 p.m., 8th Floor, Room 873
- c. November 19, 2019, at 1:30 p.m., 8th Floor, Room 873

11. Meeting adjourned.

Respectfully Submitted,

Paige Newland

Minutes
Court Personnel Committee Meeting
May 21, 2019; 1:30 p.m.
251 N. Illinois Street, Indianapolis, Room 873

Members Present: Hon. David C. Bonfiglio (via phone), Paige Bova (via phone), Mary DePrez, Lori Fleeman (via phone), Kyle Gillaspie, Martin Goldman (via phone), Hon. Susan L. Orth (Chair), Bob Rath, Hon. David N. Riggins, Rhonda Rohrer, and Emily VanOsdol (via phone).

Staff Present: Jill Acklin, Kristyn Hill, and Paige Newland

1. Judge Riggins called the meeting to order on behalf of Judge Orth, Chair.
2. The Committee approved the minutes for the February 2019 meeting.
3. Notice of Appeal—Changes to Service on Trial Court Staff
 - a. Bob Rath explained that the goal for these changes was to facilitate timelier Notices of Appeal to court reporters by automating the notification process through Odyssey. The desired result will be that a Notice of Appeal will be filed with the Appellate Clerk which will create a new case in Odyssey; the system will automatically notify the judge, the clerk, and the court reporter via email. Soon, court reporters will be able to log into the portal and update their contact information.
 - b. In counties where multiple court reporters should be notified at once, Bob Rath recommends either creating a generic email inbox and email address for all necessary court reporters to receive the automatic notices, or have each court reporter sign up to receive automatic notifications from every court in the county. Mr. Rath explained that instructions for setting up the automatic notifications will be provided in the portal.
 - c. Mr. Rath reported that the rule concerning Notices of Appeal to trial court staff was approved by the Rules Committee and the Supreme Court to be posted for public comment.
4. Lake County Mandate Action for Court Salary Referendum Update
 - a. Marty Goldman reported that the Lake County mandate action for the Court Salary Referendum has concluded. Mary DePrez noted that Howard County also has a current mandate action. Judge Riggins will investigate the activity in Howard County.
5. Rule Change Proposal to Comment to Rule 2.12 of Code of Judicial Conduct Submitted
 - a. The Committee discussed the importance of court staff continuing education. The rule change places the onus of court staff education on the judge and encourages judges to support technological proficiency within their staff.

- b. Mary DePrez noted that Trial Court Technology does not have the resources to train individuals or small groups of people on Odyssey. However, there are online resources and tutorials available on the Court's website.
 - c. Jill Acklin reported that the proposed rule change was sent to Tom Carusillo and Justin Forkner. Tom Carusillo will advise if the proposed rule change needs to go before the Rules Committee or if it can go straight to the Supreme Court.
- 6. Vacancies on the Court Personnel Committee (3 clerks)
 - a. Jill Acklin provided the list of recommended clerks to add to the Court Personnel Committee that she received from a variety of judges, Indiana Supreme Court staff, and the Office of the Appellate Clerk. The Committee considered factors such as county size, location in the state, and whether the county used Odyssey or CSI to diversify the representation on the Committee. With these aspects in mind, the Committee chose to select four candidates instead of three.
 - b. Jill Acklin will contact three of the candidates to ask if they would serve on the Court Personnel Committee. Judge Riggins will contact one of the candidates since that person is within his county.
- 7. Updates on the Following Education Events:
 - a. Trial Court and Clerk Employee Conference (July 9, 2019)
 - i. Jill Acklin explained that this year's conference is slightly different than usual. There will be a morning plenary on active shooter training immediately following opening remarks provided by Chief Justice Rush. Two sets of breakout sessions will follow. Ms. Acklin explained that historically, it has been difficult for attendees to stay late into the afternoon, so the conference will end at 2:30pm.
 - ii. Brenda Rodeheffer remarked that this conference would be beneficial for administrative assistants within the Office of Judicial Administration and would like to open the conference to them.
 - iii. Judge Orth noted that there is a good selection of topics for both new and seasoned employees.
 - b. Court Security Officer Conference (August 22, 2019)
 - i. Jill Acklin noted that the Education Division was still trying to get in touch with the U.S. Marshals for providing faculty for the Court Security Conference. Ms. Acklin noted that it has been difficult trying to establish communication but that the Education Division will continue its efforts to that end.
- 8. Court Reporter Handbook Revisions
 - a. Jill Acklin reported that this project is nearly done. Kyle Gillaspie noted that he made some minor changes based on a few comments he received on the draft handbook after the last Committee meeting. Mr. Gillaspie will send the final version to Jill Acklin who will coordinate with Beth Fullen to get the document posted to the appropriate online location(s).

9. Other
 - a. Please let the IOCS staff know of anything you would like to include for discussion at the August meeting.
10. Future Meeting Dates (For all meetings, participation by phone is available by calling (833) 239-1333 and entering code 4891651569.
 - a. August 20, 2019, at 1:30 p.m., 8th Floor, Room 873
 - b. November 19, 2019, at 1:30 p.m., 8th Floor, Room 873

Respectfully Submitted,

Paige Newland

Minutes
Court Personnel Committee Meeting
August 20, 2019; 1:30 p.m.
251 N. Illinois Street, Indianapolis, Room 873

Members Present: Hon. David C. Bonfiglio (via phone), Mary DePrez, Kyle Gillaspie, Brandi Kirkendall (via phone), Hon. Chad E. Kukelhan (via phone), Shelley Mawhorter (via phone), Hon. Larry W. Medlock, Chris Nancarrow, Bob Rath, Hon. David N. Riggins (Chair), Jill Taylor, and Kathy Williams
Staff Present: Jeff Bercovitz, Vicki Davis, Heather Falks, Kristyn Hill, Paige Newland, and Brenda Rodeheffer

1. Judge Riggins, Chair, called the meeting to order. All new and continuing members were introduced.
2. May 2019 Minutes Approval
 - a. The May 2019 Minutes required a single revision: recording Judge Bonfiglio's participation via phone. Judge Medlock motioned to approve the minutes with the revision. Kyle Gillaspie seconded the motion. The Committee voted unanimously to approve the May Minutes with the revision.
3. Update on Judicial Administration Committee Activity (Staff Weighted Case Study and Court Reporter Salaries)
 - a. Jeff Bercovitz provided an update on the Weighted Case Study on behalf of the Judicial Administration Committee (JAC). Mr. Bercovitz first reiterated the purpose of the study: to determine how many court staff are needed to support new judicial officer positions established by the state legislature. Mr. Bercovitz explained that the next step is to determine how many court employees engage in court functions, and what those functions are. The JAC would also like to enhance the annual expenditure report to be able to capture more specific, accurate information. The next JAC meeting is in October.
4. Update to Proposed Rule Change 2.12
 - a. Judge Riggins reported that the rule change passed with the addition of the word "competency." The amendment will take effect January 1, 2020, and can be found [here](#).
5. Automatic Alerts for Notices of Appeal
 - a. Bob Rath reported that all feedback received during the comment period was positive. The proposed appellate rule change will now return to the Rules Committee and then go to the Supreme Court for consideration. The desired implementation date (if passed) is January 1, 2020. Mr. Rath explained that court reporters will be able to submit their contact information via the Courts Portal. Counties with multiple court reporters receiving alerts to a single email address should notify Appellate Court Technology so that their alerts can be properly configured. Mr. Rath explained that the system is set to trigger batches of

automatic alerts three times per day, meaning that when an entry is created, it will trigger an alert of the notice of appeal at the next scheduled batch (for example, 1:00pm). Mr. Rath further explained that an announcement about the automatic alerts for notices of appeal will likely be distributed to judicial officers via the Weekly Bulletin. Judicial officers will be asked to share this information with court reporters.

6. Past Conference Feedback: Trial Court and Clerk Employee Conference (July 9, 2019)
 - a. Kristyn Hill reviewed the evaluations. The two highest-reviewed sessions were “Civilian Response to Active Shooter Events” and “Wellness and Mindfulness.”
 - b. Judge Medlock provided additional written feedback from his court reporter.
 - c. A common complaint was that the conference ended too early. This was intentional since historically, attendees begin to leave around 2-2:30. However, the Committee decided to extend the next conference till at least 4pm for those that would want to stay. Specialized courses could perhaps be placed later in the day to encourage more people to stay longer.
 - d. The Committee discussed the pros and cons of having either separate conferences or separate learning tracks for court staff and clerk staff, although most attendees are court staff, and possibly separate tracks for new court reporters and seasoned court reporters. The Committee also discussed making the conference two consecutive days or split between spring and fall and set in different geographic regions of the state. Due to budget constraints, IOCS would have to wait till 2021 to see if more than one court/clerk personnel conference could be funded, unless the additional conference(s) could operate on an extremely limited budget.
 - e. The Committee discussed offering more web-based trainings in lieu of an additional or extended conference. Web-based trainings could accommodate more specialized training; however, they would lack much of the interactive component and would also need to be limited to approximately 60 minutes to maintain interest and engagement. However, this is worth looking into for future court staff education.
 - f. Suggestions for future conference venues included the Hamilton County Fair exhibit hall and the Embassy Suites in Noblesville.
 - g. In terms of content, the Committee discussed possibly repeating the active shooter plenary as a breakout and/or including more broad safety best practices. Other topics suggested were court technology and implicit bias. A judicial officer outside the Committee suggested education on vicarious trauma for court staff.
 - h. The Committee is encouraged to send any education ideas, including in-person and web-based, to IOCS Education staff members Kristyn Hill and Paige Newland.

7. Updates on the Court Security Officer Conference (August 22, 2019)
 - a. Kristyn Hill reviewed the agenda for the conference.
 - b. The Committee discussed sharing the annual Court Security Conference information with the Sheriff’s Association in the future since several sheriffs have expressed interest in attending.

8. Other
 - a. 2020 Trial Court and Clerk Employee Conference
 - i. The 2020 Trial Court and Clerk Employee Conference is scheduled for July 7, 2020, at the Marriott East.
 - b. 2020 Court Security Conference
 - i. The 2020 Court Security Conference is tentatively scheduled for Tuesday, September 29, at the Indiana Office of Court Services (251 N. Illinois, Indianapolis, IN).
 - ii. One possible topic is cultural competency from a law enforcement perspective. The Education staff will continue to brainstorm for future meetings.
9. Future Meeting Dates (For all meetings, participation by phone is available by calling 833-239-1333 and entering code 489 165 1569)
 - a. November 19, 2019, at 1:30 p.m., 8th Floor, Room 873
 - b. 2020 Meeting Dates:
 - i. February 11, 2020, at 1:30 p.m., 8th Floor, Room 873
 - ii. May 12, 2020, at 1:30 p.m., 8th Floor, Room 873
 - iii. August 18, 2020, at 1:30 p.m., 8th Floor, Room 873
 - iv. November 17, 2020, at 1:30 p.m., 8th Floor, Room 873
10. Judge Riggins reiterated the importance of recognizing the work of court personnel and improving administrative processes throughout the court system. Committee members are encouraged to submit any ideas in furtherance of this objective to Judge Riggins for consideration. Vicki Davis requested that Committee members continue to think about education topics and potential subject matter experts IOCS could collaborate with to produce additional distance learning opportunities. IOCS is currently limited to a single instructional design staff person, but efforts can still be made to increase online offerings for court personnel. In order to get a more accurate estimate of the court personnel population, one suggestion is to disseminate a “census” via judges for their court staff to complete. Capturing this data would allow IOCS to deploy distance education modules to court staff across the state with relative ease.

11. Meeting adjourned.

Respectfully submitted,

Paige Newland

Minutes
Court Personnel Committee Meeting
November 19, 2019; 1:30 p.m.

Members Present: Hon. David C. Bonfiglio (via phone), Mary DePrez, Kyle Gillaspie (via phone), Martin Goldman (via phone), Brandi Kirkendall (via phone), Hon. Chad E. Kukelhan (via phone), Hon. Larry W. Medlock (via phone), Chris Nancarrow, Hon. James B. Osborn (via phone), Bob Rath, Hon. David N. Riggins (Chair, via phone), Rhonda Rohrer (via phone), and Emily VanOsdol (via phone).

Staff Present: Vicki Davis, Heather Falks, Paige Newland, Ruth Reichard, and Brenda Rodeheffer

1. Judge Bonfiglio called the meeting to order on behalf of Judge Riggins.
2. Judge Medlock motioned to approve the August 2019 minutes. The motion was seconded by Marty Goldman. The Committee voted unanimously to approve the August 2019 minutes.
3. Technology Update (Mary DePrez & Bob Rath)
 - a. Mary DePrez reported that there has been a delay of the release of R17. There is currently not another release date set, but the new target timeframe is next summer or fall, depending on feedback received from other states currently utilizing R17 as well as ongoing communication with Tyler Technologies regarding updates, fixes, etc. Some jurisdictions have already started using R18.
 - b. Ms. DePrez also noted that there are two more counties will be joining Odyssey in December (Newton and Daviess), at which point there will be 14 CSI counties remaining. Trial Court Technology has deployment dates scheduled into 2021 with a number of these counties, and effort is being made to get the final few counties on board with Odyssey.
 - c. Trial Court Technology also just released a new version of the jury management system application which is currently utilized by approximately 78 counties. There are a few counties piloting the new functionality which includes the ability to send texts and emails to new prospective jurors. This new version should be widely available next year.
 - d. Bob Rath provided an update on the updated rule concerning Notices of Appeal, effective January 1, 2020. Judges and clerks have received messages about this through the Weekly Bulletin, and this information was also forwarded to court reporters. So far, approximately 150 court reporters have been invited to record their contact information in the Courts Portal to receive alerts, and more invitations are expected to go out soon. Starting in January, the system will be able to facilitate the alerts. When a notice of appeal is entered in the docket, a courtesy copy that normally goes to the clerks will also go to the court reporters and will no longer be called a courtesy copy. Help screens will be available to assist court reporters in setting up their portal accounts and submitting their contact information.

4. Plans for 2020:

2020 Trial Court and Clerk Employee Conference: Tuesday, July 7, 2020, at the Marriott East

- a. Paige Newland reviewed the draft agenda for the 2020 conference which includes a plenary on implicit bias as well as three sets of concurrent breakout sessions.
- b. Mary DePrez noted that there has been some confusion about the new release of the protection order EFSP, especially regarding what the responsibility of the clerk and/or court staff should be in assisting with the e-filing process. The relevant statute addresses traditional filing, but not necessarily e-filing. Clerks and court staff have not been exposed to a lot of the protection order e-filing messaging campaign in the same way judicial officers have been, so this could be a valuable topic to explore at either the clerks' conference or IOCS's Trial Court and Clerk Employee conference.
- c. Bob Rath noted that there is also some confusion among court staff, particularly court reporters, concerning the best way to provide a record upon appeal now that documents are electronic. For example, some are telling the requester to log on and download all applicable documents from the "My Case" system, while others are providing hardcopies which then must be immediately scanned in again.
 - i. Vicki Davis suggested that this topic be addressed in the Clerk's Association regional meetings. Ms. Davis also noted that she and Ruth Reichard had been exploring the possibility of developing a job aid for clerks for best practices in providing clerks' records to appellate counsel in the context of e-filing. This type of job aid could also be included in the Weekly Bulletin.
- d. Ms. Davis suggested that the recent changes to Administrative Rule 9, now called the Rules on Access to Court Records, be addressed at the conference, which the Committee supported. The Committee discussed adding a second plenary for this topic. Kyle Gillaspie suggested that someone who can speak to clerks' duties and obligations under the confidentiality rules should be included among the faculty.

2020 Court Security Conference: Tuesday, September 29, 2020, Location TBD

- a. Paige Newland reported that the Education Division is looking for a more convenient venue for this conference, since parking and traffic present issues when this event is hosted in downtown Indianapolis.
- b. Topics are still being explored; one suggestion received from the Committee so far is sovereign citizens. Vicki Davis requested that the Committee send any other ideas to the Education Division staff.
- c. Emily VanOsdol noted that Marion County had received training from IMPD on interacting with individuals with mental illness which was very well-liked by participants. Such a training might benefit a wider audience of court security personnel, as well.

Regional Networking

- a. Paige Newland explained that the Education Division is interested in developing a more comprehensive picture of the educational needs and desires of the court personnel population. To do this, the Education staff would like to conduct some focus groups with a variety of court personnel (either as site visits or conference calls) to get input on what our priorities should be moving forward for court staff education. The Committee has no objection.
- b. The Committee also discussed the possibility of distributing a survey to capture additional needs, such as a list of training topics to rank according to need. This presents somewhat of a challenge due to the lack of available contact information for many current court personnel, however it is something to consider sending to a smaller group of judges to see if they would be willing to share with their staff.

5. Future Meeting Dates

- a. February 11, 2020, at 1:30 p.m., 8th Floor, Room 873
- b. May 12, 2020, at 1:30 p.m., 8th Floor, Room 873
- c. August 18, 2020, at 1:30 p.m., 8th Floor, Room 873
- d. November 17, 2020, at 1:30 p.m., 8th Floor, Room 873

6. Meeting adjourned.

Respectfully submitted,

Paige Newland