

**Judicial Administration Committee**  
Judicial Conference of Indiana

**Minutes**  
March 8, 2019

The Judicial Administration Committee of the Judicial Conference of Indiana met at the Indiana Office of Court Services on Friday, March 8, 2019, from 10:00 a.m. to 2:10 p.m.

1. Members present. Sara Arnold, J. Richard Campbell, Joseph L. Claypool, Kurtis G. Fouts, Catherine A. Haines, Grant W. Hawkins, Gregory A. Horn, Christina R. Klineman, Michelle Mawhorter, Timothy P. Spahr, Robert J. Tornatta, Robert G. Vann and Rick Maughmer, Chair.
2. Staff present. Jeffrey Bercovitz, James Diller, Tom Jones, and Mary Kay Hudson, Indiana Office of Court Services; and Brenda Rodeheffer, Executive Director, Office of Personnel and Operations.
3. Introduction. Judge Maughmer introduced Clerk Sara Arnold and Clerk Michelle Mawhorter as new liaison members of the committee. He introduced Mary Kay Hudson as newly appointed Executive Director of the Indiana Office of Court Services.
4. Minutes approved. The minutes for the meeting on October 12, 2018 were approved.
5. Court Staff Workload Assessment.
  - a. James Diller reviewed the IOCS Budget and Expenditure Report with members of the committee. He distributed, reviewed and discussed an excellent analysis of the average number of court employees per judicial officer and average salaries of court employees.
  - b. James Diller reviewed the use of data from Gateway, the program used by County Auditors to upload to the state for all county employees. He explained the use of the Gateway data when counties did not load salaries by each individual court employee. James Diller noted part-time salaries were not used, city and town courts and Marion County Small Claims courts were excluded from the data. He noted statewide an average of 3.1 court employees for each judicial officer, with 1,379 court employees used to determine this average number.
  - c. Brenda Rodeheffer presented the PayScale Market Report of salaries of trial court employees completed in December 10, 2018. PayScale surveyed 84 persons in Indiana and the Midwest. The 50<sup>th</sup> percentile of salary was \$38,011 annually with three (3) or more years of experience.
  - d. Committee members discussed (1) how much less paperwork there is with E-filing, (2) but still paperwork with pro se dissolutions and protection orders, (3) scanning to get files into the system, and (4) a variance among counties on whether the Clerk or court staff complete CCS entries.
  - e. Members of the committee discussed the average number of court employees per judicial officer and the need for a standard in this area. They also discussed the use of this average number, e.g. for creation of new courts. Judge Fouts moved to have a minimum of three (3) court staff for each judicial officer if requested by the presiding judicial officer. Judge Tornatta seconded the motion. The motion passed unanimously.
  - f. Committee members discussed the need for appropriate pay for court employees. They wanted a comparison of the average salary of court employees per judicial officer and the total

spending by county for court employees. The committee agreed by consensus to explore a funding mechanism for court employees like public defenders with a salary schedule like probation officers.

6. Case type. Committee members agreed to discuss at the May meeting how courts should administer a case when an unsupervised administration case (EU) becomes a supervised administration case (ES).

7. Next meeting dates. The committee members agreed to meet again on Friday, May 10, 2019 and Friday, July 12, 2019 from 10:00 a.m.- 4:00 p.m. at the Ind. Office of Court Services.

Respectfully submitted,

Jeffrey Bercovitz, Director  
Juvenile and Family Law

**Judicial Administration Committee**  
Judicial Conference of Indiana

**Minutes**  
May 10, 2019

The Judicial Administration Committee of the Judicial Conference of Indiana met at the Indiana Office of Court Services on Friday, May 10, 2019, from 10:00 a.m. to 2:20 p.m.

1. Members present. Vicki L. Carmichael, Joseph L. Claypool, Kurtis G. Fouts, Grant W. Hawkins, Gregory A. Horn, William J. Hughes, Timothy P. Spahr, Robert J. Tornatta, and Rick Maughmer, Chair.
2. Staff present. Jeffrey Bercovitz, James Diller, Tom Jones, Indiana Office of Court Services.
3. Recognition. Judge Maughmer thanked Judge Spahr for his service on the committee.
4. Minutes approved. The minutes for the meeting on March 8, 2019 were approved.
5. Court Staff Workload Assessment.
  - a. Jeff Bercovitz reviewed spreadsheets prepared with average salaries of court employees per judicial officer and county total spending on court employees. He also reviewed statutes about appointment and compensation of court employees with committee members.
  - b. Judge Maughmer stated moving forward from the last meeting with the recommendation of a minimum of three (3) court employees per judicial officer in the following manner:
    - (1) Maintenance of the autonomy of local judicial officers;
    - (2) Bringing up the salary of all court employees to the average salary of court employees in the state; and
    - (3) The need to staff adequately for the business of the court.
  - c. Judge Tornatta stated the committee should look at the total of how court costs go back to the county each year. Jim Diller indicated just \$18,000,000 dollars went back to the county generally in 2017. Committee members discussed these monies going to the state to fund court employees by the state.
  - d. Judge Hughes noted the IOCS Budget and Expenditure Report is not signed by the court. He also stated if a court employee's title was not listed in the report, the employee may not be placed on this report. The number of court employees and their salaries must be accurate.
  - e. Committee members agreed to conduct a survey of judicial officers to determine how many staff are being used in the Court or Clerk's office to conduct court business. It does not matter who pays the employee. Trial Rule 77 lists some court functions which the Clerk must assure they occur. Courts should be told the importance of the survey and how the survey will be used to gather as many responses as possible.
6. Other
  - a. Committee members agreed by consensus when an unsupervised administration case (EU) becomes a supervised administration case (ES), the case number should be changed to ES.

The earlier EU case should show as a related case. Case processing is very different in an ES case than in an EU case and the case number should reflect this.

b. If no filing fee is paid when a Title IV-D office files a case for child support purposes as a JP case, there is no fee if more items beyond support are later litigated.

If the same parties in the JP case later seek a dissolution of marriage, a new DR case (or now a DC case) should be filed and fee paid. The JP case would no longer be of any use.

c. Committee members discussed the use of Temporary Adjusted Weighted Caseload numbers and believed these would be a more accurate number for weighted caseload, rather than filings alone for weighted caseload. The Temporary Adjusted Weighted Caseload includes cases throughout the year which are venued in and out of a court, transferred in and out of a court, senior judges used by a court, special judge cases going in and out of a court. Judge Hughes moved to use the Temporary Adjusted Weighted Caseload number when asked for the weighted caseload number. Judge Hawkins seconded the motion. The motion was passed unanimously.

7. Next meeting dates. The committee members agreed to meet again on Friday, July 12, 2019 from 10:00 a.m.- 4:00 p.m. and proposed a meeting on October 11, 2019 at the Indiana Office of Court Services.

Respectfully submitted,

Jeffrey Bercovitz, Director  
Juvenile and Family Law

**Judicial Administration Committee**  
Judicial Conference of Indiana

**Minutes**  
July 12, 2019

The Judicial Administration Committee of the Judicial Conference of Indiana met at the Indiana Office of Court Services on Friday, July 12, 2019 from 10:00 a.m. to 12:20 p.m.

1. Members present. J. Richard Campbell, Joseph L. Claypool, Kurtis G. Fouts, Catherine A. Haines, Gregory A. Horn, Christina R. Klineman, Emily A. VanOsdol and Vicki L. Carmichael, Chair.
2. Staff present. Jeffrey Bercovitz, James Diller, Tom Jones, Indiana Office of Court Services.
3. Recognition. Judge Carmichael welcomed new member, Mag. Timothy J. Ormes, to the committee.
4. Minutes approved. The minutes for the meeting on May 10, 2019 were approved.
5. Guests. Kathleen Lorenzen and LeeAnn Sell, Study Directors, IU Center for Survey Research attended the meeting.
6. Court Staff Workload Assessment.
  - a. The (1) Administrative Rule 1; (2) Court Budget and Expenditures Report and Application Guide; (3) Judge's Confirmation of Completion and Filing of Fiscal Reports; (4) Positions Reported on the Budget and Expenditure Report by Selected Courts; and (5) selected items from the Trial Court Administration Manual for Judges and Clerks was distributed to the committee.
  - b. Committee members discussed a survey of judicial officers and Clerks to determine the number of employees needed to conduct court function. Discussion included the:
    - responsibilities of personnel conducting court functions
    - total compensation and work week of personnel conducting court functions
    - longevity of personnel conducting court functions
    - purely administrative vs. more substantive court functions and who should perform them
    - numbers of Clerk employees now conducting court functions, possibly excluding those in larger Clerks' offices who have purely administrative functions
    - definition and listing of functions needed to run a court
    - accounting for the amount of time a court task is or is not being done, e.g. court security
    - use of Tableau to use the data collected by a survey
    - usefulness of noting Odyssey, CSI and Quest courts
    - development of a separate survey website for Courts and Clerks
  - c. Ms. Lorenzen and Ms. Sell agreed develop a cost estimate and draft survey format for Courts and Clerks, a FAQ page, and questions which may arise. Committee members agreed to prepare a list of duties needed for a court to function.

7. Next meeting dates. The committee members agreed to meet again on Friday, October 11, 2019, January 17, 2020, February 14, 2020 (if the January meeting is not held due to inclement weather), and March 13, 2020, all from 10:00 a.m. – 4:00 p.m. at the Indiana Office of Court Services.

Respectfully submitted,

Jeffrey Bercovitz, Director  
Juvenile and Family Law