

**Judicial Administration Committee**  
Judicial Conference of Indiana

**Minutes**

January 14, 2022

The Judicial Administration Committee of the Judicial Conference of Indiana met remotely via Teams on Friday, January 14, 2022 from 12:00 noon to 1:00 p.m.

1. Members present. Joseph Claypool, Wendy Davis, Grant W. Hawkins, Gregory A. Horn, William J. Hughes, Dena A. Martin, Shaun T. Olsen, James D. Worton, and Vicki L. Carmichael, Chair
2. Staff present. Jeffrey Bercovitz, Pam Christenberry, Jim Diller, and Tom Jones, Indiana Office of Court Services; Heather Falks, Office of General Counsel, Indiana Supreme Court.
3. Guests. Catherine Haines and Christopher Nancarrow.
4. Minutes approved. The minutes for the committee on October 8, 2021 were approved.
5. Presentation on Senior Judges. Heather Falks, an attorney with the Office of General Counsel, Indiana Supreme Court, displayed and gave an overview of the Senior Judge Portal to members of the committee. She noted the senior judge case type experience, preferences, days available, days remaining, remote and in court trial work, and map with numbers of senior judges available by county. Committee members discussed use of senior judges in their court, including remote work and use in emergencies. Committee members indicated the need for an explanation of the notation when senior judges need more days.
6. Emergency plans. Committee members agreed to discuss emergency plans for court operations at the next meeting.  
Clark and Allen counties agreed to forward their county emergency plans to staff to be distributed to the committee before the next meeting. Judge Carmichael and Judge Davis agreed to work on categories for discussion at the next meeting for use by counties when developing court emergency plans.
7. Next meeting dates. The committee members agreed to meet again remotely on Friday, March 11, 2022 from 12:00 p.m. – 1:00 p.m. Future meetings will be on Friday, May 13, August 12, and October 14 from 12:00 noon – 2:00 p.m. via Teams.

Respectfully submitted,

Jeffrey Bercovitz, Director  
Juvenile and Family Law

**Judicial Administration Committee**  
Judicial Conference of Indiana

**Minutes**  
March 11, 2022

The Judicial Administration Committee of the Judicial Conference of Indiana met remotely via Teams on Friday, March 11, 2022 from 12:00 noon to 1:00 p.m.

1. Members present. Joseph L. Claypool, Wendy Davis, William J. Hughes, Dena A. Martin, Shaun T. Olsen, Timothy J. Ormes and Vicki L. Carmichael, Chair
2. Staff present. Jeffrey Bercovitz, Noora Al-Nadheri, Jim Diller, and Tom Jones, Indiana Office of Court Services.
3. Guests. Judge Heather Welch and Clerk Christopher Nancarrow also attended the meeting.
4. Minutes approved. The minutes for the committee on January 14, 2022 were approved.
5. Emergency plans.
  - Judge Carmichael, Chair, discussed preparation of an emergency plan for an individual judicial officer.
  - Committee members discussed elements of a plan and a framework for emergency plans for an individual judicial officer.
  - Members of the committee agreed to prepare an emergency plan for their court based on the elements of a framework discussed at this meeting. They agreed to share the framework with staff to determine if items are missing and agreed to share it with committee members in advance of the next meeting.
6. Next meeting date. The committee members agreed to meet again remotely via Teams on Friday, May 13, 2022 from 12:00 p.m. – 1:00 p.m.

Respectfully submitted,

Jeffrey Bercovitz, Director  
Juvenile and Family Law

**Judicial Administration Committee**  
Judicial Conference of Indiana

**Minutes - May 13, 2022**

The Judicial Administration Committee of the Judicial Conference of Indiana met remotely via Teams on Friday, May 13, 2022 from 12:00 noon to 1:00 p.m.

1. Members present. Joseph L. Claypool, William J. Hughes, Dena A. Martin, Shaun T. Olsen, Timothy J. Ormes, and Vicki L. Carmichael, Chair
2. Staff present. Jeffrey Bercovitz, Noora Al-Nadheri, and Tom Jones, Indiana Office of Court Services.
3. Guests. Catherine Haines and Emily VanOsdol also attended the meeting.
4. Minutes approved. The minutes for the committee on March 11, 2022 were approved.
5. Emergency plans.
  - Judge Carmichael and Mag. Ormes reviewed their emergency plans.
  - Committee members discussed adding technology elements, direction on which judicial officer should be contacted first, and special judge contact information for emergency plans of an individual judicial officer.
  - Members of the committee agreed a revised draft emergency plan should be distributed to the committee for completion by them before their next meeting.
6. Judicial weighted caseload. Jeffrey Bercovitz reported the National Center for State Courts gave a presentation on April 14, 2022 on recommendations for use of weighted caseloads in the pandemic. They recommended use of:
  - a three (3) year average for case filings, excluding 2020
  - focus groups to perform interim case weight adjustments
  - a mix of remote/hybrid/in-person for weighted caseload and tracking these procedures to capture and distinguish judicial work both in-person and remote
  - a backlog appraisal as part of regular performance measures, which may include clearance rates, age of pending cases and time to disposition.Committee members agreed to recommend use of the three (3) year average of case filings, excluding 2020; and recording the numbers of remote/hybrid/in-person hearings by Odyssey. They also agreed to invite Odyssey representatives to the next meeting to discuss tracking these hearings.
7. Next meeting date. The committee members agreed to meet again remotely via Teams on Friday, August 12, 2022 from 12:00 p.m. – 2:00 p.m.

Respectfully submitted,

Jeffrey Bercovitz, Director  
Juvenile and Family Law