



MINUTES – Court Process/ PO Process Workgroup MEETING 5/24/23

In Attendance: Leigh Taylor, Ashley Coleman, Ann Thayer, Judge Abejuela, Judge Pidikiti-Smith,

❖ GDC Packet

- Next meeting of Sub-Committee is 6/7 at 8am – Webex
- Approve by judge team thereafter
- Fall 2023 rollout, hopefully

1. Goal: Streamline PO Process especially in criminal cases

- Criminal P.O. – Clerks won't fill out paperwork ahead because judge hadn't ordered it.
- Civil P.O. – Civil clerk sits in the courtroom with GDC judge on PO docket.

2. Goal: Education around PO Procedure in Criminal Cases in GDC/JDR

- Get word out?
 - ◆ FBA email blast
 - ◆ Crim. Listserv
 - ◆ Criminal Law section
 - ◆ Comm. Meeting
 - ◆ CA issue/ Clerk issue
- Alert Judge – Ready when issue it.
- Heads up/ get paperwork ahead of time, info sheet, don't wait for 4pm.
- No info. with CA – typed up sheet criminal P.O. on trial date with procedure/ typed up conditions.
- Do Information Forms in PO Criminal Cases same way that the CA's do Restitution forms – offender info in our packet on the Bench.
- CA – additional info form needed, confirm warrant correct victims info needed. Need all protective info then sealed. Victims need to be told their information is sealed.
 - ◆ Sheet needed – defendant and victim. Docket number.
 - ◆ Part of plea agreement at civil clerk's office, room 210.
 - ◆ Put forms in criminal court rooms.
 - ◆ Packet at P.O. desk/ attorney review area
 - ◆ Email packet to victim with encryption
 - ◆ Huge construction – 11/12 2023 – new window 1 month or so during that period.
 - ◆ JDR – CA says plea, give us terms and know P.O. info sheet needed (P.O. packet)

- GDC – Respondent’s info. Sheet GDC packet
 - JDR – P.O. intake sheet (Petitioner complete) (additional info sealed)
 - Clerk Madsen to email Leigh & Ashley - GDC – JDR – Information Sheets, add a line about it being confidential/sealed
 - Next Judge meeting July 2023 (2nd Tuesday)
 - J. Freidan – P.O. CLE together with LSNV/FBA/CEDV
 - ◆ Nora / Razan
 - ◆ Ben Brassfield
 - ◆ 2 with LSNV CLE – AOD
 - ◆ Brown Bag Series
 - FBA CLE/ take out of LSNV hands
 - ◆ VSB Slow on CLE approval
 - JDR/GDC Judges on CLE
 - Clerk Membership to FBA and can clerks attend FBA CLE’s for no credit? Leigh will check with FBA Exec. Director.
- Stacy – need help with magistrate card, brainstorm with partners
 - Signage needed for magistrate’s office
 - EPO’s buried in criminal cases
 - Civil case number not criminal case number
 - Magistrate delivers EPO’s to courthouse, bring to chief
 - Magistrate – quick meeting with her, funnel through her workgroup
 - Call with Clerk Madsen, Ashley, Ann and Stacy, new volunteers to help
 - Hope card any case – Criminal/ Civil
 - Online form with circuit clerk
 - Our next meeting, we will hold in person 6/28, Ashley to lead as Leigh will be unavailable
 - Virtual July and August meetings afterwards