Minutes 2019

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MAJIC Meeting

# January 24, 2019

|  |  |  |  |
| --- | --- | --- | --- |
| √ | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System
 |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender
 |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center
 |
| √ | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office
 |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department
 |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council
 |
|  | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law
 |
|  | VACANT |  | 1. Alaska DOT, Program Development
 |
|  | Chief Peter Mlynarik | Chief, Soldotna PD | 1. Alaska Association of Chiefs of Police (AACOP)
 |
| √ | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections
 |
|  | Nichole Tham  | Driver Licensing Manager | 1. Alaska DOA/Division of Motor Vehicles
 |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP)
 |
| √ | Sandra DeHart Mayor, MSW | JOMIS Manager | 1. Alaska DHSS/Division of Juvenile Justice
 |
|  | Karen Benson  | Program Coordinator | 1. AK DHSS, Division of Health Care Services, Background Check Unit
 |
|  | Scott Stair/Shawn Stendevad | Investigators | 1. Alaska Dept., of Revenue, CIU
 |
|  | Miles Brookes | Traffic Records Coordinator/FARS | 1. Alaska DOT, AK Highway Safety
 |
|  | Lt. Kat Shuey | Lieutenant, AST | 1. Alaska Dept. of Public Safety, AST
 |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections
 |
|  | Nancy Anderson & Steven Ashman |  | 1. Municipality of Anchorage (DHHS)
 |
|  | Rick Calcote | Policy and Planning | 1. DHSS, Division of Behavioral Health
 |
|  | Karolina Bednarska | Development Manager | 21, Alaska Native Justice Center |
|  | Erika McConnell | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch  | Database Specialist | 24. Juneau Police Department |
| √ | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
|  | **OTHER ATTENDEES** |  |  |
|  | Lori Wharton, DOC | Charlene Dolphin, ACS | Brenda Axtell, ACS |
|  | Bonnie Hough, ACS | Jill Sobottka, ACS | Jason Emineth, Equivant |
|  | Mark Perbix, SEARCH | Bob Roper, ACS | Diane Lacy, SEARCH |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg | 1st Floor Large Conference Room  |
|  | TELECONFERENCE: | 1-800-768-2983 | CODE: 2640853 |

**12:00 to 1:30 p.m.**

**TrueFiling Demonstration.**

Brenda Axtell, ACS E Filing Project Manager provided a **demonstration of TrueFiling and a review of the system’s functionality.**TrueFiling is the new ACS web-based software application for e filing cases. This demonstration focused on the filing of criminal cases. Brenda demonstrated how to file an initial charging document and how to subsequently add documents to an existing case.

The system allows registered users to enter case initiation information that will automatically initiate cases in the ACS case management system (CourtView).   TrueFiling includes electronic service, provides registered users access to non-confidential documents, and allows documents to be filed with the ACS at any time.

Following the TrueFiling demonstration, Helen provided status on the parallel **Electronic Charging Document Project (ECDP**).  The ECDP is currently under development to provide an alternative to TrueFiling for prosecuting agencies that file a large volume of criminal cases on a frequent basis.

The next step is feedback from DOL and the MOA regarding the data their respective systems can send to update an initial filing, and input on the business cases shared so far.

# February 7, 2019

|  |  |  |  |
| --- | --- | --- | --- |
| √ | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System
 |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender
 |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center
 |
| √ | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office
 |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department
 |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council
 |
|  | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law
 |
|  | VACANT |  | 1. Alaska DOT, Program Development
 |
|  | Chief Peter Mlynarik | Chief, Soldotna PD | 1. Alaska Association of Chiefs of Police (AACOP)
 |
|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections
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|  | Nichole Tham  | Driver Licensing Manager | 1. Alaska DOA/Division of Motor Vehicles
 |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP)
 |
|  | Sandra DeHart Mayor, MSW | JOMIS Manager | 1. Alaska DHSS/Division of Juvenile Justice
 |
|  | Karen Benson  | Program Coordinator | 1. AK DHSS, Division of Health Care Services, Background Check Unit
 |
|  | Scott Stair/Shawn Stendevad | Investigators | 1. Alaska Dept., of Revenue, CIU
 |
|  | VACANT | Traffic Records Coordinator/FARS | 1. Alaska DOT, AK Highway Safety
 |
|  | Lt. Kat Shuey | Lieutenant, AST | 1. Alaska Dept. of Public Safety, AST
 |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections
 |
|  | Nancy Anderson & Steven Ashman |  | 1. Municipality of Anchorage (DHHS)
 |
|  | Rick Calcote | Policy and Planning | 1. DHSS, Division of Behavioral Health
 |
|  | Karolina Bednarska | Development Manager | 21, Alaska Native Justice Center |
|  | Erika McConnell | Director | 22. Alcohol Beverage Control Board |
| √ | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch  | Database Specialist | 24. Juneau Police Department |
|  | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
|  | **OTHER ATTENDEES** |  |  |
|  | Brenda Axtell, ACS | James Stinson, OPA Director | Rebecca Brunger, DOC Deputy Director of Probation and Parole and >20 DOC staff members |
|  | Bonnie Hough, ACS | Jill Sobottka, ACS | Pretrial, Presentencing, and Adult Probation Staff from statewide locations including Fairbanks, Kenai, Palmer, Kodiak and Anchorage were in attendance – estimated 20+ participants. |
|  | Jason Emineth, Equivant | Bob Roper, ACS | Diane Swedersky, Equivant |
|  | Tracey Buie, ACS | Jody Davis, MOA Prosecutor | Shannon Tuttle, MOA Prosecutor’s Office |
|  | Charlene Dolphin, ACS |  |  |
|  |  |  |  |
|  |  |  |  |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg |  |
|  | TELECONFERENCE: | 1-800-768-2983 | CODE: 2640853 |

**12:00 to 1:30 p.m.**

**TrueFiling Demonstration.**

Brenda Axtell, ACS E Filing Project Manager provided a second **demonstration of TrueFiling and a review of the system’s functionality.**

TrueFiling is the new ACS web-based software application for e filing cases. This demonstration placed particular focus on the use of TrueFiling for DOC Probation for filing Petitions to Revoke Probation (PTRPs) presentencing reports and criminal complaints. Brenda demonstrated how to create a criminal case and how to add documents to an existing case.

The system allows registered users to enter case initiation information that will automatically initiate cases in the ACS case management system (CourtView).   TrueFiling includes electronic service, provides registered users access to non-confidential documents, and allows documents to be filed with the ACS at any time.

TrueFiling will be optional initially, and after an introductory period will become mandatory. The size of documents uploaded to TrueFiling will be limited to 10 MBs. Larger documents (such as pre-sentence reports) can be split into two or three uploads, within the same bundle, and named appropriately to indicate they are part of a whole. Cases must be searched using a case number, not by name. Testing has shown that searching by name would significantly impact performance of the system. Documents can be uploaded as pdfs or Word documents and are locked when uploaded.

Brenda underscored the need to clearly and specifically name documents selected to be uploaded or dragged and dropped because that is how the documents will show in the system. If they are not named correctly they will be hard for filers and parties to a case to find.

TrueFiling will initially be rolled out to the Kenai Peninsula courts. It is currently anticipated that these pilot courts serving Kenai, Soldotna, Homer, Seward, Sand Point and St. Paul will go live by early May 2019.

# February 21, 2019

|  |  |  |  |
| --- | --- | --- | --- |
| √ | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System
 |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender
 |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center
 |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office
 |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department
 |
| √ | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council
 |
| √ | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law
 |
|  | VACANT |  | 1. Alaska DOT, Program Development
 |
|  | Chief Peter Mlynarik | Chief, Soldotna PD | 1. Alaska Association of Chiefs of Police (AACOP)
 |
| √ | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections
 |
|  | Nichole Tham  | Driver Licensing Manager | 1. Alaska DOA/Division of Motor Vehicles
 |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP)
 |
|  | Sandra DeHart Mayor, MSW | JOMIS Manager | 1. Alaska DHSS/Division of Juvenile Justice
 |
|  | Karen Benson  | Program Coordinator | 1. AK DHSS, Division of Health Care Services, Background Check Unit
 |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU
 |
|  | VACANT | Traffic Records Coordinator/FARS | 1. Alaska DOT, AK Highway Safety
 |
| √ | Lt. Kat Shuey | Lieutenant, AST | 1. Alaska Dept. of Public Safety, AST
 |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections
 |
|  | Nancy Anderson & Steven Ashman |  | 1. Municipality of Anchorage (DHHS)
 |
|  | Rick Calcote | Policy and Planning | 1. DHSS, Division of Behavioral Health
 |
|  | Karolina Bednarska | Development Manager | 21, Alaska Native Justice Center |
|  | Erika McConnell | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch  | Database Specialist | 24. Juneau Police Department |
|  | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
|  | **OTHER ATTENDEES** |  |  |
|  | Brenda Axtell, ACS | Charlene Dolphin, ACS | Denice Chappell, ACS |
|  | Tracey Buie, ACS | Jill Sobottka, ACS | Law Enforcement from statewide locations but particularly from the Kenai Peninsula, Sand Point and St. Paul. Estimated 30-40 participants. Included AST, AWT, local police departments, SOA – MSCVE, Investigators, DNR Forestry, DHSS, Labor, AK State Parks, US Forest Service, Kenai Refuge. |
|  | Jason Emineth, Equivant | Diane Swedersky, Equivant | Lt. Michael Zweifel, AST Det. E Kenai Peninsula |
|  | Susanne DiPietro, AJC | Hanley Robinson, ACS | Teri Carns, AJC |
|  | Captain Rex Leith, AWT | Naomi Sweetman, DPS AST VPSO Program |  |
|  |  |  |  |
|  |  |  |  |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg |  |
|  | TELECONFERENCE: | 1-800-768-2983 | CODE: 2640853 |

TrueFiling is the new ACS web-based software application by which by which minor offenses and criminal cases will be electronically filed.

TrueFiling will initially be rolled out to the Kenai Peninsula courts. It is currently anticipated that these pilot courts, serving Kenai, Soldotna, Homer, Seward, Sand Point and St. Paul, will go live on May 6, 2019.

The ACS E Filing Project Manager, Brenda Axtell, provided a demonstration of TrueFiling to law enforcement officers, focusing particularly on providing an overview of the system’s functionality to officers who file minor offense and criminal cases at the courts on the Kenai Peninsula. These include Sand Point and St. Paul cases.

Training for TrueFiling filers will be provided by the ACS vendor in April 2019. Officers will sign up for user accounts ahead of the go live date.

Minor offense cases that are already initiated and filed electronically (e.g. via TraCS) will continue to be filed through the e Citation interface.   Criminal cases and those minor offense cases that cannot currently be electronically filed via TraCS must be initiated in TrueFiling.

Although officers will have to enter data from the charging document into the case initiation form and upload the charging document itself, they will have the ability to copy and paste from document directly into TrueFiling.

Brenda emphasized that officers must clearly name documents selected to be uploaded or dragged and dropped because that is how the documents will be displayed. If documents are not named clearly they will be hard for filers and parties in a case to locate.

Concerns were raised by officers regarding the use of TrueFiling in remote areas with poor connectivity and bandwidth. For those officers unable to file in a location because of these issues the paper process will be the default.

Officers can electronically serve parties in a case via TrueFiling. Service and notice of hearings will be provided via email messages.

All documents filed in a case will be accessible to the officer in a case except confidential and sealed documents. Officers will still need to go to the court house to view confidential documents. Sealed documents will not be visible to anyone except the judicial officer.

TrueFiling will track who uploads what document, who views documents, and when. The size of documents uploaded to TrueFiling will be limited to 10 MB.

# March 7, 2019

|  |  |  |  |
| --- | --- | --- | --- |
| √ | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System
 |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender
 |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center
 |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office
 |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department
 |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council
 |
|  | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law
 |
|  | VACANT |  | 1. Alaska DOT, Program Development
 |
|  | Chief Peter Mlynarik | Chief, Soldotna PD | 1. Alaska Association of Chiefs of Police (AACOP)
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|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP)
 |
|  | Sandra DeHart Mayor, MSW | JOMIS Manager | 1. Alaska DHSS/Division of Juvenile Justice
 |
|  | Karen Benson  | Program Coordinator | 1. AK DHSS, Division of Health Care Services, Background Check Unit
 |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU
 |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety
 |
|  | Lt. Kat Shuey | Lieutenant, AST | 1. Alaska Dept. of Public Safety, AST
 |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections
 |
|  | Nancy Anderson & Steven Ashman |  | 1. Municipality of Anchorage (DHHS)
 |
|  | Rick Calcote | Policy and Planning | 1. DHSS, Division of Behavioral Health
 |
|  | Karolina Bednarska | Development Manager | 21, Alaska Native Justice Center |
|  | Erika McConnell | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch  | Database Specialist | 24. Juneau Police Department |
|  | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
|  | **OTHER ATTENDEES** |  |  |
|  | Brenda Axtell, ACS | Charlene Dolphin, ACS | Deirdre Cheek, ACS |
|  | Tracey Buie, ACS | Jill Sobottka, ACS | PDs, private defense attorneys, MOA prosecutors. Estimated 30 participants.  |
|  | Jason Emineth, Equivant | Bonnie Hough, ACS | Anne Fajardo, ACS |
|  | Sherry Trigg, ACS |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg. |  |
|  | TELECONFERENCE: | 1-800-768-2983 | CODE: 2640853 |

TrueFiling is the new ACS web-based software application by which by which minor offenses and criminal cases will be electronically filed.

TrueFiling will initially be rolled out as a pilot to the Kenai Peninsula courts. It is currently anticipated that these courts, serving Kenai, Soldotna, Homer, Seward, Sand Point and St. Paul, will go live on May 6, 2019.

The ACS E Filing Project Manager, Brenda Axtell, provided a demonstration of TrueFiling to members of the private criminal defense bar who enter appearances in the cases filed at the Kenai courts, public defenders, prosecutors and other entities that may file or respond to minor offense and criminal cases.

Training will be provided by the ACS vendor via webinar on April 22 and 29, 2019 at which time TrueFiling filers will sign up for their user accounts. While statewide agency or other filers are welcome to train in April, these dates are primarily intended for Kenai court filers. More information about the frequency and scheduling of training sessions will be sent out ahead of those dates. All filers will need a business email account as a prerequisite to obtaining credentials.

Brenda explained the importance of connections. A filer may add a person as a connection but needs to exercise care in doing so. A connection has the ability to file on a filer’s behalf, and to see all their documents. Connections should therefore be added with intention. For example, connections may be needed with a legal secretary, a paralegal, or an attorney in the same office or agency.

Filers can use TrueFiling to file discovery on the opposing party without sending it to the ACS. Media such as CDs, DVDs, and exhibits must still be physically delivered to the court house.

The ACS will scan in open cases at the Kenai courts ahead of the go live date. These will appear in groupings or categories, such as all charging documents, until the pilot goes live.

# September 19, 2019

|  |  |  |  |
| --- | --- | --- | --- |
| √ | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System
 |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender
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|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center
 |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office
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|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department
 |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council
 |
| √ | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law
 |
|  | VACANT |  | 1. Alaska DOT, Program Development
 |
|  | Chief Peter Mlynarik | Chief, Soldotna PD | 1. Alaska Association of Chiefs of Police (AACOP)
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|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU
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|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections
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|  | Nancy Anderson & Steven Ashman |  | 1. Municipality of Anchorage (DHHS)
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|  | Dee Enoch  | Database Specialist | 24. Juneau Police Department |
|  | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo  | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES**  |  |  |
|  | Tracey Buie, ACS | Jill Sobottka, ACS | Mark Perbix, SEARCH |
|  | Jason Emineth, Equivant | Anne Fajardo, ACS | Diane Lacy, SEARCH |
|  | Brenda Axtell, ACS | Charlene Dolphin, ACS | Diane Swedersky, Equivant |
|  | Eric Sutton, DPS IT |  |  |
|  |  |  |  |
|  |  |  |  |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg. |  |

**12:00 to 1:30 p.m.**

**Electronic Charging Document Project (ECDP) Status**

Brenda Axtell, ACS e filing project manager provided a summary of the ECDP’s progress so far. The ECDP follows a proof of concept with the Municipality of Anchorage (MOA) Prosecutor’s Office which successfully demonstrated in 2017 that data could be sent from the MOA’s system into the ACS’ case management system resulting in the creation of a criminal case. The goal of the ECDP is to implement an automated electronic data exchange between interested agencies who file a large number of criminal cases and the ACS.

The ECDP began with the commitment of both the Department of Law (DOL) and the MOA. Both agencies remain interested in the electronic filing of criminal cases via this exchange. At today’s meeting, the Department of Public Safety, Alaska State Troopers (AST) expressed interest in exploring whether to join this project.

Work sessions held at MAJIC in 2018 focused on the development of use cases and identification of technical requirements to allow both DOL and the MOA to both initiate criminal cases, and to subsequently file amendments. It became apparent, however, as the year progressed, that there were substantial complexities with the subsequent filing component of the ECDP.

After discussion with the ACS IT, the National Consortium for Justice Information and Statistics (SEARCH) which provides technical assistance on this project, and the ACS case management system vendor, it was decided to propose a reduced project scope at today’s meeting. Brenda presented revised data requirements that would initially limit this exchange to transmitting only the data required to initiate a criminal case, plus the charging document itself. A future phase could address subsequent filing in initiated cases. By limiting the project to case initiation and the transmission of the charging document, the exchange could be moved into production for DOL, MOA and AST. There was general agreement to pursue this approach going forward.

AST indicated that it was interested in learning more about the project. SEARCH will send AST the project documentation for review. SEARCH will work on finalizing exchange and messaging requirements and provide technical assistance to the ACS and interested agencies. SEARCH will be responsible for receiving and transforming case initiation data transmitted by the agencies into the ECF standard, and will send the data and the charging document into the ACS’ e filing system. This exchange will provide an alternative to the use of the TrueFiling portal for high volume filers.

Lt. Shuey commented that if AST joins the project, the AST complaint template will need to be reworked and provision made to allow for a signature under penalty of perjury rather than the current notary requirement. Lt. Shuey confirmed that ARMS will be the originating system for AST complaints, and that other law enforcement agencies that use ARMS as their RMS may also be interested in this project.

DOL’s Michal Bowers confirmed that DOL remains committed to partnering with the ACS to move ECDP into production for DOL. The City and Borough of Juneau (CBJ) uses LawBase. CBJ’s Deb Senn indicated that CBJ remains interested in this project.

# October 10, 2019

|  |  |  |  |
| --- | --- | --- | --- |
| √ | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System
 |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender
 |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center
 |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office
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|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU
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|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety
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|  | Lt. Kat Shuey | Lieutenant, AST | 1. Alaska Dept. of Public Safety, AST
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|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections
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|  | Nancy Anderson & Steven Ashman |  | 1. Municipality of Anchorage (DHHS)
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|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
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|  | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo  | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES**  |  |  |
|  | Tracey Buie, ACS | Jill Sobottka, ACS | Mark Perbix, SEARCH |
|  | Jason Emineth, Equivant | Anne Fajardo, ACS | Diane Lacy, SEARCH |
|  | Brenda Axtell, ACS | Sarah Stanley, MOA Prosecutor | Diane Swedersky, Equivant |
|  | Angie Rosales, MOA |  |  |
|  |  |  |  |
|  |  |  |  |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg. |  |

**12:00 to 1:30 p.m.**

**Electronic Charging Document Project (ECDP)**

1. **Review of message elements in the AK Case Mapping Spreadsheet provided by SEARCH.**

The group reviewed the message data elements available within the DOL system. DPS AST will also need to complete this exercise if AST is interested in participating in this project.

SEARCH added changes and comments to the message element spreadsheet during the discussion. A determination needs to be made whether each element is Mandatory, Optional, or Conditional for case initiation. The ACS will work on this before the next meeting, which is November 7, 2019. An updated spreadsheet will be sent out to stakeholders.

1. **Project timeline**

The ACS, SEARCH, DOL and MOA reviewed and updated a proposed timeline identifying project tasks to be undertaken by January 31, 2020.

**Announcements:**

The Office of Public Advocacy is MAJIC’s newest member.

Alaska has a new Public Defender, Samantha Cherot.

# November 7, 2019

|  |  |  |  |
| --- | --- | --- | --- |
| √ | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System
 |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender
 |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center
 |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office
 |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department
 |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council
 |
| √ | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law
 |
|  | VACANT |  | 1. Alaska DOT, Program Development
 |
|  | Chief Peter Mlynarik | Chief, Soldotna PD | 1. Alaska Association of Chiefs of Police (AACOP)
 |
|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections
 |
|  | Nichole Tham  | Driver Licensing Manager | 1. Alaska DOA/Division of Motor Vehicles
 |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP)
 |
|  | Sandra DeHart Mayor, MSW | JOMIS Manager | 1. Alaska DHSS/Division of Juvenile Justice
 |
|  | Karen Benson  | Program Coordinator | 1. AK DHSS, Division of Health Care Services, Background Check Unit
 |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU
 |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety
 |
|  | Lt. Kat Shuey | Lieutenant, AST | 1. Alaska Dept. of Public Safety, AST
 |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections
 |
|  | Nancy Anderson & Steven Ashman |  | 1. Municipality of Anchorage (DHHS)
 |
|  | Rick Calcote | Policy and Planning | 1. DHSS, Division of Behavioral Health
 |
|  | Karolina Bednarska | Development Manager | 21. Alaska Native Justice Center |
|  | Erika McConnell | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch  | Database Specialist | 24. Juneau Police Department |
|  | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
| **√** | Beth Goldstein/**Elizabeth Russo**  | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES**  |  |  |
|  | Tracey Buie, ACS | Jill Sobottka, ACS | Mark Perbix, SEARCH |
|  | Jason Emineth, Equivant | Anne Fajardo, ACS | Diane Swedersky, Equivant |
|  | Brenda Axtell, ACS | Charlene Dolphin, ACS | Sharon Chen, ACS |
|  | Pete Jensen, Equivant |  |  |
|  |  |  |  |
|  |  |  |  |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg. |  |

Helen introduced Elizabeth Russo from OPA. OPA has become a MAJIC member.

**Electronic Charging Document Project (ECDP)**

1. **Address any outstanding issues/questions regarding the message elements in the AK Case Mapping Spreadsheet provided by SEARCH, updated at the October 10, 2019 meeting, and updated following the meeting by ACS indicating which elements are mandatory, optional and conditional.**

DOL provided input on several data elements on the updated mapping spreadsheet. Several data elements can be deprecated. The ACS will update the spreadsheet further following today’s discussion.

SEARCH has deployed an updated version of the service and is ready to receive test data when DOL is ready.

Brenda will obtain the specifications for the end point from the ACS vendor and provide them to SEARCH for testing messages. ACS IT will ensure access when DOL and any other stakeholders are ready to send messages.

Additional action items from today’s discussion will be sent out to the ECDP team.

1. **Review timeline tasks and report on progress**

DOL provided the timeline to the DOL vendor and will follow up.

1. **Next steps**

Action items will be sent out.

Next MAJIC meeting on ECDP is **November 21, 2019**

# November 14, 2019

|  |  |  |  |
| --- | --- | --- | --- |
| √ | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System
 |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender
 |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center
 |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office
 |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department
 |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council
 |
|  | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law
 |
|  | VACANT |  | 1. Alaska DOT, Program Development
 |
| √ | Chief Peter Mlynarik | Chief, Soldotna PD | 1. Alaska Association of Chiefs of Police (AACOP)
 |
|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections
 |
|  | Nichole Tham  | Driver Licensing Manager | 1. Alaska DOA/Division of Motor Vehicles
 |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP)
 |
| √ | Sandra DeHart Mayor, MSW | JOMIS Manager | 1. Alaska DHSS/Division of Juvenile Justice
 |
|  | Karen Benson  | Program Coordinator | 1. AK DHSS, Division of Health Care Services, Background Check Unit
 |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU
 |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety
 |
|  | Lt. Kat Shuey | Lieutenant, AST | 1. Alaska Dept. of Public Safety, AST
 |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections
 |
|  | Nancy Anderson & Steven Ashman |  | 1. Municipality of Anchorage (DHHS)
 |
|  | Rick Calcote | Policy and Planning | 1. DHSS, Division of Behavioral Health
 |
|  | Karolina Bednarska | Development Manager | 21. Alaska Native Justice Center |
|  | Glen Klinkhart | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch  | Database Specialist | 24. Juneau Police Department |
|  | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
| **√** | Beth Goldstein/Elizabeth Russo  | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES**  |  |  |
|  | Tracey Buie, ACS | Jill Sobottka, ACS | Charlene Dolphin, ACS |
|  | Brenda Axtell, ACS | Anne Fajardo, ACS |  |
|  |  |  |  |
|  |  | Representatives from local law enforcement, PED, and DPS |  |
|  |  |  |  |
|  |  |  |  |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg. |  |

**12:00 to 1:30 p.m.**

**Discussion regarding VCOR and FTA Procedure**

**Presiding Judge Order #824, effective November 1, 2019 (PJO#828) provides:**

1. A charge of VCOR must be filed in the case in which the bail condition was set.  If the defendant is alleged to have engaged in conduct that violated the same bail condition in multiple cases, the VCOR charge must be filed in the case containing the most serious charge.
2. A charge of FTA must be filed in the case in which the allegedly missed hearing was set.  If the defendant is alleged to have failed to appear at a hearing where multiple criminal cases were to be heard, the FTA charge must be filed in the case containing the most serious charge.

The Department of Public Safety (DPS) has confirmed the ability to work with the existing ATN in the underlying case for VCOR/FTA charges

**Discussion items:**

* When filing a VCOR or FTA the existing ATN in the underlying case must be used.  If the filer does not know what that ATN is, it can be found in CourtView.
* The CTN can be left blank.  The ACS can assign the next sequential number. The DA or other prosecuting agency can advise if the selected number is wrong.

A large group of representatives from local law enforcement, DOC, DPS administration and AST attended the teleconference. The discussion surfaced a number of questions that require input from the Department of Law. Representatives from Law were not on the teleconference.

Following this meeting the ACS agreed to compile a list of questions raised by those on the call. The ACS requested callers summarize their questions in writing and email them to Helen. The questions will be provided to the Department of Law. A follow up teleconference will then be scheduled at a time Law is available.

# November 21, 2019

|  |  |  |  |
| --- | --- | --- | --- |
| **√** | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System
 |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender
 |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center
 |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office
 |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department
 |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council
 |
| **√** | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law
 |
|  | VACANT |  | 1. Alaska DOT, Program Development
 |
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 |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP)
 |
|  | Sandra DeHart Mayor, MSW | JOMIS Manager | 1. Alaska DHSS/Division of Juvenile Justice
 |
|  | Karen Benson  | Program Coordinator | 1. AK DHSS, Division of Health Care Services, Background Check Unit
 |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU
 |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety
 |
|  | Lt. Kat Shuey | Lieutenant, AST | 1. Alaska Dept. of Public Safety, AST
 |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections
 |
|  | Nancy Anderson & Steven Ashman |  | 1. Municipality of Anchorage (DHHS)
 |
|  | Rick Calcote | Policy and Planning | 1. DHSS, Division of Behavioral Health
 |
|  | Karolina Bednarska | Development Manager | 21. Alaska Native Justice Center |
|  | Glen Klinkhart | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch  | Database Specialist | 24. Juneau Police Department |
|  | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
| See below\* | Beth Goldstein/Elizabeth Russo  | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES**  |  |  |
|  | Tracey Buie, ACS | Jill Sobottka, ACS | Charlene Dolphin, ACS |
|  | Brenda Axtell, ACS | Anne Fajardo, ACS | Diane Lacy, SEARCH |
|  | Rebecca Dolph, PBK | Brad Harris, PBK | Mark Perbix, SEARCH |
| \* | Troy Bowler, OPA | Gerald Kupris, OPA |  |
|  |  |  |  |
|  |  |  |  |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg. |  |

**12:00 to 1:30 p.m.**

**Electronic Charging Document Project (ECDP)**

1. Review and continue discussion of the message elements in the AK Case Mapping Spreadsheet, last updated following the November 7, 2019 meeting,

PBK will work with SEARCH on mapping and message content. The ACS will provide SEARCH with the ACS vendor’s end point for testing messages. Discussion included the need to create a rule for PBK to program a required entry in the modifier data field and how to address adding the DV indicator to charges.

1. Review timeline tasks and report on progress

PBK will comment on timeline after working with SEARCH on the mapping spreadsheet.

1. Next steps

PBK and SEARCH will work on updates needed to the mapping spreadsheet for PBK

Following those updates PBK will comment on timeline and task due dates.

# December 12, 2019

|  |  |  |  |
| --- | --- | --- | --- |
| **√** | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System
 |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender
 |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center
 |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office
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 |
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 |
| **√** | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law
 |
|  | VACANT |  | 1. Alaska DOT, Program Development
 |
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 |
|  | Nichole Tham  | Driver Licensing Manager | 1. Alaska DOA/Division of Motor Vehicles
 |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP)
 |
|  | Sandra DeHart Mayor, MSW | JOMIS Manager | 1. Alaska DHSS/Division of Juvenile Justice
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 |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU
 |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety
 |
|  | Lt. Kat Shuey | Lieutenant, AST | 1. Alaska Dept. of Public Safety, AST
 |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections
 |
|  | Nancy Anderson & Steven Ashman |  | 1. Municipality of Anchorage (DHHS)
 |
|  | Rick Calcote | Policy and Planning | 1. DHSS, Division of Behavioral Health
 |
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|  | Dee Enoch  | Database Specialist | 24. Juneau Police Department |
|  | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo  | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
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|  | Brenda Axtell, ACS | Anne Fajardo, ACS | Diane Lacy, SEARCH |
|  | Diane Swedersky, Equivant | Jason Emineth, Equivant | Mark Perbix, SEARCH |
|  | Sharon Chen, ACS |  |  |
|  |  |  |  |
|  |  |  |  |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg. |  |

**12:00 to 1:30 p.m.**

**Electronic Charging Document Project (ECDP)**

1. Review/continue discussion of message elements in the AK Case Mapping Spreadsheet, last updated by SEARCH November 27, 2019 with questions for the ACS.

Discussion included some data elements identified for discussion by SEARCH, their definition, and which could be derived vs. which are needed.

Further discussion focused on charge validation and where in the exchange to handle this.

1. Review timeline tasks and report on progress

SEARCH now has access to the ACS vendor’s test harness to test messages.

PBK will have a better idea on timeline tasks once access is established by ACS for DOL to connect with the SEARCH broker. This is expected to be set up next week. SEARCH, DOL’s vendor, and the ACS will work on security needs.

1. Next steps

Between now and January 9, 2020:

SEARCH will update the spreadsheet following today’s discussion

SEARCH will identify any gaps/differences for filing and completion messaging

SEARCH will develop ReviewFiling message

SEARCH will work on the ReviewFilingComplete message

SEARCH will work on NotifyDocketingComplete elements and develop the service specification for this message

SEARCH will develop and deploy ReviewFilingComplete service to the SEARCH broker.

The ACS will provision the server to support test and production environments for SEARCH services and provide access for DOL.

DOL will work with ACS and SEARCH on messaging and testing once access is provisioned.

DOL will continue to follow up with PBK on how to address adding the DV indicator to charges.

**Next Meeting:** January 9, 2020.