

Judicial Administration Committee
Judicial Conference of Indiana

Meeting Minutes
January 12, 2024

The Judicial Administration Committee of the Judicial Conference of Indiana met via Teams on Friday, January 12, 2024 from 12:00 noon to 1:30 p.m.

1. Members present. Jon Brown, Amy Jones, Clay Kellerman, Dena A. Martin, Shaun T. Olsen, Timothy Ormes, Thomas Pulley, Matthew E. Sarber, Jason Thompson, and Vicki L. Carmichael, Chair
2. Staff present. Jeffrey Bercovitz, James Diller, Michelle Goodman, Tom Jones, Ashley Moise and Jeff Wiese, Indiana Office of Court Services.
3. Guests. Suzanne Tallarico, National Center for State Courts (NCSC); Judge Stephenie LeMay-Luken, Christopher Nancarrow, and Emily VanOsdol attended the meeting.
4. Minutes approved. The committee minutes for November 17, 2023 were approved.
5. Judicial Weighted caseload.
 - a. Suzanne Tallarico gave an overview of the judicial weighted caseload study framework including the four week time study, adequacy of time survey, focus groups and annualizing time study information to determine case weights.
 - b. Committee members discussed the Daily Time Log (DTL) and the NCSC portal used to enter times including:
 - Use of the two letter case type
 - Uploading information from the DTL to the NCSC portal
 - Making sure the DTL wording “pretrial” matches “prejudgment” wording in the drop down menu on the portal. Committee liked the use of prejudgment throughout
 - Lack of space on the DTL to fill in times
 - Agreed by consensus a remote hearing by a judge should be counted as “in court” even if not physically in the courtroom
 - Agreed by consensus DP, LWOP and MR should be placed in the drop down menu after Level 6 felonies
 - Agreed all actions for new Protection Order Harassment (PH) case type should be in the case type, even if no hearing is conducted – if the box on the petition is checked for Protection Order Harassment, then the time should be counted for that case type.
 - Time involving grandparent visitation should be counted, even if it now occurring in a MI< DC or JP case type
 - c. Members of the committee discussed the proposed revised MC case type instructions, and in particular, how to count time for probable cause affidavits before the criminal charge in the case is filed. The remaining language for the MC case type instruction was also

reviewed. Committee members agreed by consensus to adopt this new language. See Attachment 1.

d. NCSC will conduct training via Zoom the week of January 22 – 26, 2024. The training would be via Zoom and during the noon hour. All will be live and one training will be recorded and placed at the portal. Staff indicated CLE may be available for this training.

e. It was reported a letter from the Chief Justice of Indiana and Justin Forkner would be distributed before the Jan. 17, 2024 Wednesday message urging judges to participate in the weighted caseload study. NCSC would distribute Portal, Login, and password information to all judicial officers after the Jan. 17 Wednesday message. A reminder to participate in the weighted caseload study would be distributed with the Jan. 31, 2024 Wednesday message.

f. Committee members agreed by consensus any last minute changes/decisions would be made by Judge Vicki Carmichael, Chair.

g. Members of the committee agreed to give an update on the weighted caseload study at the Spring Judicial College.

6. Future meeting dates. The committee members agreed to meet in 2024 remote and/or in person on May 10 (in person), July 12 (remote), August 9 (in person), and October 11, 2024 (remote), all on the second ~~Tuesday~~ Friday of the month.

Respectfully submitted,

Jeffrey Bercovitz, Director
Juvenile and Family Law