

Court Personnel Committee Meeting

February 11, 2025 | 12:00 p.m.

Virtual (Zoom)

Committee Member Attendees

- Jill Acklin
- Hon. W. Gregory Coy
- Hon. Paul Freed
- Hon. Monica Gilmore
- Catherine Haines
- Hon. Chad E. Kukelhan (Chair)
- Hon. Larry Medlock
- Hon. Nathan Nikirk
- Mag. Michelle Waymire
- Kathy Williams

Staff Member Attendees

- Vicki Davis
- Mary DePrez
- Amy Elson
- Heather Falks
- Kristyn Hill
- Mary Mitchell
- Ashley Moise
- Jordan Sauvain

1. November Minutes Approval

A. Approval of November Meeting Minutes

Hon. Larry Medlock moved to approve the November meeting minutes. Hon. W. Gregory Coy seconded the motion. The committee voted unanimously to approve the minutes.

2. Technology Update

A. MyCase Records Access

Mary DePrez updated the committee on records access and what is available on MyCase. With ongoing discussion regarding what should be available to the public on MyCase, complaints have been received that sentencing orders in criminal cases are intended to appear on MyCase but do not always do so.

Courts need to enter information on the disposition tab in Odyssey; otherwise, it will not appear on MyCase. A reminder message will be distributed in the Wednesday Weekly.

B. INjail Application

Mary DePrez also reported that a demonstration of the INjail application has been completed. The application is now being used in five counties, with seven additional counties currently in the implementation queue.

New Enhancement

A new enhancement to party records has been implemented. If a party is housed in a jail located in one of the participating INjail counties, a red flag will appear in Odyssey identifying the county where the individual is incarcerated.

3. 2025 Court and Clerk Employee Education Update

A. Education Plan Review

Kristyn Hill reviewed the 2025 Court Personnel Education Plan, which outlines upcoming conferences and virtual events for 2025, as well as courses available through the Indiana Judicial Branch Education Network. The handout also includes information regarding the 2026 Court Reporter and New Staff Symposium.

Committee Discussion

1. Judge Kukelhan discussed plans to send an email to all other committee chairs to help promote attendance at educational events.
2. Promotion of the Court and Clerk Employee Conference will occur during the Spring Judicial Conference through announcements and/or a registration flyer.

3. Feedback from a committee member indicated that some staff members are attending fewer events because they perceive a lack of new material and believe some presentations are more relevant to clerks than court administrators, or vice versa.

4. Upcoming Education

A. Court and Clerk Employee Conference

Conference Overview

Mary Mitchell reviewed the agenda for the upcoming Court and Clerk Employee Conference, scheduled for July 9, 2025, at the Embassy Suites in Plainfield.

Mary reviewed current conference plans and discussed bringing back the self-directed learning area.

The conference structure includes:

- One plenary session
- Three concurrent session blocks

The conference theme is **"Partners in Public Service,"** with a focus on blending court roles and responsibilities.

Session Topic Discussion

Mary requested committee input regarding a session block that could feature either:

- A Multigenerational Workforce session, or
- A Neurodiversity session

Committee members suggested that a multigenerational workforce session would be more beneficial for court staff, while neurodiversity topics may be more relevant to judges.

Clerk-Specific Topics

Kathy Williams agreed to send an email to the Clerk's Association seeking recommendations for clerk-specific topics and presenters.

B. Networking Events

Networking Opportunities

IOCS will offer three networking events each for court reporters and court administrators during 2025.

An additional in-person networking event will be held the evening before the July conference.

C. Webinars

2025 Webinar Schedule

IOCS will offer four webinars during 2025:

- February 19 – Artificial Intelligence
- May 22 – Artificial Intelligence
- August 13 – Transcripts and FAQs
- November 6 – Virtual Cybersecurity

D. New Court Employee and Court Reporter Symposium

2026 Symposium

The 2026 New Court Employee and Court Reporter Symposium will take place on March 5, 2026, in French Lick.

The symposium will feature two plenary tracks:

- Court Reporters
- New Court Employees

5. Clerk Education

A. Clerk Education Resources

Mary Mitchell reviewed a meeting held with Vicki Davis and Greg Pachmayr, Clerk of the Court of Appeals, to determine:

- What resources are currently available to newly elected clerks
- What educational efforts are already taking place for clerks

Mary asked committee members to share any resources they provide to clerks. The committee also discussed whether an FAQ document could be developed and distributed to new clerks.

Mary noted that another recommendation resulting from the meeting was to move the annual summer Transcripts and FAQs webinar to an earlier point in the year so that it is available to newly elected clerks as they assume their duties.

Committee Discussion

1. Kathy Williams shared that one resource she relies on is the Clerk's Association training program and communication network among clerks.
2. Vicki Davis stated that she will seek clarification regarding IOCS responsibilities for clerk

training.

6. Future Meeting Dates

- May 20, 2025
- August 19, 2025
- November 18, 2025

Adjournment

Hon. W. Gregory Coy made a motion to adjourn. The motion was seconded by Hon. Monica Gilmore. The meeting adjourned at **12:55 p.m.**

Respectfully submitted,

Jordan Sauvain

Court Personnel Committee Meeting Minutes

May 20, 2025 | 12:00 p.m.

Virtual Meeting (Zoom)

Committee Members Present

- Jill Acklin
- Emily Anderson
- Caci Cornthwaite
- Hon. W. Gregory Coy
- Hon. Paul Freed
- Hon. Monica Gilmore
- Catherine Haines
- Hon. Chad E. Kukelhan (Chair)
- Hon. Brenda Roper
- Mag. Michelle Waymire
- Kathy Williams

Staff Members Present

- Mary DePrez
- Amy Elson
- Heather Falks
- Kristyn Hill
- Mary Mitchell
- Ashley Moise

1. February Minutes Approval

Judge Coy made a motion to accept the February minutes, which was seconded by Judge Roper. The motion was approved unanimously.

2. Technology Update

Mary DePrez provided an update on several technology initiatives.

- The new filing system is targeting implementation at the beginning of November.
- The INjail application continues to expand successfully and is now operating in seven counties, with five to ten sheriffs currently on the waiting list.
- Odyssey now displays a jail flag for parties in participating jail counties.
- An upcoming enhancement will show the specific county jail when a user hovers over the flag.
- Protection Order Registry upgrades were announced in the Wednesday message.
- The office is working on compliance with General Assembly legislation, including Senate Enrolled Act 281, which requires juvenile court cases with serious violent felony findings to be available to law enforcement in vehicles.
- Effective July 1, prosecutors will receive access to all juvenile records through the CMS Search application.

3. Court and Clerk Role Update

Heather Falks explained that three statutes regulate clerk duties but do not account for Odyssey entries. As a result, creating uniform standards that clearly define clerk responsibilities versus court staff responsibilities is not possible because practices vary by county.

The division of Odyssey functions varies based on:

- Staffing levels
- Quality of work
- Judicial preferences

Judges remain ultimately responsible for docket accuracy.

Committee Discussion

During discussion, the need for uniform Odyssey training was identified.

Emily Anderson reported issues in which the clerk's office was handling subsequent filings without proper training, resulting in items being missed in the daily queue.

There was a request for best-practice guidelines focused on functions rather than specific job roles.

Mary DePrez noted that requests for county-specific Odyssey training are common; however,

the lack of uniform statewide practices makes standardized training difficult to provide.

4. Past Education

Kristyn Hill reported on recent educational activities.

AI for Court Personnel Webinar (February 19)

- The webinar had 145 registered attendees.
- Judge Block from Hamilton County served as presenter.
- The webinar received high satisfaction ratings.
- Participants with more than 22 years of experience provided the highest overall ratings.

Court Reporter Networking Event (March 19)

- Mary Schelonka presented on the Court of Appeals.
- Discussion included overlap between clerk and court reporter responsibilities.

Court Administrator Networking Event (April 24)

- Katie Wilson presented Microsoft Office tips and tricks.

5. Upcoming Education

Mary Mitchell provided updates on upcoming educational opportunities.

Perfecting the Record Webinar (May 22, 2025)

- 129 individuals were registered to attend at the time of the meeting.
- Judge Weissmann and Magistrate Briles will present on AI tools.
- The presentation will focus on writing and transcription tasks while emphasizing judicial oversight.

Court and Clerk Employee Conference (July 9, 2025)

The Court and Clerk Employee Conference is scheduled for July 9, 2025, at the Embassy Suites in Plainfield.

Conference Theme: *Court and Clerks: Partners in Public Service*

Additional updates included:

- Registration opened on May 14.
- As of the meeting date, 206 individuals had registered.
- Attendance is capped at 400 participants due to 5% budget reductions.
- Chief Justice Rush will provide opening remarks.
- Brittany Kelly will present the plenary session on behavioral health.
- Popular session topics include:
 - Court and clerk collaboration
 - Odyssey reports
 - Recent legislation
- The self-directed learning area will return with 23 staff members available to answer questions.
- A networking event is planned for July 8 from 5:30 p.m. to 7:00 p.m.

Additional Educational Opportunities

Webinars

- Annual Transcripts Webinar – August 13, 2025, with Kyle Gillespie
- Cybersecurity Training – November 6, 2025

Networking Events

Court Reporters

- September 24, 2025
- December 10, 2025

Court Administrators

- October 30, 2025

6. New Court Employee Education

The symposium is scheduled for **March 5, 2026**, in French Lick.

The committee plans to form a subcommittee following the July conference to develop content for new court employees. Conference evaluations will be used to help identify educational topics.

Committee Discussion

Judge Gilmore highlighted missed steps in case processing resulting from a lack of comprehensive training and requested standardized checklists for various case types.

It was noted that **Alt+F1** within Odyssey provides access to training videos and reference

materials.

Committee members suggested future webinars on:

- Abstracts
- Guardianship
- Records retention

7. Future Meeting Dates

- August 19, 2025
- November 18, 2025

Adjournment

Judge Freed made a motion to adjourn, which was seconded by Judge Roper.

The meeting adjourned at approximately **1:00 p.m.**

Respectfully submitted,

Kristyn Hill

Court Personnel Committee Meeting Minutes

August 19, 2025 | 12:00 p.m.

Members Present

- Jill Acklin
- Emily Anderson
- Caci Cornthwaite
- Hon. W. Gregory Coy
- Hon. Aleksandra Dimitrijevic
- Hon. Paul Freed
- Hon. Monica Gilmore (Chair)
- Catherine Haines
- Lisa Lofgreen
- Ross Maxwell
- Hon. Nathan Meeks
- Hon. Charles Miller
- Hon. Nathan Nikirk
- Hon. Brenda Roper
- Hon. Janette Surrisi

Staff Present

- Vicki Davis
- Mary DePrez
- Amy Elson
- Heather Falks
- Kristyn Hill
- Mary Mitchell
- Ashley Moise

I. Call to Order and Minutes

A. Call to Order

The meeting begin at approximately 12:05 p.m. EDT by Judge Gilmore.

B. Approval of May 20, 2025, Meeting Minutes

Emily Anderson moved to approve the minutes of the May 20, 2025, meeting. Hon. Coy seconded the motion. The meeting minutes were approved by unanimous vote of those in attendance.

II. Introduction of New Committee Members

A. New Committee Chair

The committee meeting marked the first meeting with Hon. Monica Gilmore as Chair. Hon. Gilmore gave a brief overview of her background and goals for the committee.

B. New Committee Members

New members Lisa Lofgreen, Hon. Nathan Meeks, and Hon. Janette Surrisi introduced themselves.

III. Technology Update – Mary DePrez

A. E-Filing Confidentiality Issue

Mary discussed a recently discovered issue related to the security of documents coming through e-filing. The issue was brought to IOCT's attention by court staff. Documents filed as confidential were not confidential by the time they reached Odyssey. The Court Technology Office worked to correct the security settings of those documents and established a tool to maintain document confidentiality until the bug can be fully resolved.

B. E-Filing Application Development

Mary informed committee members that a new e-filing application is being built in-house. The deadline for the project is the end of the year. The originally anticipated completion date of November 1 may be moved to December 1.

C. Senate Enrolled Act 281 Update

Mary provided an update following the passage of Senate Enrolled Act 281. The legislation required courts to provide all prosecutors with statewide access to juvenile records. CMS Search includes this functionality and has now been made available to all prosecutors and deputy prosecutors who have requested access.

Mary reminded attendees that CMS Search is available to all judicial officers.

D. INJail Deployments

Mary discussed ongoing INJail deployments.

- Seven counties are currently live.
- Ten additional counties are deploying in 2025 or 2026.
- Many counties have expressed interest in participating.

INJail helps improve criminal justice data and records, assisting both state police and courts.

Discussion

Hon. Gilmore discussed a training she attended where she learned that many law enforcement facilities do not retain fingerprint records long-term. She noted that the INJail project will help maintain a centralized location for fingerprint data storage.

IV. Past Education – Mary Mitchell

A. AI Tools for Better Legal Writing and Recording Webinar (May 22, 2025)

1. Webinar Overview

Mary Mitchell discussed the May 22, 2025, webinar presented to court and clerk personnel.

- The topic was **"AI Tools for Better Legal Writing and Recording."**
- Many webinars in the past year have focused on AI and technology.
- Mary noted that feedback was overwhelmingly positive.
- Across multiple AI trainings, participants frequently report learning new information.
- Attendance was approximately 113 participants.

B. 2025 Court and Clerk Employee Conference (July 9, 2025)

1. Conference Venue and Attendance

The conference was held in Plainfield, Indiana, at a new event space. Staff felt the location worked well for the needs of the conference.

Highlights included:

- A larger self-directed learning area.
- Attendance was capped at 400 participants because of budget reductions.
- Most attendees were either new employees or employees with more than 16 years of experience.
- Networking was a major focus.
- Most attendees reported feeling more connected to their peers.

2. Self-Directed Learning

This was the third year self-directed learning was incorporated into the conference.

Multiple agencies and offices hosted resource tables where attendees could:

- Obtain resources
- Have questions answered
- Learn about available services

Most participants reported successfully finding answers, gathering resources, and learning useful information.

3. Plenary Session

The plenary session was led by Brittany Kelly, the new State Court Behavioral Health Administrator. Feedback for the presentation was positive.

4. Overall Conference Evaluation

The overall conference rating was **4.57 out of 5**, with 5 representing excellent.

Additional feedback included:

- The rating exceeded the previous year's score.
- The most popular session focused on handling difficult questions and people and was presented by Judge Murray.
- Participants requested more in-depth, hands-on training opportunities.
- Numerous attendees requested a two-day conference format.

Mary noted that a two-day conference is unlikely; however, the New Court Employee Symposium and New Court Employee Orientation project will provide additional educational resources.

5. Committee Feedback

a. Hon. Nikirk

Hon. Nikirk reported that his staff attended the annual conference and had a positive experience. He specifically highlighted the sovereign citizen session.

b. Emily Anderson

Emily Anderson stated that some conference sessions felt too short, particularly the Odyssey session. When Mary asked whether a double session would have been beneficial, Ms. Anderson responded affirmatively.

c. Hon. Gilmore

Hon. Gilmore emphasized the importance of Odyssey training and noted that counties use the system differently, demonstrating the wide range of Odyssey functionality.

Training on how other counties utilize Odyssey could help broaden staff knowledge.

Mary stated that additional Odyssey training remains the number one request from court employees.

d. Ross Maxwell

Ross Maxwell felt his session was allotted sufficient time and received positive feedback and engagement.

e. Emily Anderson

Emily Anderson stated that the plenary presentation was outstanding and engaging and noted substantial attendee discussion regarding the session.

f. Hon. Gilmore

Hon. Gilmore reported that her staff enjoyed the self-directed learning areas but heard feedback that some tables were not always staffed.

Mary explained that some staff assigned to tables were also presenters, which likely accounted for periods when tables were unattended.

V. Upcoming Education – Kristyn Hill

A. Networking Events

1. Court Reporter Networking Event

The next Court Reporter Networking event is scheduled for September 24, 2025.

The event will present participants with scenarios and facilitate discussion regarding different approaches and solutions.

2. Court Administrator Networking Event

The next Court Administrator Networking event is scheduled for October 30, 2025.

The event will focus on leadership.

B. Upcoming Webinars

1. Webinar Schedule

Kristyn discussed upcoming webinars.

- The annual transcription webinar is approaching.
- Three additional webinars are scheduled before the end of the year.
- Following previous webinars focused on AI and technology, the final webinar of the year will take place on November 6 and will focus on virtual safety.

2. Future Webinar Topics

Kristyn noted that planning for future webinar topics will begin soon and encouraged committee members to consider ideas before the November meeting.

C. New Court Employee and Court Reporter Symposium

1. Symposium Overview

The conference will be held on March 5, 2026.

This will be the second time the event has been offered, with the first occurring in 2024.

The intended audience includes individuals who perform court reporter duties, including employees who perform such duties but are not officially designated as court reporters.

The 2024 event consisted entirely of plenary sessions for court reporters. The 2026 event will expand to include:

- A New Court Employee Symposium track
- A Court Reporter Symposium track

The current plan is to record conference sessions internally.

Kristyn Hill and Mary Mitchell plan to have a draft agenda prepared for the November committee meeting.

2. Committee Discussion

a.

One committee member noted that a best-practices session is always beneficial, particularly when faculty represent varying levels of experience.

b.

One committee member reported that clerk offices frequently receive incomplete dispositions and sentencing orders or abstracts containing errors. A session addressing court-clerk responsibilities could be helpful, although a broad "What's My Job?" session may be difficult given county differences.

c.

Emily Anderson stated that additional information regarding dispositions would be beneficial.

d.

Additional training relating to Odyssey entries and events would be helpful.

e.

Hon. Gilmore suggested a session focused on "What the Judge Wants Versus What the Judge Needs."

f.

Hon. Nikirk emphasized the importance of understanding weighted caseloads in light of recent legislative efforts to reduce courts.

g.

Emily Anderson noted confusion regarding transferred cases within unified court systems and suggested a dedicated session on that topic.

h.

Hon. Freed noted that many issues are highly specific but extremely important. He suggested developing short online videos to educate staff on niche topics.

VI. New Court Employee Education – Kristyn Hill and Mary Mitchell

A. Kristyn Hill Update

1. Committee Role in Staff Training

Kristyn discussed the committee's role in developing educational materials for court staff.

She noted that she and Mary Mitchell have been working to distinguish the educational needs of court reporters and clerks while identifying areas where responsibilities overlap.

2. Current Orientation Program

Kristyn reviewed the online courses currently available for court staff.

The New Court Employee Orientation presently consists of six courses. She noted that the orientation requires significant revisions.

Current content primarily consists of recorded lectures, and additional instructional formats may be incorporated in future versions.

B. Mary Mitchell Update

1. Educational Challenges

Mary discussed the significant variation in court roles throughout the state, which creates challenges when designing educational materials.

She also noted that new employees come from many different backgrounds and experience levels, resulting in a broad range of educational needs.

Mary discussed the use of flowcharts, currently utilized by Court Technology, and expressed hope that similar tools can be incorporated into the New Court Employee Orientation. Additional resources will include quick-reference materials and short-form videos.

2. Focus Groups and Development Timeline

Mary discussed plans to hold focus groups to generate ideas for the new orientation and requested suggestions and volunteers from committee members.

She also mentioned the possibility of distributing a survey.

Mary and Kristyn will begin course development in January, with the completed orientation expected to be available in June.

a. Hon. Gilmore

Hon. Gilmore stated that promoting statewide uniformity is an important goal and expressed hope that the new orientation will support that objective.

She also suggested that future development of a uniform certificate or accreditation process for court reporters could potentially build upon this educational foundation.

b. Volunteer Participation

Multiple committee members volunteered to participate in the focus groups.

VII. Future Meetings

A. Next Meeting Date

The next meeting will be held on **November 18, 2025**.

VIII. Conclusion

A. Adjournment

The meeting was adjourned at **12:57 p.m. ET**.

Minutes

Court Personnel Committee Meeting

November 18, 2025

Members Present

- Hon. Monica Gilmore (Chair)
- Ms. Jill Acklin
- Ms. Emily Anderson
- Ms. Caci Cornthwaite
- Hon. Gregory Coy
- Ms. Catherine Haines
- Ms. Lori Lofgreen
- Mr. Ross Maxwell
- Hon. Brenda Roper
- Ms. Katie Spainhour
- Mag. Michelle Waymire

Staff Present

- Mary DePrez
- Amy Elson
- Heather Falks
- Kristyn Hill
- Caroline Martin
- Mary Mitchell
- Ashley Moise

I. Call to Order and Minutes

A. Call to Order

The meeting began at approximately 12:01 p.m. ET by Judge Gilmore.

B. Approval of August 19, 2025 Meeting Minutes

Hon. Coy moved to approve the minutes of the August 19, 2025, meeting. Jill Acklin seconded the motion. The meeting minutes were approved by unanimous vote of those in attendance.

II. Technology Update – Mary DePrez

A. INJail Application

1. Program Expansion

- INJail is now active in eight counties.
- Staffing is increasing to support deployment of the program to additional counties.

B. E-Filing Application

1. Contract Changes

- IOCT has terminated the Tyler Technology contract associated with the current e-filing system.
- The Tyler Technology contract for Odyssey remains in place.

2. In-House E-Filing Development

- IOCT is developing an in-house e-filing application.
- A beta rollout is planned for December.
- Continued improvements will be made following the December rollout.

3. Judge Edition Update

- IOCT is negotiating a new contract with Tyler Technology for Judge Edition, which is used by judges and some staff.
- Judge Edition was previously tied to the e-filing contract, requiring a separate agreement.
- An in-house version of Judge Edition is currently being developed and is expected to continue into 2026 and 2027.

Committee Discussion

Mag. Michelle Waymire asked whether there would be any loss of access to Judge Edition during the transition. Mary DePrez indicated that the transition should be seamless.

III. Past Education – Kristyn Hill

A. Court Administrator and Court Reporter Networking Events

1. Recent Events

- The most recent Court Reporter Networking event was held on September 24, 2025.
- The Court Administrator Networking event was held on October 30, 2025, and featured Justin Forkner, who presented on leadership and facilitated a question-and-answer session.

2. Upcoming Event

- One additional networking event is scheduled for December 10, 2025.
- The focus of the event will be data accuracy.

B. 2026 Networking Schedule

1. Program Structure

The current networking format will continue in 2026:

- Three virtual events for court administrators.
- Three virtual events for court reporters.
- One in-person networking event held in July before the annual conference.

2. Attendance

- Court administrator events generally attract 15 to 20 participants.
- Court reporter events generally attract 25 to 30 participants.

Kristyn noted that these attendance figures are relatively strong for administrators but somewhat lower than expected for court reporters.

3. Committee Feedback

a. Jill Acklin

Jill stated that Justin Forkner did an excellent job and could return every year as a presenter.

b. Hon. Gilmore

Hon. Gilmore reported receiving positive feedback from staff, particularly regarding the in-person events.

c. Caci Cornthwaite

Caci noted that county budget restrictions limit her ability to attend more events. However, she finds the events valuable and has also heard positive feedback about the virtual offerings.

d. Discussion of Question Submissions

Hon. Gilmore asked whether a question forum could be opened before virtual events to encourage discussion. Kristyn noted that information is already distributed in advance and that a question prompt could be added to future communications.

C. Past Webinars

1. Transcript Webinar

The Transcript Webinar was held in August with more than 200 registered attendees.

Key feedback included:

- Reviews were very positive.
- Most attendees found the content engaging and applicable to their jobs.

Additional Feedback

PowerPoint Availability

- Attendees asked whether presentation slides could be made available.
- Kristyn noted this as a useful suggestion.

Rule Change Examples

- Attendees requested additional examples when discussing rule changes.

Earlier Scheduling

- Participants suggested moving the webinar earlier in the year.
- Kristyn and Mary hope to move the webinar to February in 2026.

Participant Experience Levels

- Most attendees were either new employees or highly experienced professionals.

Committee Discussion

- Caci noted that the webinar serves as an excellent introduction for new employees but becomes more of a review session after several years of experience.
- She stated that the question-and-answer portion helps bridge that gap.

Questions and Answers

- Forty questions remained unanswered at the conclusion of the webinar.
- Kyle Gillespie subsequently prepared written responses and distributed them.
- The responses are now posted with the course recording in the LMS.

Presenter Perspectives

- Hon. Gilmore suggested alternating presenter perspectives, with clerks guiding discussion one year and court reporters guiding discussion the next.

2. Cybersecurity Webinar

A cybersecurity webinar was held on November 6.

Highlights

- IOCT played a significant role in developing the webinar.
- Polling was incorporated throughout the session to increase engagement.
- Sixty-nine attendees registered.
- The recording is available through the LMS.

IV. Upcoming Education – Kristyn Hill and Mary Mitchell

A. 2026 Webinar Topics

1. May Webinar

The May webinar will focus on:

- Data entry
- Data cleanup

The webinar will align with the December 10 Court Reporter Networking event and will also include competency-related information from Brittany Kelly.

Committee Discussion

Hon. Gilmore suggested including information on special coding in Odyssey, such as red-flag codes.

2. August Webinar

The August webinar will likely focus on INJail.

3. November Webinar

The November webinar will likely focus on special judge cases.

This topic emerged during New Court Employee Orientation focus groups.

B. Court Reporter and New Court Staff Symposium

1. Event Overview

- The symposium will be held on March 5, 2026, in French Lick.
- The first symposium was held in 2024 and focused solely on court reporters.
- The 2026 event has expanded to include new court employees.

2. Educational Tracks

Two educational tracks will be offered:

- Court Reporter Track
- New Court Employee Track

3. Recording Availability

All content will be recorded and made available online.

4. Location Rotation

The goal is to alternate the symposium between northern and southern Indiana locations.

5. Agenda Overview

Mary shared a tentative agenda and highlighted the two educational tracks.

- The New Court Employee Track is intended for employees with less than two years of experience.
- The Court Reporter Track will provide more advanced and in-depth content.

6. Luncheon Plenary

The luncheon plenary session will focus on ethics and confidentiality.

7. Attendance Drivers

The primary reason attendees participated in the 2024 event was the educational content.

The second most common reason was that their judge recommended attendance.

Committee Feedback

Hon. Gilmore, Emily Anderson, and Caci Cornthwaite

- The agenda was viewed positively.
- Including ethics during lunch was considered beneficial.

Mary explained that this timing also helps ensure participants can be compensated for their time because some counties do not pay employees during lunch periods.

8. Attendance Cap and Marketing

- Attendance is capped at 100 participants per track.
- Marketing efforts will target all court staff, including those who do not hold court reporter titles.
- The focus will be on duties performed rather than job titles.

Committee Discussion

a. Hon. Gilmore

- Suggested sharing information during Winter Workshop sessions and through the Wednesday Weekly.

b. Jill Acklin

- Suggested distributing information through court administrators.

c. Hon. Brenda Roper

- Asked whether overnight accommodations would be available in French Lick.
- Mary stated that a limited room block would be available.
- Mileage reimbursement will be available for individuals traveling more than 75 miles.

d. Public Records Request Session

- Caci asked about the public records request session.
- Jill noted that she regularly receives both legitimate requests and requests from sovereign citizens seeking records that do not exist.
- She emphasized statutory response deadlines and the importance of best-practice guidance.

Heather noted:

- Responsibility for handling requests varies by county.
- Historically, the state handled some requests that should have been processed locally.
- Responsibility has shifted back to the counties.
- Some requesters are denied records at the county level.

Jill stated that her county frequently directs requesters to the clerk's office, although practices vary.

Lisa volunteered to contact the Clerk's Association and gather recommendations.

e. Session Descriptions

- Emily Anderson and Hon. Gilmore recommended including detailed session descriptions in registration materials and agendas.

f. Self-Directed Learning

- Caci asked whether self-directed learning opportunities would be available.
- Mary confirmed they would be included, although on a smaller scale than the annual conference.

C. Court and Clerk Personnel Conference

1. Conference Planning

- The conference is scheduled for July.
- Planning has begun, although an agenda draft is not yet available.
- The structure will include:
 - One opening plenary session
 - Three blocks of four breakout sessions

2. Self-Directed Learning

A self-directed learning area will again be included.

3. Venue

The conference will again be held at the Embassy Suites in Plainfield.

4. Plenary Discussion

The original plan was to have Justin Forkner present the plenary session.

However, the Chief Justice recommended a plenary focused on data accuracy, and that option is being considered.

5. Committee Feedback

a. Caci Cornthwaite

- Felt the 2025 plenary session was helpful and generated meaningful discussion.
- Suggested including a mental health session for the 2026 event, possibly during lunch.

b. Content Suggestions

- Mary asked committee members to continue considering content ideas before the next meeting.

6. Review of Entries Session

Caci reported that the session on entries may not have met attendees' expectations.

Mary noted that it received a comparatively lower evaluation score.

Caci explained that:

- The presenter was very direct.
- Participants may have perceived the presentation style as confrontational.
- The presenter was not always open to alternative suggestions or discussion.

Hon. Gilmore reported hearing similar feedback from staff.

Emily Anderson asked whether the issue was related to the presenter or the material. Caci responded that the concern centered on the speaker's blunt, matter-of-fact delivery style.

V. New Court Employee Education – Mary Mitchell

A. New Court Employee Orientation Project

1. Project Overview

Mary provided an update on the New Court Employee Orientation project.

The education team has been tasked with creating a new online orientation course. The goal is to complete the

project by June.

The course will include:

- Short, 3-to-5-minute videos
- Various supplemental resources
- Less reliance on long-form video content

Course Structure

- Content will be organized into modules.
- Modules will not need to be completed in a specific order.

Intended Benefits

Mary hopes the course will be valuable for all courts, particularly rural courts with smaller staffs.

2. Focus Groups and Survey

- Mary and Kristyn organized focus groups in October.
- A survey remains open for responses.
- Information gathered will be compiled by January and used to develop course content.
- Mary thanked focus group participants for their feedback.

B. Artificial Intelligence Course

1. Project Completion

Mary discussed the completion of an AI course.

- Indiana was one of eight states selected to participate in an AI project.
- The project has been completed.
- The AI course developed through the project is now available.

The course is not CLE/CJE eligible

Mary asked for volunteers to look through the course and give feedback, and a handful of committee members volunteered

C. Future Meetings

1. Mary noted that there is an extra meeting scheduled for 2026 due to the number of projects in development
2. Hon. Coy asked if there's ever been judicial education materials on special judging and mentioned a complicated case that went through his court that brought up concerns about a neighboring court. Ashley said that the topic is on the list to be discussed at the annual conference. Emily mentioned that she believes it's been discussed at past judicial education conferences, but she doesn't remember how long ago it was. Emily also said that she thinks Odyssey has provided a cheat sheet on those cases, but Mary DePrez said she's not sure there's one available. Mary DePrez also said that every judicial officer can make entries on any case in Odyssey and noted that they've been asked to let all court reporters and staff to have that authority, though it's been dismissed as a difficult, risky prospect.
 1. Mary Mitchell said that including information tailored to judicial officers in this session could be helpful
 2. Caci said that she thinks staff should have the ability to add entries to all cases, and Hon. Gilmore said that it's a matter of control and comfort from the judge's perspective. Mary DePrez said that access can't just be granted to one case. It's an all or nothing situation.
 3. Emily suggested doing a co-presentation of a judicial officer and a court staffer
3. The next meeting will be held on January 27th, 2026

3. Conclusion

1. Meeting was adjourned at 1:13 PM ET