

Minutes of the Columbia Chapter of the South Carolina Roster Administrators  
Meeting Date: Tuesday March 17th, 2009

Location: Nelson Mullins Riley & Scarborough, LLP  
1320 Main Street, 17<sup>th</sup> Floor, Columbia, SC  
Host: Laurie Jennings

**Attendees:**

1. Laurie Jennings, Nelson Mullins, [Laurie.Jennings@nelsonmullins.com](mailto:Laurie.Jennings@nelsonmullins.com)
2. Jay-Jay Flanagan-Grannemann, Law Office of Daryl G. Hawkins, LLC, [JayJay@dghlaw.net](mailto:JayJay@dghlaw.net)
3. Michael J. Cerkez, Haynsworth Sinkler Boyd (HSB), [MCerkez@hsblawfirm.com](mailto:MCerkez@hsblawfirm.com)

Laurie Jennings took charge of the meeting initially at approximately 1:10 p.m. after it became clear that no other members would be attending. As attendance consisted solely of our three officers, the meeting was run informally thereafter. The minutes of last month's meeting were approved as revised.

Laurie announced that Scott Hayes (Senior Applications Manager in the IT Department at Justice Toal's office) was unable to attend this month's meeting due to his work taking him out of town, but she is hoping to get him rescheduled for an upcoming meeting.

Due to the poor state of the economy, SCRA is suspending its prior practice of having hosts provide lunch for all members attending meetings. It is hoped that some of our inactive members will now be able to more actively participate in the group and host meetings now that we only require a conference room and Internet connection. If you are interested in hosting a meeting, please contact Laurie to designate a date.

We logged into Laurie's Linked-In account and explored the interface and some recent postings from the roster group. As Laurie had emailed all members, a gentleman named Curtis from Raleigh expressed interest in forming a docketing group for the Carolinas, and Laurie responded with some information about our group and invited Curtis to join. She has not had a response from him yet.

Mike made a PowerPoint presentation including tips and hints, as well as the text of Rule 40(j), which we had discussed at the February meeting. Among the advice offered: be sure to check that the "Court Agency" setting says Common Pleas rather than General Sessions, Bond Court, or something else when you are searching for rosters, as some counties appear to have begun defaulting to other settings; check Terms of Court at the Judicial Department website (<http://www.judicial.state.sc.us/calendar/scmapimg.cfm>) to determine which rosters \*should\* be appearing in each county (and call the clerk's office if a term is listed for which there is no roster showing on the web) and how many judges they will be having do jury trials in a particular week; and check to see if juror

lists are available online, as it appears that a few counties are starting to offer this. Sumter County has them available, but they appear to be password-protected. (After the meeting, it was learned that Sumter County's webmaster position is vacant and not being filled due to the county's budget woes, so no one is posting the juror lists at this time, and they don't know when that service will resume.)

Mike also mentioned that Oconee County had gone live on the new system very recently (perhaps the week before our meeting) and the folks in the Clerk's office had been unaware that they could put a cover sheet on the web. Mike walked his contact through the web interface screen and pointed out how each tab could be used, so hopefully they will begin using that capability. Mike also mentioned that he told the person he spoke with about our organization and provided his name and contact information so they could contact him for any further questions they had about the new system. He explained that we are all in the same boat, trying to make things work more efficiently, and offered to help them whenever possible. He stated that we all need to adjust and adapt in this job and help each other out. He suggested that we each attempt to have similar dialogues with people we speak with at the various Clerks' offices over the next few months to get the word out about our organization and begin developing lines of communication, as per our goals for this year.

We discussed where our priorities should lie; general consensus was that we should concentrate on what's going to be included in the NEXT incarnation of the online system, rather than the one that's currently being deployed, as Mike expects the next system to start coming online shortly after the current one is completed in all 46 counties, as he believes the current system is at least the 3<sup>rd</sup> in approximately 6 years.

For those of us who have begun using the redacting plug-in for Adobe in our roster searches, Mike reminded us to remember to periodically delete old rosters to conserve server space.

Mike also suggested that we each make a procedures manual for the roster-checking portion of our job to help others fill in while we are away and to help our eventual successors and prevent them from having to reinvent the wheel.

Our next meeting will be on April 21<sup>st</sup> at HSB with Mike hosting.

The meeting was adjourned at approximately 2:00 p.m.

Respectfully submitted,

*Jay-Jay Flanagan-Grannemann*

Secretary

South Carolina Rosters Administrators, Columbia Chapter

03/22/2009