

Minutes of the Columbia Chapter of the South Carolina Roster Administrators
Meeting Date: Tuesday May 19th, 2009

Location: Law Office of Daryl G. Hawkins, LLC
1331 Elmwood Avenue, Suite 305, Columbia, SC
Hosts: Kim Harbison & Jay-Jay Flanagan-Grannemann

Attendees:

1. Laurie Jennings, Nelson Mullins, Laurie.Jennings@nelsonmullins.com
2. Jay-Jay Flanagan-Grannemann, Law Office of Daryl G. Hawkins, LLC, JayJay@dghlaw.net
3. Michael J. Cerkez, Haynsworth Sinkler Boyd (HSB), MCerkez@hsblawfirm.com
4. Kim Harbison, Law Office of Daryl G. Hawkins, LLC, KHarbison@dghlaw.net
5. Nicole Wright Frey, HSB, NFrey@hsblawfirm.com
6. Great M. Edwards, Mike Kelly Law Group, gedwards@mklawgroup.com
7. Nelda Canada, ncanada@mgclaw.com

Via Telephone:

8. Gayle Van Scoy, gayle.vanscoy@smithmoorelaw.com

Laurie called the meeting to order at around 1:10 p.m. after lunch arrived and was distributed and Gayle had been connected by phone. Everyone introduced themselves to Gayle and welcomed her to the group. Outstanding old business on the agenda (registration of organization, Elite Large Firm Docketing Management group, and LinkedIn.com) was reviewed. Members confirmed that they have NOT heard from the Elite coordinator, Jeffrey Landers, and Laurie stated that the call scheduled for 02/26/2009 never occurred, so she will follow up with Mr. Landers to see what the status of the group is and ensure our members get invitations to the next call.

As an update on further old business, Kim stated that she has been testing some Outlook 2007 features and thinks she has figured out how to send our group's contact info, with individual vcards for each person, to multiple people at one time. She was going to email those for whom she still needed information individually later in the week. If you receive an email from Kim, please respond promptly with your full contact information so this project can be completed. Thankyou!

In furtherance of our desire to get a meeting with Scott Hayes or someone else at the South Carolina Supreme Court's IT Department, Laurie has begun compiling a list of items we would like to bring to their attention and discuss.

As new business, Laurie presented some materials she has begun preparing for the anticipated presentation to the Supreme Court and others about the problems and

opportunities we see in the new system. See attached. For two counties thus far (Cherokee and Dorchester), she has completed a chart that summarizes where each county is in the process of conversion (old system, new system, hybrid, or their own individual system [e.g., Charleston County] for each type of roster (jury, non-jury, motions, etc.) and what information is included on each roster in both their printer friendly and web-based formats. She is interested in changing the format of her chart so that the counties are across the horizontal axis and the facts are across the vertical axis. If anyone is interested in helping her design the chart in that fashion for easier comparison between the counties, please contact Laurie directly at the email address above.

As an example of a good solution to the Roster News problem (having to use 2 of the 7 available tabs if a county wants to post both jury and non-jury cover sheets at the same time, as is necessary in most larger counties), Michael presented a printout of Chester County's Roster News page, which is split into 2 columns: 1 for the jury cover sheet info, and the other for the non-jury cover sheet info. See attached. All agreed that this was an elegant solution to the problem. Kudos to Chester County!

Further discussion of the consistency issues from county to county ensued. One question we all have is what kind of training users in the counties are receiving, because some have apparently been told that once a roster is posted in the new system, it cannot be changed, though we know that is incorrect, as some counties do it on a regular basis. Richland County currently has 3 sets of rosters: the old system, the new system, and the final printed roster that comes out on Thursday of each week for the following week's terms. Until the last few days, only the old system rosters appeared to be being updated when cases were continued, settled, granted protection, etc. Now, the new system rosters are being updated, but they are still not as current as the old system rosters. It remains necessary to check all 3 places for Richland County rosters at this time to ensure that nothing is missed and the widest possible net is cast for information.

Additionally, there was much griping about how some counties continue to send notices by mail when a case is added to the roster, and some even send corrective notices when an error has been made, even if an office has called to *report* the error and obviously is already aware of the correct information. In this economy, and with the State's horrible budget crisis, spending 44 cents per mailing, plus the paper, toner, and labor costs involved, incenses some of our members. This is another area where consistency is needed.

Our tips for the month: the Fairfield County roster originally posted for the week of June 8th has been moved to the week of June 22nd. This has happened in at least 2 other counties as well, so be sure to double-check the dates for all roster appearances during the week of June 8th, as Court Administration apparently made a number of changes for that week late in the game. Also, a computer tip: if you need to temporarily turn off a pop-up blocker for a site (as many counties use pop-ups for their printer friendly rosters

and other pages), hold down the Ctrl key on your keyboard as you click the button or link and continue to hold down the Ctrl key until the pop-up window loads.

Nicole and Michael mentioned that when they search Greenville County, which typically has between 35 and 40 rosters posted at a time, they use the Combine Files feature in Adobe to combine all the rosters into one large "binder" file and use the Adobe plug-in to search just that one large file. This way they have fewer files on their server. You can tell which roster a case is on if you name each roster with a date and type before you do the combine, as Adobe automatically bookmarks each file by name in the combined binder file.

There was a general discussion of moving on in a new direction to try and shape the rosters of the future, which will require making contact with the Clerk's offices, the Supreme Court, and possibly some attorney organizations (such as the trial lawyers' group and the defense lawyers' group). All agreed that it is time to move forward in that regard, so Laurie will continue working on the materials we would like to present.

Jay-Jay asked who was going to take the lead in contacting the South Carolina Clerks of Court and Registers of Deeds Association (<http://www.scccrod.org/>) to see if we can get on the agenda for or at least get invited to their fall meeting, which is usually in October. She mentioned that Julie Armstrong, the Clerk of Court for Charleston County, is the current President of the organization and Kim stated that their boss, Daryl Hawkins, is a good friend of Ms. Armstrong, so she suggested that she and Jay-Jay see what they can do in that regard. There were no objections.

Michael is going to ask the non-jury coordinator in Greenville County, Steve Lopez, how the database they enter the roster information in is set up and what it looks like when they do their data entry and updates, as we have been told by various Clerks' office staff that they can't see the webpages we see and their database is very different from the finished roster product we all use. We need to take their data entry process into account when making recommendations for changes to the system.

Information we would like to see included in the header, or perhaps in the first line of entries for each roster, if that would be easier for those doing the data entry, includes the date and time of the most-recent update, the name of the presiding judge, the courtroom assignment, if known, the type of roster, the date of the term, and the time (for each case when different).

Our next meeting is scheduled for June 16, 2009, but we still need a location and host. Lunch does **not** need to be provided; we just need a conference room, but would prefer to have a computer, Internet hookup, screen, and teleconference capability if possible. Please contact Laurie at the email address above if you are interested in hosting the June meeting or any future meeting. Thanks!

The meeting was adjourned at approximately 2:15 p.m.

Respectfully submitted,

Lay-Lay Flanagan-Grannemann

Secretary

South Carolina Rosters Administrators, Columbia Chapter

05/24/2009