

Minutes of the South Carolina Roster Administrators
Meeting Date: Tuesday July 20th, 2010

Location: Nexsen Pruet, LLC
1230 Main Street
Suite 700
Columbia, SC
Host: Sharon P. Hyland

Attendees:

1. Laurie Jennings, Nelson Mullins, Laurie.Jennings@nelsonmullins.com
2. Jay-Jay Flanagan-Grannemann, McWhirter, Bellinger & Associates, PA (MBA), jayjay1971@gmail.com
3. Sharon P. Hyland, Nexsen Pruet, SHyland@nexsenpruet.com
4. Suzanne Ponder, Haynsworth Sinkler Boyd, PA (HSB), sponder@hsblawfirm.com
5. Kim Harbison, Law Office of Daryl G. Hawkins, LLC (LODGH), kharbison@dghlaw.net
6. Sheri Neely, LODGH, sneely@dghlaw.net

Laurie called the meeting to order at approximately 1:08 p.m.

Suzanne Ponder from HSB joined us for her first meeting; she works out of the Charleston office and has taken over primary roster searching responsibility for the firm. Her supervisor, Brenda Snyder, works out of the Greenville office, as do the backup roster people. Last month's minutes had these locations reversed; corrected minutes have been issued and will be posted on the organization's website. Suzanne has been working for lawyers for about 20 years, started at HSB as a file clerk about 2.5 years ago, and is currently attending paralegal school in the evenings.

Sharon advised that Julie Colgan, who is a member of SCRA but also a member of Nexsen Pruet's administration, is reviewing our prior proposal to SCCCROD to see if she would be willing to attempt to make contact with that group on our behalf, as they have never responded to our proposal from last summer.

The most recent issue of *Carolina Paralegal News* which has been posted online, for June 2010, did not contain notice of our meetings as expected. A copy of the page showing Association News is attached. Jay-Jay agreed to follow up with reporter Diana Smith and also let her know our website has now gone live. She also confirmed that Ms. Smith had previously been provided with an update regarding the recent change in officers after the resignation of Michael Cerkez as President.

Laurie advised that she had received only one comment on the website before the meeting, and that was positive. We hope to hear more from our members as they have more time to review the site.

Laurie is still working on updating the chart of roster personnel contact info and back-door entry points for rosters; she currently has 2 separate charts that need to be combined and updated, as most counties are now on CMS and the old back-door links may not work anymore. Suzanne agreed to look through Michael Cerkez's old materials to see if he had more recent information to incorporate into the chart.

Laurie suggested pulling information from the SCCCROD website regarding contact information for the Clerks of Court. It was decided that it would be better to link to the contact pages on the Judicial Department's website, as SCCCROD doesn't list 2 counties on its site and we would need permission to link to their information.

The possibility of pursuing grant money to assist with implementation of the state's uniform roster system and training efforts has been tabled until after elections in the fall.

One suggestion for additional information to be added to the website was a membership roster. Laurie agreed to send all members a separate email to request their permission to list their names, firm affiliations, and email addresses on the site. It is hoped that once people review our membership roster, they might be more willing to contact someone they know or some firm they have dealings with for more information and we will be able to increase our numbers in the future. We wish to respect our members' privacy, however, so it was agreed that one would need to specifically opt in to be listed.

There have been various issues with accessing rosters in Sumter County of late; some members reported difficulty with the Judicial Department map links, while others were unable to access listed rosters on the County's roster page. There is a Motions roster for October 2010 listed on the old system; this is probably not an official roster and will likely change significantly when it is posted in CMS later.

Important alert: Lee County has actually issued a roster for the first time in recent memory, and it has NOT been posted online anywhere. The only way members found out about it was through the SCRA email blasts, as an attorney at a member firm received an email from the court that he had a case on the roster, and he or his staff promptly forwarded it to their firm's roster administrator. If your firm has cases in Lee County, please ask your attorneys and their staff if they have received a roster notice. The Motions roster was attached to an SCRA email dated July 19th if you missed it.

Discussion ensued regarding searching by civil action numbers for cases you know should appear but don't; this often helps to catch typos in the database, such as last names being listed as first names, or can be used when someone has a very common name (e.g., Larry Jones). The difficult part is figuring out how many leading zeros to use in the last portion of the case number, as this does not appear to be standard from county to county. This is another issue that we would like to discuss with the various Clerks and the Supreme Court IT Department, as standardizing this data point would be very helpful.

This month's friendly reminder: the arrows at the bottom of the "All Rosters" page on most sites don't work; in order to see rosters on page 2 and after, you need to choose each type of roster in the drop-down box and search each list separately. There is a printout attached showing selection of the Motions rosters for Dorchester County to illustrate this, as one of our members had been unable to open the link in the email blast announcing a new Motions roster there.

Suzanne explained how HSB searches in Charleston County using the "update" list, which only contains case names. Separate instructions for this will be provided in a separate email blast and/or posted to the website soon.

Some members only recently noticed that if you search for a case in CMS in some counties using the Public Case Index, any rosters that case appears on are listed to the far right of the screen. Lexington, Richland, and Horry Counties all have this feature enabled; we believe it may be an option someone needs to turn on in the database, as other counties do not have this information listed. This is another issue we would like to discuss with the Clerks of Court and the Supreme Court's IT Department. Please see attached for a printout showing how this appears for a case in Horry County.

Laurie provided an article she found in the June issue of *Carolina Paralegal News* regarding paralegal blogs in case anyone is interested in checking them out. Please see attached.

Our next meeting is scheduled for August 17th, 2010 and may be hosted by Nelda Canada at McAngus Goudelock & Courie, LLC; please watch for the meeting announcement email for confirmation as the date nears. Our September 21st, 2010 meeting will be at Ellis Lawhorne & Sims, P.A. with Sheila Woodward as host; the November 16th, 2010 meeting will be at LODGH with Kim Harbison and Sheri Neely at hosts.

We are still seeking other locations for future meetings, including our October 19th, 2010 meeting, at which elections will be held. Remember: 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 a future meeting. Thanks!

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

Respectfully submitted,

Jay-Jay Flanagan-Grannemann

Secretary
South Carolina Rosters Administrators
07/26/2010