Minutes of the South Carolina Roster Administrators

Meeting Date: Tuesday, November 16, 2010

Location: Nexsen Pruet, LLC
Host: Sharon Hyland

Attendees:

Laurie Jennings	Nelson Mullins Riley & Scarborough, L.L.P.
Sharon Hyland	Nexsen Pruet, LLC
Sheri Neely	Law Office of Daryl G. Hawkins, LLC

Attendees By Phone:

Suzanne Ponder	Haynsworth Sinkler Boyd, P.A.
Sheila Woodward	Ellis, Lawhorne & Sims, P.A.

Laurie called the meeting to order at approximately 12:05 p.m.; a teleconference was established. Laurie made sure that Suzanne had received the agenda with attachments and also let her know that Sheri is recording the meeting in order to transcribe the minutes.

Laurie thanked Sharon for hosting this month's meeting. She then asked if there were any corrections or additions to the last month's minutes. The only change was the end of Sheri's email address which was changed to .net. Kim also changed it on the website.

Old Business –

Sharon has not contacted David Hamilton with SCCCROD yet.

Laurie has not called Diana Smith at Carolina Paralegal News to make changes yet, but will call her to make the changes of our group name and Sheri as Secretary.

SCRA Website – the member roster has been added in alphabetical order. Thank you Kim!

We have officially established a contact person at the Supreme Court level for roster related issues (Scott Hayes). Laurie will email his information to Sheri and to the ones that attended the last meeting with him.

T. Scott Hayes, Sr. Applications Manager
SC Judicial Department
Office of Information Technology
803-734-0342 – Office
803-240-5082 – Cell
shayes@sccourts.org

New Business –

Sheri Neely was elected as Secretary. Laurie welcomed Sheri as Secretary.

Open Discussion –

SC Bar and IT meeting with Scott Hayes and Bob Wells –

Laurie talked about the IT meeting with Scott on November 8, 2010. A good number of attorneys were present as well as paralegals and SCRA members. Laurie told us that Bob Wells from the SC Bar had wanted people from different demographics; so he looked at the member roster and decided who would be good to attend the meeting. Those members were invited. Laurie has not heard from anyone since the meeting. Joan Assey seems open and interested in SCRA. Mark Crenshaw was present at the meeting and is over the Common Pleas rosters. Scott offered to be our Supreme Court contact. Laurie and Sharon both thought the meeting was helpful in making people aware of SCRA.

Discussion ensued about it being confusing for the attorneys to go in at broad spectrum and change his/her information and wondering how that's going to affect the case by case communication; then said if the two are linked together, it should not matter because it should update everything; however, if the attorney wants to change who gets case specific emails, then that is where it is going to get confusing. Sharon was still unsure about the system when you are going in only at the level of the attorney name. Laurie said that so many at the meeting wanted to change things based on a case by case basis, she thinks they will look further into that option. At this point, it was not an option. All of the information is going through the Bar and at this point, they do not have specific case information.

One suggestion offered was that it would be logical to set up the system the way the ECF (Electronic Court Filing) system is set up where you would go into one website, choose the county you are filing in and then it would go from there. It would be nice if it was all one system and communicated with one another. Laurie said she would keep in touch with them.

Sharon also mentioned that all the counties are trying to get online so that all information will be pulled from the Bar. When an attorney's information is updated it will then communicate that to all the counties. This should be online by next year. After that, e-filing will become available (maybe in 2 years) which may eliminate the need for rosters.

Laurie mentioned sending Scott Hayes the survey we did as an example of one he could send out to get input from the people that actually use it. Sharon questioned who would receive the survey.

Laurie wanted feedback regarding mentioning to David Hamilton at SCCCROD about these meetings and that things are changing. A subcommittee of Clerk of Courts and Register of Deeds is being formed and she is wondering if they are aware of the upcoming changes. Sharon thought David Hamilton would be in the loop. Sharon will talk to Vicky Lynn and see if they talked yesterday. Sharon will also get input from Julie about us contacting David Hamilton. Sharon said it would not hurt to contact him since there were no clerks of court at the meeting.

Calendaring Workflow Process – See Attached

A man on LinkedIn was wondering about calendaring workflow process. Laurie wondered how she can help her law firm to have everyone working together. If the court does change the system, it will be critical for people to work together.

Sharon asked about the docketing process. She uses Elite. Laurie uses Vision. Discussion ensued about docketing and calendaring processes. Suzanne and Sheri both use Microsoft Outlook through Microsoft Exchange to calendar which also sends an email to the person regarding what is being put on the calendar. The receiver of the calendar email has the option to "accept" or "decline" then telling the sender it was accepted, or there is some conflict with the calendar event that must then be researched.

Reminders –

When counties have a large number of rosters, you may need to sort by "roster type" (and you may need to enter a date in the heading to further narrow your search) to ensure you do not miss any when you search by county.

Berkeley County posts Master-In-Equity rosters on Thursday or Friday for the following Monday. Please continue to look out for that one. We will forward that notice to everyone right away if it is sent to us.

Thank you all for sharing roster information as you find it. It has been very helpful to have all the tips to share with the group. Please do continue to forward information to Laurie Jennings or to the group. As always, if something is a concern to one, it is a concern to others!

Please include the following people when sending SCRA roster email notices:

Laurie Jennings	Nelson Mullins Riley & Scarborough, L.L.P.	Laurie.Jennings@nelsonmullins.com
Sharon Hyland	Nexsen Pruet, LLC	SHyland@nexsenpruet.com
Sheri Neely	Law Office of Daryl G. Hawkins, LLC	sneely@dghlaw.net

Additional –

We are always seeking locations for future meetings. Remember: lunch does not need to be provided; we just need a conference room, and would prefer to have a computer, Internet connection, screen and teleconference capability, if possible. Please let any officer know if you are interested in hosting a future meeting. Thank you!

Future Meeting Locations –

Dec. 21, 2010: Laurie Jennings, Nelson Mullins Riley & Scarborough
January 18, 2011: Sheri Neely, Law Office of Daryl G. Hawkins, LLC
February 15, 2011:
March 15, 2011:

The meeting was adjourned at approximately 1:15 p.m.

Respectfully submitted,

Sheri Neely

Secretary
South Carolina Rosters Administrators
11/30/2010

Docket Forum

Follow Chris

What is your calendaring workflow process?

Specifically, I am looking for best practices for firms (any size) at the attorney/staff level with an emphasis on how the workflow process gets communicated to all the attorneys/secretaries/paralegals that are working on the same matters, especially when they are all on different floors or in separate offices?

Usually there is a responsible partner overseeing a matter with handling partners and associates. Who on that team is responsible for sending calendaring requests to the docketing staff? Does that person send the request to the team of attorneys and staff handling the matter? Does the team of attorneys and staff receive a confirmation from the docketing staff that the events were calendared? Basically - how would a secretary know that a request was sent to the docketing staff? Thank you in advance.

November 10, 2009

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3 comments

Follow Arthur

Arthur Aguilar • Our Docket System (ProLaw) is integrated with Outlook so whatever is entered into our docketing system, they are sent to the assigned members of the Case Team as soon as we complete the request but Docket personnel are not responsible for disseminating physical copies of documents to everyone on any particular Case Team. No one is asisgned that responsibility but, usually, the Assistant or paraprofessional just knows to send documents to Docket for entry into the system since that is the established procedure (or they post their request in their respective Docket Public Folder which is where we keep an archive of all docketing requests) but the attorney will occasionally ask them to because they don't see the date on their Outlook calendar. Upon completion of the docketing request, the Docket Clerk will send a "Just Docketed" report to the submittor as confirmation and as a QC measure. The report includes all deadlines given as well as any additional deadlines determined by Court Rules applied to the docketed event or document. Assistants are included on Case Teams so they will receive Outlook appointments as well (which works well when Case Team members are spread out in other offices...working as confirmation to all that those specific deadlines are now on the docket for that particular matter). You can put all sorts of QC measures in place and assign responsibilities 'til the cows come home but it all really boils down to people doing what they're supposed to do...no system can be 100% fail-safe without the people involved being committed to making the system work.

November 12, 2009 • Reply privately • Flag as inappropriate

Follow Chelise

Chelise Anderson • eDockets offers a docketing solution for both centralized and decentralized docketing departments. A secretary or a docket clerk simply enters a docket and if using court rules, triggers deadlines that will automatically integrate with the Outlook calendar, email and the eDockets calendar of the assigned attorneys and paralegals. The attorney can also open the Outlook appointment/email and review the case information for the deadline as well as click on links to any related form, such as the local form for filing an appearance in a case, which saves the attorney time and ensures that the attorney is using the proper and most up-to-date form. eDockets also provides a seamless solution for docketing electronic filings with AUTODOCKET ® pat. pending. This innovative feature is actually a mailbox within the docketing system itself. This allows the electronic filing receipts to come directly into the docket system, whereby the secretary or docketing clerk makes a few simple clicks to match the docket text from the receipt to the proper rule and AUTODOCKET automatically adds the events to the attorney's calendar and includes a link to any document from Pacer, eliminating the need for the docket clerk/secretary or attorney to log back into Pacer and incur additional charges.

12 months ago

Follow Peter

Peter Mellini • All incoming mail is sent directly to the attorney. Once opened and read, the mail (correspondence as well as pleadings) is then scanned and OCR'd and save into our document control system. The scanned files are then forwarded to the Calendar/Docket Department where we make a docket entry into our program (Elite or CPi) and calculate the necessary due dates from the pleadings or correspondence and enter those dates into our central calendar system. We then update the profiles of the saved pleadings/correspondence to show that the Docket department has processed them. The saved dates are then pushed out through Outlook to a select group of attorneys, we have yet to proceed with this feature firm wide. Once a week we print a report for each individual attorney that shows them a five week span of upcoming due dates. Any attorney can contact the department and as for a print out of either their calendar report for all matters they are working on for a specific period of time or a case specific report.

2 days ago

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(end)