



ANNUAL BOARD MEETING
Saturday, July 20, 2024
COMPASS - RIVERSIDE BLDG
8:30 am – 3:30 pm CT

Board Book available on [Board Page](#)

AGENDA

1. **President's Report** (20 minutes) *Rick Pierce*
 - a. Approval of June 6 Board Meeting Minutes **(Action Item)**
 - b. Officers Meeting Recap
 - c. Business meeting of the membership prep and Bylaw amendment
2. **President-Elect & Conference Development Report** (10 minutes) *Tina Mattison*
 - a. Conference Updates (incl. safety protocols and emergency plan)
 - b. Know Before You Go
 - c. FAQ
 - d. Commercial for annual
 - e. Comparison of midyear and annual conferences
 - f. Virtual Networking
 - g. Gamify App
 - h. Host Opportunities
3. **Vice President Report** (10 minutes) *Kelly Hutton*
 - a. Status of 2025 Conference Planning
4. **Secretary/Treasurer & CORE® Committee Report** (20 minutes) *Greg Lambard*
 - a. Curriculum Review – Focusing on IT
 - b. Curriculum Review – Focusing on DEI
 - c. CORE Champion Trainings
 - d. Creating generic ppt slides and executive summaries
 - e. Training more CORE presenters
 - f. Adding self-assessment exercises to curriculums
 - g. Having NACM speakers discuss CORE courses and NACM
5. **Imm. Past President & Nominations Committee Report** (5 minutes) *Jeffrey Tsunekawa*
 - a. Update on Board interviews on Sunday
6. **Governance Committee Report** (15 minutes) *Brandon Kimura/Nicole Garcia*
 - a. Proposed Amendments to Bylaws **(action item)**
 - b. Voice of the Profession



- c. Proposed Amendment to Ops Manual re: Membership Cancellation (**action item**)
- d. Model Code of Conduct for Court Professionals

7. Membership Committee Report (20 minutes)

Cheryl Stone/Kristie Collier

- a. New Member Calls
- b. New SWAG
- c. Scholarships
- d. Awards
- e. Land Acknowledgement
- f. Membership Numbers
- g. First Time Attendee/ECP Reception

8. Communications Committee Report (30 minutes)

Dawn Palermo/Nate Mingo

- a. Court Express
- b. Court Manager
- c. Guides
- d. Podcasts
- e. Social Media
- f. Webinars
- g. Website – Document Repository (**action item**)

9. DEI Committee Report (15 minutes)

Roger Rand/Creadell Webb

- a. Website resources
- b. NACM Conference sessions
- c. NACM Inclusivity Training (**action item**)
- d. Articles for Court Manager
- e. Webinar
- f. Transition Letter

10. NCSC Update (15 minutes)

Mary McQueen

-----**12:00 - 1:30 PM Break for Lunch**-----

11. New Business/Open Discussion

All

12. Partner Reports & Updates at 2:00 PM (30 minutes)

- a. CCPIO – Sean O’Sullivan, President
- b. IACA – Luis Maria Palma, President
- c. NASJE - Jeffrey Schrade, President
- d. Global Advisory Committee – Roger Rand
- e. Joint Technology Committee – Roger Rand, Jeffrey Tsunekawa
- f. IJIS Liaison – Greg Lambard



- g. Letter from CCJSCA – Judge Mark Pfeiffer, President
- h. Letter from SJI – Jonathan Mattiello, President
- i. Letter from NCRA – Laura Butler, President

13. **Executive Session** (if needed)

All

14. **Adjourn at 3:30 PM**



BOARD MINUTES

June 4, 2024 – 3:00 PM ET

Present: Kristie Collier, Dawn Palermo, Greg Lambard, Cheryl Stone, Creadell Webb, Jeffrey Tsunekawa, Rick Pierce, Brandon Kimura, Nicole Garcia, Tina Mattison, Kelly Hutton, Roger Rand, Nate Mingo, Jude Del Preore, Jennifer Haire, and Erin Carr

1. President

- a. Minutes from April 4 are approved as submitted.
- b. NCSC Board will meet on August 2nd. Rick went to a Congressional Briefing that everyone can read about in the First Friday newsletter.
- c. Rick asked that the board get committee award nominations to Erin by Friday.
- d. Committee slides due by June 21 to Erin.

2. President-Elect

- a. Tina shared a conference development update with the Board.
- b. Los Angeles Superior Court has some budget cuts and were originally sending quite a few people and now are not. It doesn't seem to have affected the hotel and registration according to the pace report.

3. Vice President

- a. Nothing to report.

4. Secretary/Treasurer & CORE® Committee

- a. Greg asked the Membership Chairs why only four conference scholarships were approved. They are going to follow up with the committee and see if it's possible to award more according to the SJI grant.

5. Immediate Past President

- a. Jeffrey noted that Jude has gathered all of the past president photos and board accomplishments.
- b. Board nominations close on Friday.

6. Membership Committee

- a. Membership survey – it was discussed to combine membership survey with the Voice of the Profession survey. Governance has been working on the survey.



- b. New member onboarding call – one more call this month before the conference. They are going well and membership is appreciative of everyone from the board who has attended and shared what their committees are doing.
- c. An announcement regarding SWAG was sent out a few weeks ago. Cheryl is working on loading the new logos into Amazon.
- d. Whitney is working with Katie to get information and plan for the ECP reception at Annual.

7. Governance Committee

- a. Operations manual updates – Brandon provided the board with the updates that were done in the [submitted manual](#).
 - i. Brandon will draft another update to the Operations Manual regarding membership cancellations and refunds.
 - ii. **Greg made a motion to approve the Operations Manual as submitted. Tina seconded the motion.** All in favor, none opposed. **The motion is approved.**
- b. Proposed amendment to bylaws – Brandon shared that a little more than a year ago there was a proposed amendment to NACM's mission. It incorporated DEI aspects and changed a few court-related terms. In the process it cleaned up and omitted some other language that was present. It was posted for comment and comments were received – some were strong against the language mainly on items that were to be removed. The board decided to pull the proposal and not get a vote on it last Annual. There was a committee formed after the Annual to work on the language, but ultimately came up with the same. The amendment to the Vision statement now is just adding the word "inclusive". Governance is asking the board if they should post the new Mission and Vision statements for comments. Rick shared that the officers discussed and agreed to move forward with the process.
- c. Nicole shared that the Governance committee doesn't feel the membership and voice of the profession survey should be combined. The VoP survey will be distributed by QR code, email, and through push notifications in the app. The membership survey would be distributed via renewal emails and membership receipt emails. Kristie asked for clarification on when data would be collected then for the membership survey. The board agreed they would collect rolling information all year and compile results at the end of July.
- d. Governance is working on the Voice of the Profession survey and trying to make it shorter to see if they can get a higher completion rate.
- e. Ethics Code Review is going well. They're aiming to have it completed before the conference.
- f. State of the Profession – Working on an editing the state of the profession. All final comments are to be submitted to Nicole by 6/6. The goal is to have it done by the middle of June.
- g. Sponsored Webinar Policy – republication policy. **Brandon made a motion to adopt the amendments to the sponsored webinar policy as proposed. Dawn seconds the motion.** All in favor, none opposed. **The motion passed unanimously.**



8. Communications Committee

- a. July 8 Court Manager articles are due and will be published by August 2. Fall edition will be conference edition.
- b. Court Security Guide – Nate reported that the guide is primarily completed in draft form.
- c. Roger sent the Board the AI Guide draft. JTC is asking that the NACM board review the guide and provide guidance by June 10. A follow-up webinar will be on September 25.
 - i. Roger shared that the initial site where the AI Guide would be published was flagged for spoofing. NCSC recommended that NACM use Adobe InDesign to publish the Guide. The AI guide will be updated yearly to incorporate new changes that can be submitted to the NACM email address. The cost would be \$238/year/person. Roger recommended that two licenses be purchased – one for Erin and one for the chair.
- d. Document Library Proposal – Always Be Creating provided a proposal to the website committee and followed up with John. At the next website committee meeting he will be answering additional questions and provide further detail. This will combine NACM's two existing document libraries and place all of the long-term storage needs for Court Manager and Court Express permanent. Jeffrey will try to get all questions answered at the July website meeting in order to have a vote at the pre-conference meeting.
- e. **Roger made a motion that NACM purchase two \$238 licenses per year for the purposes of subscribing to Adobe InDesign purpose of making and creating NACM publications. Nicole seconded the motion. All in favor, none opposed. *The motion passed unanimously.***
- f. There's a webinar next week on Increasing Court Appearance, August 29 Tyler Technologies, September 12 is the DEI webinar, October 22 State Courts in Focus, and an AI Guide webinar at some point too, then January will be the next CORE webinar.

9. CORE Committee

- a. A CORE Unleashed training will take place in Wyoming in late August. Awaiting information from Nevada to schedule their training.
- b. The January webinar will either be on education, operations management, or one other topic that hasn't been presented lately.
- c. The NCSC graphic designer is working on the executive summaries.
- d. CORE Trainers – For the first list of core trainers the next step is having a meeting to go over what it means and how it works, then decide who will go to Nevada to do the training.
- e. Exploring IT Curriculum – CORE committee will go to JTC to see what should be included in that curriculum.

10. DEI Committee

- a. Equity and Fairness in the Courts meeting that no one from board was able to attend, Roger asked someone from his court who attended to report back.
- b. There will be a few sessions at Annual on DEI, an article in Court Manager authored by Creadell, and the webinar Dawn mentioned earlier.



- c. Creadell reminded Roger to share about an inclusivity training that will be happening in Roger's court. It will be on best practices to improve workplace inclusion for your workforce. In attendance will be all NACM members from his court that will be doing the exercises on communication, policies, and review tactics in various breakout sessions.

11. NCSC Report

- a. Jennifer shared that the @The Center Newsletter went out and included association conferences. Stacey sent an email to the exhibitor list advertising all exhibit/sponsor opportunities available.

- 12. **Other Business** – Cheryl asked if conference interviews will be needed again. Tina thought it would be good to have them.

- 13. **Executive Session** – not needed.

- 14. **Adjourn** – The board adjourned at 4:51 pm ET.

Recording: <https://nationalcenterforstatecourts.box.com/s/t83scxyi8n1q7yhkw5wd44e6jrflj0d9>



National Association *for* Court Management

Strengthening Court Professionals

Conference Development Committee Progress Report Form – 2023-2024

	Report	Due Date	Submission Date
	Fall Progress Report	September 15, 2023	
	Midyear Progress Report	January 12, 2024	
X	Annual Progress Report	June 28, 2024	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe whats needed
Know before you go for first time attendees	Information pushed out via email through iContact Mini videos created to show how to log into App, what is in the App	Y	N	N	
Create FAQ	Not done yet	Y	N	N	
Create commercial advertisement for annual	Done by New Orleans Visitor Bureau	Y	N	N	
Create comparison of mid-year and annual conference	Done by Janet Cornell in Court Express; Will pull this out again for annual	Y	N	N	
Hosting Virtual Networking Zoom Room	Created for midyear and annual	Y	N	N	
Gamify App	NACM Conference app has game component	N	N	N	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe whats needed
Communicate Hosting opportunities	Roger and Kristie created a timeline and have sent out the hosting email.	Y	N	N	

Time needed at meeting for Committee report: 5-10 minutes

Submitted by: Tina Mattison

Date: 7/5/24

**National Association for Court Management
Financial Statements
May 31, 2024**

National Association for Court Management
Statement of Financial Position
As of May 31, 2024

ASSETS

Cash and Cash Equivalents	\$ 601,175
Prepaid Expense	10,000
Advances	1,000
Investments	716,597

TOTAL ASSETS	<u>\$ 1,328,772</u>
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LIABILITIES & NET ASSETS

Liabilities

Accounts Payable	\$ 52,806
Deferred Revenue	265
Total Liabilities	<u>53,071</u>

Net Assets

Without donor restriction	
Unrestricted	1,269,236
Board Designated - Special Projects Fund	6,465

Total Net Assets	<u>1,275,701</u>
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TOTAL LIABILITIES & NET ASSETS	<u>\$ 1,328,772</u>
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These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

The accompanying notes are an integral part of these financial statements.

National Association for Court Management
Statement of Activities
For the Five Months Ended May 31, 2024

	Annual Conference	Midyear Conference	Membership	Guides	General Operations	Total YTD
4000 · Membership Dues/Regular	\$ -	\$ -	\$ 131,883	\$ -	\$ -	\$ 131,883
4005 · Membership Dues/Associate	-	-	10,500	-	-	10,500
4010 · Membership Dues/Sustaining	-	-	1,500	-	-	1,500
4015 · Membership Dues/Retired	-	-	960	-	-	960
4030 · Membership Dues/DUAL	-	-	8,690	-	-	8,690
4065 · Donations/Other	-	-	-	-	125	125
4070 · Interest Income/Regular	-	-	-	-	236	236
4090 · Fees and Registrations	331,220	81,755	-	-	-	412,975
4100 · Social/Other Income	7,185	580	-	-	-	7,765
4110 · Vendor Income	122,610	73,620	-	-	-	196,230
4120 · Sponsorship Income	80,600	84,045	-	-	-	164,645
4150 · Publication Sales	-	-	-	30	-	30
Total Revenue	541,615	240,000	153,533	30	361	935,539
Expense						
5100 · Travel/General	-	644	-	-	22,589	23,233
5105 · Travel/President	-	-	-	-	1,992	1,992
5125 · Travel/Association Serv.	1,713	-	-	-	7,272	8,985
5130 · SJI Speaker Travel	1,752	2,893	-	-	(2,631)	2,014
5200 · Honoraria	-	-	-	-	500	500
5300 · Conference Expenses	7,991	3,388	-	-	1,325	12,704
5310 · Food and Beverages	90,940	69,309	-	-	(5,357)	154,892
5320 · Audio Visual	-	22,554	-	-	(2,940)	19,614
5400 · President's Discretionary	-	-	-	-	1,370	1,370
5600 · Scholarships	-	3,335	-	-	-	3,335
5700 · Presidents Gifts	-	-	-	-	249	249
6010 · Webinars	-	-	-	-	2,656	2,656
6200 · Postage	-	808	-	-	1,374	2,182
6300 · Printing/Photocopying	-	-	-	-	2,665	2,665
6500 · Insurance Expense	-	-	-	-	9,067	9,067
6600 · Consultant	16,016	29,032	-	-	7,388	52,436
6610 · Audit Fee	-	-	-	-	2,650	2,650
6700 · Website Devp/Internet Exp	-	-	-	-	8,166	8,166
6800 · Credit Card Fees	-	-	-	-	12,733	12,733
6810 · Licenses & Fees	-	-	-	-	184	184
6820 · Admin Supp/Contract Fee	-	-	-	-	132,530	132,530
7000 · Grant Match-Travel	-	3,210	-	-	(72)	3,138
7010 · Grant Match-Honorarium	-	5,400	-	-	-	5,400
7020 · Grant Match-Audio Visual	-	22,554	-	-	-	22,554
7030 · Grant Match-Admin Support	-	-	-	-	30,000	30,000
Total Expense	118,412	163,127	-	-	233,710	515,249
Change in Net Assets from Operations	423,203	76,873	153,533	30	(233,349)	420,290
Investment Income (Net of Fees)	-	-	-	-	1,806	1,806
Unrealized Gains/(Losses) on Investment	-	-	-	-	44,028	44,028
Change in Net Assets	\$ 423,203	\$ 76,873	\$ 153,533	\$ 30	\$ (187,515)	466,124
Net Assets at beginning of year						809,577
Net Assets at end of period						\$ 1,275,701

National Association for Court Management							
Budget vs Actual							
	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual as of May 31
Revenue							
4000 · Membership Dues/Regular	\$ 157,220.00	\$ 161,865.00	\$ 145,413.00	\$ 162,600.00	\$ 173,881.00	\$ 195,000.00	\$ 131,883.00
4005 · Membership Dues/Associate	\$ 9,390.00	\$ 16,875.00	\$ 9,615.00	\$ 19,500.00	\$ 18,180.00	\$ 21,750.00	\$ 10,500.00
4010 · Membership Dues/Sustaining	\$ 4,000.00	\$ 4,000.00	\$ 3,000.00	\$ 4,500.00	\$ 3,000.00	\$ 5,000.00	\$ 1,500.00
4015 · Membership Dues/Retired	\$ 2,185.00	\$ 2,500.00	\$ 1,385.00	\$ 2,340.00	\$ 1,810.00	\$ 1,800.00	\$ 960.00
4025 · Membership Dues/Student	\$ 140.00	\$ 175.00	\$ 175.00	\$ 245.00	\$ 35.00	\$ 175.00	\$ -
4030 · Membership Dues/DUAL	\$ 9,170.00	\$ 12,650.00	\$ 11,380.00	\$ 11,385.00	\$ 13,450.00	\$ 19,500.00	\$ 8,690.00
4035 · Membership Dues/eLimited	\$ 50.00	\$ -	\$ -	\$ -		\$ -	\$ -
4040 · Membership Dues/Virtual Rate	\$ 430.00	\$ -	\$ -	\$ -		\$ -	\$ -
4050 · Scholarship Fund	\$ 981.00	\$ 3,000.00	\$ 845.00	\$ 3,000.00	\$ 179.00	\$ 3,000.00	\$ -
4065 · Donations/Other	\$ 91,000.00	\$ 90,000.00	\$ -	\$ 90,000.00	\$ 864.00	\$ -	\$ 125.00
4070 · Interest Income/Regular	\$ 14.00	\$ -	\$ 133.00	\$ 30.00	\$ 834.00	\$ 150.00	\$ 236.00
4090 · Fees and Registrations	\$ 175,025.00	\$ 611,750.00	\$ 355,540.00	\$ 545,000.00	\$ 458,140.00	\$ 530,125.00	\$ 412,975.00
4095 · In-Kind Registration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4100 · Social/Other Income	\$ 2,200.00	\$ 10,000.00	\$ 8,640.00	\$ 10,000.00	\$ 8,710.00	\$ 7,500.00	\$ 7,765.00
4110 · Vendor Income	\$ 70,950.00	\$ 134,750.00	\$ 275,088.00	\$ 250,000.00	\$ 229,900.00	\$ 230,000.00	\$ 196,230.00
4120 · Sponsorship Income	\$ 99,800.00	\$ 70,000.00	\$ 116,238.00	\$ 90,000.00	\$ 117,400.00	\$ 100,000.00	\$ 164,645.00
4130 · Grant Income	\$ 132,900.00	\$ 285,850.00	\$ 231,654.00	\$ 168,080.00	\$ 229,353.00	\$ 190,880.00	\$ -
4140 · Advertising Income	\$ 5,010.00	\$ 13,000.00	\$ 4,738.00	\$ 11,200.00	\$ -	\$ 650.00	\$ -
4150 · Publication Sales	\$ 1,250.00	\$ 850.00	\$ 791.00	\$ 500.00	\$ 425.00	\$ 500.00	\$ 30.00
Total Revenue	\$ 761,715.00	\$ 1,417,265.00	\$ 1,164,635.00	\$ 1,368,380.00	\$ 1,256,161.00	\$ 1,306,030.00	\$ 935,539.00
Expense							
5100 · Travel/General	\$ 28,172.00	\$ 70,461.00	\$ 27,022.00	\$ 71,992.42	\$ 20,948.00	\$ 77,737.00	\$ 23,233.00
5105 · Travel/President	\$ 7,095.00	\$ 12,500.00	\$ 13,005.00	\$ 15,000.00	\$ 7,322.00	\$ 15,000.00	\$ 1,992.00
5110 · Travel/Officer	\$ 1,806.00	\$ 1,500.00	\$ -	\$ -	\$ 880.00	\$ 1,500.00	\$ -
5120 · Travel/Site Visit	\$ -	\$ 2,000.00	\$ 1,163.00	\$ 3,000.00	\$ 2,583.00	\$ 3,000.00	\$ -
5125 · Travel/Association Serv.	\$ 5,970.00	\$ 20,080.79	\$ 13,731.00	\$ 20,345.00	\$ 18,530.00	\$ 22,300.00	\$ 8,985.00
5130 · SJI Speaker Travel	\$ 2,026.00	\$ 15,500.00	\$ 5,063.00	\$ 17,000.00	\$ 33,199.00	\$ 34,816.00	\$ 2,014.00
5200 · Honoraria	\$ 4,625.00	\$ 15,000.00	\$ 28,083.00	\$ 25,000.00	\$ 17,088.00	\$ 20,000.00	\$ 500.00
5300 · Conference Expenses	\$ 19,874.00	\$ 43,248.00	\$ 118,507.00	\$ 37,195.00	\$ 46,629.00	\$ 37,250.00	\$ 12,704.00
5310 · Food and Beverages	\$ 89,863.00	\$ 286,211.48	\$ 156,107.00	\$ 378,528.22	\$ 392,660.00	\$ 387,886.00	\$ 154,892.00
5320 · Audio Visual	\$ 39,593.00	\$ 72,000.00	\$ 38,203.00	\$ 73,000.00	\$ 71,410.00	\$ 73,000.00	\$ 19,614.00

	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual as of May 31
5400 · President's Discretionary	\$ 2,237.00	\$ 2,500.00	\$ 2,397.00	\$ 2,500.00	\$ 2,440.00	\$ 2,500.00	\$ 1,370.00
WE TOO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5600 · Scholarships	\$ -	\$ 6,410.00	\$ -	\$ 6,410.00		\$ 3,000.00	\$ 3,335.00
5650 · Awards	\$ 960.00	\$ 650.00	\$ 1,199.00	\$ 1,300.00	\$ 2,071.00	\$ 1,300.00	\$ -
5700 · Presidents Gifts	\$ -	\$ 400.00	\$ 186.00	\$ 400.00	\$ -	\$ 400.00	\$ 249.00
6010 · Webinars	\$ 2,411.00	\$ 1,632.00	\$ 1,627.00	\$ 1,630.00	\$ 1,805.00	\$ 1,800.00	\$ 2,656.00
6200 · Postage	\$ 1,943.00	\$ 3,550.00	\$ 692.00	\$ 4,250.00	\$ 2,312.00	\$ 4,000.00	\$ 2,182.00
6300 · Printing/Photocopying	\$ 5,550.00	\$ 12,625.00	\$ 8,435.00	\$ 12,625.00	\$ 20,398.00	\$ 12,625.00	\$ 2,665.00
6400 · Office Supplies	\$ -	\$ 200.00	\$ 93.00	\$ 300.00	\$ 736.00	\$ 400.00	\$ -
6500 · Insurance Expense	\$ 4,880.00	\$ 7,500.00	\$ 7,727.00	\$ 8,000.00	\$ 9,604.00	\$ 12,500.00	\$ 9,067.00
6600 · Consultant	\$ 75,979.00	\$ 177,258.00	\$ 163,333.00	\$ 87,724.00	\$ 82,905.00	\$ 59,750.00	\$ 52,436.00
6610 · Audit Fee	\$ 2,970.00	\$ 10,000.00	\$ 10,891.00	\$ 3,000.00	\$ 2,580.00	\$ 3,000.00	\$ 2,650.00
6700 · Website Devp/Internet Exp	\$ 7,820.00	\$ 8,070.00	\$ 7,339.00	\$ 8,070.00	\$ 14,380.00	\$ 8,070.00	\$ 8,166.00
6800 · Credit Card Fees	\$ 14,016.00	\$ 20,000.00	\$ 16,035.00	\$ 20,000.00	\$ 18,145.00	\$ 20,000.00	\$ 12,733.00
6810 · Licenses & Fees	\$ 1,090.00	\$ 700.00	\$ 1,547.00	\$ 500.00	\$ 475.00	\$ 1,230.00	\$ 184.00
6820 · Admin Supp/Contract Fee	\$ 388,357.00	\$ 401,428.00	\$ 371,428.00	\$ 402,657.00	\$ 278,070.00	\$ 294,989.00	\$ 132,530.00
6900 · Other Expenses	\$ -	\$ -	\$ 496.00	\$ -	\$ 826.00	\$ -	\$ -
6950 · Depreciation	\$ 2,217.00	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -
7000 · Grant Match-Travel	\$ 1,163.00	\$ 15,500.00	\$ 10,659.00	\$ 4,000.00	\$ 6,934.00	\$ 15,507.00	\$ 3,138.00
7010 · Grant Match-Honorarium	\$ 1,625.00	\$ 10,000.00	\$ 5,975.00	\$ 25,000.00	\$ 9,429.00	\$ 22,000.00	\$ 5,400.00
7020 · Grant Match-Audio Visual	\$ 39,593.00	\$ 72,000.00	\$ 67,166.00	\$ 73,000.00	\$ 65,529.00	\$ 53,000.00	\$ 22,554.00
7030 · Grant Match-Admin Support	\$ 50,000.00	\$ 67,500.00	\$ 67,500.00	\$ 68,000.00	\$ 68,000.00	\$ 100,000.00	\$ 30,000.00
7040 · Grant Match-Live Stream	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -
Total Expense	\$ 801,835.00	\$ 1,360,924.27	\$ 1,145,609.00	\$ 1,374,926.64	\$ 1,197,888.00	\$ 1,298,060.00	\$ 515,249.00
Change in Net Assets from Operations	\$ (40,120.00)	\$ 56,340.73	\$ 19,026.00	\$ (6,546.64)	\$ 58,273.00	\$ 7,970.00	\$ 420,290.00
Investment Income	\$ 41,860.00	\$ -	\$ 17,632.00	\$ -	\$ 21,241.00	\$ -	\$ 1,806.00
Unrealized Gain/Loss	\$ 51,309.00	\$ -	\$ (153,162.00)	\$ -	\$ 82,725.00	\$ -	\$ 44,028.00
Change in Net Assets (from FS)	\$ 53,049.00	\$ -	\$ (116,504.00)	\$ -	\$ 162,239.00	\$ -	\$ 466,124.00
Net Assets at beginning of year	\$ 709,902.00	\$ 762,951.00	\$ 763,841.00	\$ 647,337.00	\$ 647,337.00	\$ 809,576.00	\$ 809,577.00
Net Assets at end of year	\$ 762,951.00	\$ 819,291.73	\$ 647,337.00	\$ 640,790.36	\$ 809,576.00	\$ 809,576.00	\$ 1,275,701.00



National Association for Court Management

Strengthening Court Professionals

CORE® Committee Progress Report Form – 2023-2024

	Report	Due Date	Submission Date
	Fall Progress Report	September 15, 2023	
	Midyear Progress Report	January 12, 2024	
X	Annual Progress Report	July 1, 2024	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what's needed
<ul style="list-style-type: none">a. Curriculum Review – Focusing on IT (Greg)b. Curriculum Review – Focusing on DEI (Rich)c. CORE® Champion Trainings – Expanding beyond conference sessions (Charles)d. Creating generic PowerPoint slides and Executive Summaries for each curriculum (Norman)e. Getting/Training more CORE® presenters (Greg)f. Adding self-assessment exercises to curriculums (Phil)g. Having NACM speakers discuss CORE® courses and NACM (Jude)	All workgroups have completed their work for the Board Year	Y	Y	N	I'll provide a report of the various workgroups progress.

Time needed at meeting for Committee report: 15 mins

Submitted by: Greg Lambard

Date: 6/17/24

Proposal to Grant Partial CORE Credit for Watching or Listening to Court Leader's Advantage Podcast Episodes

June 6, 2024

The CORE provides an excellent curriculum and structure for the 13 general themes of court administration. Members can achieve the CORE Champion certificate by attending or viewing conference seminars, videos, or trainings held at locations around the country, then

The Court Leader's Advantage Podcast Series runs monthly episodes on a variety of court and court administration subjects. Each episode (generally around a half-hour) involves a panel discussion with 3 to 5 court professionals. For example, the June episode interviews John Greacen, Alan Carlson, and Marcus Reinkensmeyer on the book What is Happening State Trial Court Civil Filings. The podcast subjects directly advance the content of the CORE curriculum.

Proposal

Grant partial credit to students working toward their CORE Explorer, Specialist, or Champion certificates for watching or listening to a podcast episode. Linking the two efforts takes advantage of opportunities to build on each other's strengths.

- The podcasts enjoy a wide audience; the CORE offers an organized structure to court administration education.
- Like the recorded CORE conference presentations, episodes are online so NACM members can access them regardless of their court's location.
- The episodes release monthly allowing for a fast turnaround time. Episodes can address timely topical issues.
- Podcast viewers are invited to write or call in with their questions, which are answered usually at the end of the next month's episode.
- The format is a casual discussion by court professionals. NACM members can relate to panelists who have experienced the same workplace problems they have.
- The episodes can offer an in-depth approach to a variety of specific subtopics. For example, the CORE Court Operations Management curriculum alone covers more than 16 specific subtopics, each one worthy of its own presentation.¹ Podcast episodes could be "bundled" to cover multiple related subtopics.

I post a first cut of each episode on Google Drive for the panelists to review prior to release. Communications Committee members could review the first cut and select which curriculum viewers would receive partial credit. That announcement could be edited into the episode prior to release.

Non-NACM members often view episodes. This could be an invitation for non-NACM members to join NACM or to at least pay to attempt to become a CORE Champion.

¹ Jury, Indigent Defense, Court Reporting, Probation, Pretrial, Probate, ADR, ODR, Virtual Hearings, Problem Solving Courts, Self-Services Centers, Court Records, Information Technology, COOPs, Facilities Management, Security t le



National Association *for* Court Management

Strengthening Court Professionals

Governance Committee Progress Report Form – 2023-2024

	Report	Due Date	Submission Date
	Fall Progress Report	September 15, 2023	
	Midyear Progress Report	January 12, 2024	
X	Annual Progress Report	July 1, 2024	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe whats needed
Proposed Amendments to Bylaws	Proposed Amendments are out for comment.	Y	Y	Y	Discuss comments received, determine whether to put to vote by membership.
Voice of the Profession	Survey draft completed. Will launch during Conference.	Y	N	N	
Proposed Amendment to Operations and Procedures Manual re Membership Cancellation/Refund Policy	Draft completed.	N	Y	Y	Discuss as needed and vote on proposed amendment.
Model Code of Conduct for Court Professionals (2024)	Draft completed.	Y	Y	N	Discuss as needed and approval, as needed, of final.

Time needed at meeting for Committee report: 10-15 minutes

Submitted by: Brandon Kimura

Date: 7/8/24

Model Code of Conduct for Court Professionals (2024)

Introduction

The foundation of our society rests, in part, on the ability of its citizens to wisely judge the value of our courts and to appreciate the integrity of our judiciary as a fundamental, coequal branch of government. Court professionals who work for the judicial branch are faithful to its values and are accountable to the citizen's public trust and confidence in our courts.

The National Association for Court Management (NACM) has therefore developed the Model Code of Conduct for Court Professionals to help lay the foundation for a personal and professional pledge to that trust and to those values. This Code is intended to be aspirational and purposeful; to inspire court professionals to appreciate, accept, and commit to its Canons. It promotes behaviors essential for respecting the values inherent in an independent judiciary; it values court staff as professionals, and it describes conduct court professionals desire to emulate to commit to their chosen career.

Key Ethical Challenges and Issues

As court professionals, we face an array of ethical challenges. In addition, ongoing legal, technological, and cultural changes in our society present an unending stream of new ethical issues. The Model Code attempts to provide a measure of enduring guidance for court professionals dealing with these challenges and issues. The list below is just a sampling of the challenges and issues courts face:

- Courts must remain impartial and dedicated to the rule of law. This can challenge a court professional by requiring them to perform functions that may make one appear to be unfeeling in the face of a public possibly swept up in the passions of the moment.
- This Ethics Code represents our proactive attempt to regulate our conduct as court professionals.
- In a departure from the traditional court environment, a wide range of courts operate today under general umbrella terms of problem-solving, treatment, and compliance court model. These include drug courts, mental health courts, impaired driving courts, domestic violence courts, child support payment courts, re-entry courts, veterans' courts, truancy courts, teen courts, and homeless courts, just to name a few. Court professionals can be challenged by having to work concurrently in both environments and reconciling the differences. The question of civil disobedience, particularly as it applies to religious beliefs, has been subject to considerable debate. An assumption inherent in urging court professionals to obey

all laws is that the laws are inherently legitimate, regardless of whether or not one agrees with them.

- Technological advances are now occurring so rapidly that all of society, including the courts, finds it difficult to fully comprehend the ethical implications of new innovations. The pace of technology can irritate those wishing to press harder ahead; it can intimidate those feeling that technology is speeding ahead unchecked.

History

Beginning in 1988, NACM realized the need for an ethics code to guide association members in their professional activities. Responding to this need, NACM developed the Model Code of Conduct, extensively based on a code developed for the American Judicature Society by David T. Ozar, Cynthia Kelly, and Yvette Begue, and approved by the Society in 1989.¹

NACM adopted the original Model Code in 1990 at its annual conference. The code was then amended in 2007 and 2016. In 2023 the NACM board asked the Ethics Subcommittee to review the Model Code based on the modern realities of court administration.

Organization of the Model Code

The Code is organized into five canons.

Canon One (“Avoiding Impropriety and the Appearance of Impropriety in All Activities”) addresses performing court duties, avoiding impropriety, being fair, respecting others, being involved in actions before a court, avoiding privilege, and assisting litigants.

Canon Two (“Performing the Duties of Position Impartially and Diligently”) addresses independent judgment, personal relationships, misconduct reports, attempts at influence, proper record maintenance, legal requirements, discretion, and proper use of public resources.

Canon Three (“Conducting Outside Activities to Minimize the Risk of Conflict with Official Position”) addresses outside business, compensation and post-employment restrictions, gifts, and financial disclosure.

¹Our thanks to David T. Ozar, Cynthia Kelly, and Yvette Begue for their dedication and tireless efforts.

Canon Four ("Refraining from Inappropriate Political Activity") discusses appropriate political activity of court professionals.

Canon Five ("Treatment Courts")

Canon Five ("Social Media and the Internet")

Glossary of Terms

Appropriate Authority	The definition of this term is intentionally left up to each court system. The committee urges courts to define the term as a part of adopting this or any ethics code. Courts and court systems are complicated organizations with different lines of authority. Each court needs to determine the organizational reporting structure and reporting circumstances necessary to achieve the Model Code's underlying intent: full disclosure and appropriate notification.
Canons	Different ethics codes contain numerous terms describing their subsections. These terms include "tenets," "articles," "principles," or "sections." For continuity, the discussion of the Model Code refers to all subsections as Canons.
Court	The umbrella term "court" refers to trial courts, appellate courts, and federal, state, local, and tribal court system as appropriate. The term applies to limited and general jurisdiction courts, regardless of their subject matter jurisdiction.
Family, Family Members, and Immediate Family	The definition of these terms is intentionally left up to each court system. Community sensibilities may differ, and each court needs to define these terms as a part of adopting this or any ethics code. ²
Model Code	As already described, the Model Code of Conduct for Court Professionals is referred to as either the Code or the Model Code.

² The U.S. Code of Conduct for Judicial Employees §310.30(b) is held out as a well-thought-out illustration of the term family. It describes third-degree relationships as follows: "the third-degree of relationship is calculated according to the civil law system to include the following relatives: parent, child, grandparent, grandchild, great grandparent, great grandchild, brother, sister, aunt, uncle, niece and nephew."

Scope

The Model Code (2024) is intended to apply to all court professionals who work for the courts. It includes full-time, part-time, and temporary employees; interns; externs; and individuals performing essential court functions but who are either paid by, or under contract to, an outside agency or entity.

The Model Code is not intended to replace other professional codes to which some court professionals already adhere, such as codes applicable to court reporters, court interpreters, probation officers, and staff attorneys. Additionally, some court employees are bound by employee agreements and union contracts.³ This Code should be looked at as a supplement to these other codes and agreements.

Court Policies, Procedures, and the Model Code

A consequence of the Model Code being aspirational is that many topics, such as personnel hearing protocols, standards of proof for misconduct, grievance and appeals procedures, and types of sanctions for misconduct are not addressed. Court organizations use ethics codes in a variety of ways. The Model Code is not intended for incorporation into a court's policies and rules. The better practice is to have the Code live outside the rules.

Citizenship

It is fundamental to this Code and a prerequisite to its Canons that court professionals commit to fulfilling the duties of citizenship in a self-governing democratic society. This includes upholding the United States Constitution and the appropriate state constitution, as well as federal and state laws, and local regulations. Court professionals comply with their legal duties, placing loyalty to the principles of this Code before loyalty to persons or other affiliations.

Incorporating Laws into the Model Code

Many ethics codes incorporate statutes and rules or reference them in detail. To the extent possible, the Model Code assumes that obedience to the law is an underlying prerequisite for commitment to the Canons. It, therefore, does not normally incorporate obeying the law or court rule into the Code.

Ongoing Review of the Model Code

³ An example of a state court ethics code that must accommodate specific circumstances (e.g., union activity) is the [New Jersey Code of Conduct for Judicial Employees](#) which states, "This Code shall not limit union activities by members of labor organizations that are matters of right under the Constitution of the United States, the Constitution of New Jersey, or statutes applicable to and accepted by the judiciary, or that have been approved by the Supreme Court of New Jersey."

As court professionals, we must continually evaluate the Model Code to ensure it remains relevant and meaningful. NACM is committed to a process of ongoing review to keep the Code a relevant and practical source of inspiration. Members with comments about the Code are invited to submit them via email to: nacm@ncsc.org

Educational Modules (For Members Only)

The NACM Ethics Subcommittee has developed a series of educational modules related to Court Ethics for use by NACM members in their courts. Each module introduces an ethics-related scenario and is designed to be used on an individual basis or in a group-training environment and includes 1) PowerPoint slides; 2) Video; and 3) Facilitator notes.

Canon 1: Avoiding Impropriety and the Appearance of Impropriety in All Activities	
1.1 <i>Performing Court Duties</i>	A court professional faithfully carries out all appropriately assigned duties, striving at all times to perform the work diligently, efficiently, equitably, thoroughly, courteously, honestly, openly, and within the scope of the court professional's authority.
<i>Comments</i>	<p>This Canon promotes the professional values of diligence, trustworthiness, courtesy, respect, and accountability. It also upholds the institution of courts as independent, fair, and responsive to the public.</p> <p><i>Appropriately Assigned Duties</i></p> <p>Court professionals dedicate themselves to their official duties, avoiding the temptation to undertake personal tasks unrelated to the functions of a court. Likewise, this Canon, along with Canon 1.6 (Avoiding Privilege), discourages superiors from pressuring subordinates to perform personal tasks.</p> <p><i>Honesty</i></p> <p>The word "honesty" is subject to interpretation. We court professionals must be as honest and forthcoming as possible without putting another person in jeopardy or impugning the reputation of the courts.</p>

	<p><i>Transparency</i></p> <p>The public should always be able to clearly understand how we as professionals arrive at the determinations we make, regardless of whether or not they agree with those determinations.</p>
<p>1.2</p> <p><i>Avoiding Impropriety</i></p>	<p>A court professional avoids both impropriety and the appearance of impropriety. This includes avoiding improper influences from business, family, position, party, or person, as well as avoiding activities that would impugn the dignity of the court.</p> <p>Though some court calendars may be inherently non-adversarial, the court professional keeps in mind that individual, community, and business partners (both non-profit and for-profit) could become litigants in traditional court actions at some time in the future. Therefore, in the management of finances, contracts, court activity, and access to judges and the courts, the court professional avoids the appearance that support from partners might provide an advantage or favor were those partners ever to become litigants.</p> <p>Unless it is logistically not feasible, the court professional guards against forming an exclusive reliance on a single donor, vendor, or treatment provider, so that the absence of that donor, vendor or treatment provider does not compromise the court's core functions.</p>
<i>Comments</i>	<p>Avoiding impropriety and the appearance of it promotes the professional values of fairness, impartiality, reliance on process, and decision-making based on merit rather than favoritism. This Canon also promotes the institution of courts as worthy of the public's trust and confidence.</p>

	<p><i>Impropriety and the Appearance of Impropriety</i></p> <p>"Avoiding impropriety" is a standard higher than simply "obeying the law"; the statement "avoiding the appearance of impropriety" is a standard even higher than that.</p> <p><i>Avoiding Improper Influence: Family or Person</i></p> <p>Court professionals strive to avoid situations where friends or family members could improperly influence them. When assisting a friend or family member with court business is unavoidable, the court professional seeks additional guidance in order to properly navigate the situation.</p> <p>In some non-adversarial courts that often consist of entire teams dedicated to treatment, rehabilitation, and reintegration, participant compliance can strain a court professional's responsibility to remain neutral. There might be pressure to share private information about participants that would be inappropriate to share in a traditional court environment.</p> <p><i>Avoid Improper Influence: Position</i></p> <p>This could include resisting improper pressure, even by a judge, to perform an inappropriate act such as hiring a friend.</p> <p><i>Impugning the Dignity of the Court</i></p> <p>Unlike traditional courts, a basic tenet of some non-adversarial courts is forging and maintaining community partnerships and ongoing social support. Court professionals, therefore, need to balance this outreach with the need to maintain an impartial distance from some community partners.</p> <p>End December 5 Discussion</p>
<p>1.3</p> <p><i>Fairness</i></p>	<p>A court professional conducts their work without bias or prejudice.</p>
<p><i>Comments</i></p>	<p>While many codes simply reiterate the established legal prohibitions against legally protected groups, this Canon calls us to focus our decisions (e.g., hiring or contracting decisions) solely on merit, avoiding extraneous influences. It calls for completely unbiased work including, but not limited to, eliminating bias and prejudice based upon race, gender, gender identity or expression, skin color, religion, age, sexual orientation, national origin,</p>

	<p>language, marital status, socioeconomic status, or limited physical or cognitive abilities.</p> <p>A court professional treats litigants, co-workers, and all others interacting with the court with dignity, respect, and courtesy.</p>
<p>1.4</p> <p><i>Accessibility</i></p>	<p>A court professional promotes meaningful opportunities to fully access and participate in court processes.</p>
<p><i>Comments</i></p>	<p>A court professional works to minimize the barriers and challenges faced by court users to ensure a user-friendly experience. Ways to overcome challenges and barriers may include, but are not limited to, plain language forms, interpreter services, way finding, FAQ sections on websites, etc.</p> <p>A court professional is responsive to the community's needs.</p>
<p>1.5</p> <p><i>Involvement in Actions Before a Court</i></p>	<p>A court professional notifies the appropriate authority whenever they are arrested, named as a party, has a personal or familial interest in or is otherwise formally involved in any action pending in any court.</p>
<p><i>Comments</i></p>	<p>Again, readers are encouraged to refer to their local jurisdiction's definitions. Inherent in this Canon is an assumption that court professionals lose a degree of privacy afforded to others who do not work for the judiciary. We cannot let people affect the outcome of a case. Court professionals should err on the side of disclosure if uncertain as to whether or not to notify the authority.</p>
<p>1.6</p> <p><i>Avoiding Privilege</i></p>	

	A court professional does not use their position to secure unwarranted privileges or exemptions for themselves or others.
<i>Comments</i>	A court employee has a duty to remain impartial. Using the power of one's position for personal gain or for the advancement of others has the potential to bring the court into disrepute while undermining public trust and confidence.
1.7 <i>Assisting Litigants</i>	A court professional is responsive to inquiries regarding standard court procedures but does not give legal advice unless required as part of one's official position.
<i>Comments</i>	<p>Unless prohibited by law, a court professionals are authorized to do the following:</p> <ul style="list-style-type: none"> • Provide information about available free or low-cost legal services, legal aid programs and lawyer referral services; Provide information about available forms, pleadings and instructions without providing advice or recommendations as to any specific course of action; • assist persons in the completion of blanks on forms; • Provide definitions of legal terminology from widely accepted legal dictionaries or other dictionaries without advising whether a particular definition is applicable to the requesting person's situation; • Provide citations, constitutions, statutes, administrative or court rules and case law without providing legal research as defined below or advising whether a particular provision is applicable to the requesting person's situation; • Provide information on docketed cases; • Provide general information about court process, procedure and practice; • Provide information about mediation, parenting courses and courses for children of divorcing parents; • Provide orally or in writing information on local court rules and administrative orders; and • Provide general information about community resources.

	<p>Unless authorized by law, court professionals should refrain from following:</p> <ul style="list-style-type: none"> • Providing any interpretation by application of the following to specific facts: legal terminology, constitutional provisions, statutory provisions, administrative or court rules, and case law; • Providing orally or in writing information that must be kept confidential by statute, administrative or court rule, or case law; • Creating content on documents not provided by self-represented litigants; • Performing direct legal research for any litigant by applying the law to specific facts, expressing an opinion regarding the applicability of any constitutional provisions, statutes, administrative or court rules, or case law to the requesting person's particular circumstances; and • Leading persons to believe that they are the legal representatives of anyone in any capacity or induce the public to rely on them for legal advice. <p>Investigating the facts of a litigant's case, unless required by the court professional's position.</p>
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Canon 2: Performing the Duties of Position Impartially and Diligently	
2.1 <i>Independent Judgment</i>	<p>A court professional avoids relationships that would impair one's impartiality and independent judgment.</p> <p>A court professional is vigilant concerning conflicts of interest and ensures that outside interests do not impair one's ability to perform court duties.</p>
<i>Comments</i>	<p>Court professionals seek advice from the appropriate authority early to fend off later controversies.</p>

<p>2.2</p> <p><i>Personal Relationships</i></p>	<p>A court professional recruits, selects, and advances personnel based on demonstrated knowledge, skills, abilities, and bona fide work–related factors, not on favoritism.</p> <p>A court professional avoids appointing, assigning, or directly supervising, a family member, or attempting to influence the employment or advancement of a family member.</p> <p>Where circumstances dictate that one must work directly with a family member, a court professional reports the circumstances to an appropriate authority for guidance and direction.</p>
<p><i>Comments</i></p>	<p>This Canon provides added detail to Canon 1.3 (Fairness) which calls professionals to conduct business in an unbiased manner. The Canon specifically points to relying only on knowledge, skills, and abilities in the personnel process. The third section of this Canon specifically addresses circumstances in courts where working with a family member may be unavoidable. In all of the above situations, a court professional should always make reports to the appropriate authority of any change in circumstances or as concerns arise.</p> <p>Court professionals are encouraged to check with their local jurisdiction for rules defining personal relationships.</p>
<p>2.3</p> <p><i>Misconduct of Others</i></p>	<p>A court professional timely reports to the appropriate authority the behavior of any court professional who violates or appears to violate the code of conduct.</p>

<i>Comments</i>	<p>Employees are often fearful of the ramifications of exposing their friends, but that does not diminish the import of this Canon. We are all aware of numerous public agency and private corporate examples demonstrating the effects of not reporting. It is important that each court designate “appropriate authorities” as mentioned in the commentary on common terms. Possibly different authorities can be designated for different classes of situations. Some situations might be appropriately dealt with by a supervisor; others might require the intervention of the presiding judge.</p>
<p>2.4</p> <p><i>Attempts at Influence</i></p>	<p>A court professional immediately reports to the appropriate authority any attempt to compel one to violate the code.</p>
<i>Comments</i>	<p>There are many examples of outside groups, ranging from parties attempting to influence the outcome of a case to vendors attempting to secure a more favored position on bids or procurement matters, where court professionals may be tempted to violate their independent judgment.</p>
<p>2.5</p> <p><i>Properly Maintain Records</i></p>	<p>A court professional does not inappropriately destroy, alter, falsify, mutilate, backdate, or fail to make required entries on any records within the court’s control.</p>
<i>Comments</i>	<p>This Canon does not prohibit alteration or expungement of records or documents pursuant to court order or the destruction of records pursuant to an authorized records retention schedule.</p>
<p>2.6</p> <p><i>Confidentiality</i></p>	<p>A court professional maintains the legally required confidentiality of the court, not disclosing confidential information to any unauthorized person, for any purpose.</p>

	A court professional properly provides confidential information that is available to specific individuals authorized to receive such by law, court order, or policy.
<i>Comments</i>	This Canon promotes confidentiality where statutes and rules dictate it, but also situations where confidentiality is court-ordered even though the rules may not specifically address the circumstance. A court professional does not disclose confidential information to unauthorized individuals, even if directed to do so by a superior; authority can only be by law, court order, or policy.
2.7 Discretion	<p>A court professional respects the personal lives of litigants, the public, applicants, and employees in sharing court information, even if that information is public.</p> <p>A court professional should be diligent in the assessment of information reported or provided to the court.</p>
<i>Comments</i>	<p>Discretion is a fundamental value of professionalism.</p> <p><i>Disclosing Sensitive Information</i></p> <p>While prohibitions against releasing confidential or legally sealed information are clear-cut, ethical prohibitions concerning casually divulging personal, yet otherwise public information are less clear. Court employees ought to treat personal, private, or sensitive information with the same care and discretion that they would wish others to have for their own personal business – sort of a golden rule of discretion.</p>
2.8 Proper Use of Public Resources	A court professional uses the resources, property, and funds under their official control judiciously and solely in accordance with prescribed procedures.
<i>Comments</i>	<p>Including but not limited to the following.</p> <ul style="list-style-type: none"> • Appropriating court funds for personal use. • Excessive or unauthorized use of court electronic resources. • Unauthorized use of court issued electronic devices such as laptops, phones, and tablets.

	<ul style="list-style-type: none"> • Failure to comply with the adopted Information Systems guidelines and policies. For example, using a court email address for personal matters. • Failure to safeguard court assets from unauthorized access or theft. • Failure to comply with accepted accounting standards and fiscal directives.
Canon 3 Conducting Outside Activities to Minimize the Risk of Conflict with Official Position	
3.1 <i>Outside Business</i>	<p>A court professional avoids outside activities, including outside employment, and concurrent business activities, that reflect negatively on the judicial branch and on one's own professionalism. In addition, a court professional should not engage in business activities that would represent a conflict of interest after leaving court employment.</p> <p>A court professional does not request or accept any compensation or fee beyond that received from their employer for work done in the course of their public employment.</p> <p>Following notification and approval, if required by the appropriate authority, court professionals may engage in outside employment as long as it does not conflict with the performance of their official responsibilities, the administration of the court, or reflect adversely on the court or the judicial branch.</p>
<i>Comments</i>	<p>Outside employment is a potentially complex area. At least two ethical principles should be considered in relation to outside employment or consulting work. First, the work should not create a real or perceived conflict of interest between one's court work and the outside activity.</p> <p>The second principle is frequently discussed when considering these topics but generates far more debate. In many jurisdictions, court employees are</p>

	<p>prohibited or discouraged from outside employment that may “impugn the dignity of the court.”</p> <p><i>Compensation Beyond that Received in the Course of Employment</i></p> <p>Many courts permit employees to engage in limited consulting work while employed. Court professionals who are paid by a separate entity as consultants would be expected to take a leave of absence.</p> <p>Subject to the foregoing standards and the other provisions of this Code, a court professional may engage in such activities as civic, charitable, religious, professional, educational, cultural, avocational, social, fraternal, and recreational activities, and may speak, write, lecture, and teach. Caution should be used with regard to social media and these activities. If such outside activities concern the law, the legal system, or the administration of justice, the court professional shall first consult with the appropriate authority to determine whether the proposed activities are consistent with the foregoing standards and the other provisions of this Code.</p>
<p>3.2</p> <p><i>Compensation</i></p>	<p>During one’s employment with a court, a court professional does not represent a commercial interest of, or do business with, that same court unless both the employment and commercial interest are fully disclosed to and approved by the court’s appropriate management authority.</p>
<p><i>Comments</i></p>	<p>The focus of this canon is relating to representation during a court professional’s employment with the court. In addition, some jurisdictions may impose post-employment prohibitions for different periods of time, in order to prohibit court professionals from departing the court and then working with a company which conducts business directly with the court.</p>
<p>3.3</p> <p><i>Gifts, Donations, and Grants</i></p>	<p>A court professional does not solicit, accept, or dispense any gift, favor, or loan either for oneself or on behalf of another, when such an act is based upon any</p>

	<p>understanding, either explicit or implicit, that would influence an official action of the court.</p> <p>When engaged in or assisting with fundraising, advocating for community or private–sector support, or serving on the board of a third–party fiscal agent or committee, a court professional avoids any implication that contributions to the court would enhance a contributor’s standing or influence with the court or its judges.</p>
<i>Comments</i>	<p>Some codes state specific amounts under which employees can accept a gift. The intent of this canon is to deter court professionals from accepting any gift that could be construed as affecting an official action by the court.</p> <p>Examples of questions to ask prior to accepting a gift include;</p> <ul style="list-style-type: none"> • Does the gift have a high market value? • Does the timing of the gift give the appearance that the donor wants to influence a specific government action? • Could the donor be affected by the employee performing or not performing an official duty? • Would accepting the gift give the donor “disproportionate access?” <p>The ever–expanding scope of community collaborations, combined with the chronic funding needs all courts share, can create a potential for funding opportunities. These opportunities could foster the potential for substantial conflicts of interest in court operations.</p>
<p>3.4</p> <p><i>Financial Disclosure</i></p>	<p>Aside from complying with all requirements by law, rule, or regulation, a court professional discloses all financial interests and dealings that might create the appearance of impropriety.</p>
<i>Comments</i>	<p>A number of courts throughout the country require that court professionals reveal aspects of their financial situation in order to determine and avoid potential conflicts of interest in advance. Although this Canon may reflect a statute or rule already in effect within a court, the ability to conceal (or at</p>

	<p>least be less than completely forthcoming) in this type of situation is great, and the chances of being detected are small. An individual ethical commitment is therefore necessary.</p>
Canon 4 Refraining from Inappropriate Political Activity	
<p>4.1</p> <p><i>Refraining from Inappropriate Political Activity</i></p>	<p>A court professional retains their right to vote and may exercise that right.</p> <p>A court professional engages in political activity strictly as a private citizen and only in accordance with Federal law, state law, local court rule, and policy of the appropriate local governing authority.</p> <p>A court professional participates in allowable political activity only during non–work hours, using only non–court resources.</p> <p>A court professional does not use their position or title within the court system to influence others.</p> <p>A court professional does not coerce or encourage other court staff to participate, or refrain from participating in political activity.</p> <p>If elected or appointed to an elected office, a court professional resigns their position with the court prior to assuming the office, unless holding that office clearly neither poses a conflict of interest nor interferes with one’s ability to perform their court duties.</p>
Comments	<i>Expressing Political Views in the Workplace</i>

	<p>It is inherently the job of the court professional to appear neutral in their political views when in the workplace or when representing themselves as a court professional.</p> <p><i>Political Activity Done as a Private Citizen</i></p> <p>The right to vote aside, it is important to maintain the clear distinction between the role of participating citizen and the role of court professional. This distinction supports a fundamental value of the court professional as being fair and impartial.</p> <p><i>Do Not Use Title to Influence Others</i></p> <p>A court professional should never use one's title (e.g., judge or county clerk) to encourage or coerce staff to vote or contribute money to a campaign for a candidate or a ballot measure. In addition, a court professional should never award favors or sanctions to staff dependent upon whether a staff member did or did not vote or contribute to a campaign or perform campaign-related services on their behalf (e.g., knocking on doors or organizing fundraising activities).</p> <p><i>Campaign During Non-Work Hours</i></p> <p>The Code assumes that even if standing for re-election, a court professional campaigns during off hours, or else they take a leave of absence. Again, this clearly distinguishes between a court professional's public and private roles. A court professional refrains from any campaign-related activity, whether campaigning for themselves or others, during working hours.</p> <p><i>Resigning One's Previous Position</i></p> <ul style="list-style-type: none"> • Situations have arisen where a court professional has been elected to offices in different branches and at different levels of government. A court professional must be vigilant if a conflict of interest arises. If an elected position directly oversees aspects of court operations the court professional should resign one of the positions. A court professional considers whether the elected position has influence, direct or indirect, over the Court in any of the following areas; <ul style="list-style-type: none"> ○ Funding ○ Resources ○ Rule-Making ○ Operations ○ Staffing
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Canon 5	Social Media and the Internet
<i>Comments</i>	<p>Using the internet to research applicants, employees, and vendors is still an emerging issue and generates significant debate. This Canon takes into account the following considerations.</p> <ul style="list-style-type: none"> • The credibility of information published on the internet can vary widely, so court professionals must be appropriately skeptical of search engine or AI results. • Although the boundary between the public and private activities of court employees can be a complex area, there can be no expectation of privacy for information on the internet; therefore, assertions about the <i>privacy</i> of such information are misplaced, even though such information can be intensely <i>personal</i>. • Just like jurors are asked to disregard inadmissible revelations at trial, court managers may sometimes be compelled by law and/or public policy to disregard what they discover through internet searches, as difficult as that may be depending on the nature of the revelation. <p>Internet inquiries must be conducted very cautiously for all the reasons described. The internet is such a comprehensive information resource that such inquiries on prospective applicants or service providers can be entirely appropriate and may even be necessary and well justified in some circumstances.</p>

A special note of thanks to those that devoted their time, insight, and expertise to the 2024 review revision of the NACM Code of Conduct for Court Professionals.

Courtney Whiteside (Ethics Sub-Committee Chair)

Creadell Webb

Joe Tommasino

Karl Thoennes

Norman Meyer

Peter Kiefer

Rick Pierce

Stacy Worby



Membership Committee Progress Report Form – 2023-2024

	Report	Due Date	Submission Date
	Fall Progress Report	September 15, 2023	
	Midyear Progress Report	January 12, 2024	
X	Annual Progress Report	July 1, 2024	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe whats needed
New Member Calls	New member calls are going well.	Yes	No	No	
New SWAG	New SWAG is uploaded to Amazon and ready to order.	No	No	No	
Scholarships	We 11 conference scholarships for this conference.	No	No	No	
Awards	Taken over by Officers	No	No	No	
Land Acknowledgement	This was taken over by Officers.. What is happening with this at the conference or future conferences?	Yes	Yes	No	Experience with acknowledgements from a Tribal Court perspective. How the Federal Government opens training for sovereign nations.
Membership Numbers	Numbers have soared the last three years. Recommend the Board verifies assumptions with data.	Yes	Yes	No	See attached map. Listen to member feedback and support assumptions with data.
First Time Attendee/ECP Reception	Taken over by Officers	No	No	No	

Time needed at meeting for Committee report: 20 minutes

Submitted by: Cheryl Stone **Date:** July 13, 2024



National Association *for* Court Management

Strengthening Court Professionals

Communications Committee Progress Report Form – 2023-2024

	Report	Due Date	Submission Date
	Fall Progress Report	September 15, 2023	
	Midyear Progress Report	January 12, 2024	
X	Annual Progress Report	July 1, 2024	6/27/24

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe whats needed
Court Express	Next issue will come out late August. Content due July 26.	N	N	N	
Court Manager	Spring edition published. Summer edition articles due July 8 and published September 2	Y	N	N	
Guides	1. AI Guide will be published on July 23 2. Court Security Guide Revision completed Attendees will be able to access the guides during the conference by going to the NACM store.	Y	N	N	
Podcasts	Peter continues to produce. New podcasts are released on 19 th of the month. Suggested topics can be sent to him.	N	N	N	
Social Media	Natalie and subcommittee continue to regularly post.	Y	N	N	

Webinars	<p>8 webinars will be held in 2024. Next webinars are: Tyler Technologies – August 29, 2pm ET; DEI: Evolution of Terms, Concepts & Strategies – September 12, 3pm ET; State Courts in Focus – October 22, 3pm ET; and AI Guide – November</p> <p>Increasing Court Appearance webinar held June 11 with 213 registrants and 106 participants. Planning CORE: Operations Management webinar for January 2025.</p>	Y	N	N	
Website	Document repository proposal to be considered.	Y	N	Y	Consider proposal and determine action steps.

Time needed at meeting for Committee report: 30 minutes

Submitted by: Dawn Palermo

Date: June 27, 2024



National Association for Court Management

Strengthening Court Professionals

Diversity, Equity, Inclusion (DEI) Committee Progress Report Form – 2023-2024

	Report	Due Date	Submission Date
	Fall Progress Report	September 15, 2023	
	Midyear Progress Report	January 12, 2024	
X	Annual Progress Report	July 1, 2024	June 20, 2024

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe whats needed
Website Resources	Resources added to the DEI Committee Page Monthly ONGOING	Yes	No	No	
NACM Conference Sessions	DEI Committee members proposing and participating in conference sessions. We had sessions at the MidYear and have multiple sessions scheduled for the annual. Complete	Yes	No	No	
Training - NACM Inclusivity Training	Completed, June 20 th , 2024. Feedback Survey Results attached.	Yes	Yes	Yes	Determine if we should continue and how to solicit the next Court.
Articles for the Court Manager	Creadell penned What Does the Acronym DEI Mean to You. Completed	Yes	No	No	
Webinar: DEI: Evolution of Ters, Concepts and Strategies	Scheduled for September, In Progress	Yes	No	No	
Transition Letter	Transition Letter Complete.	No	No	No	

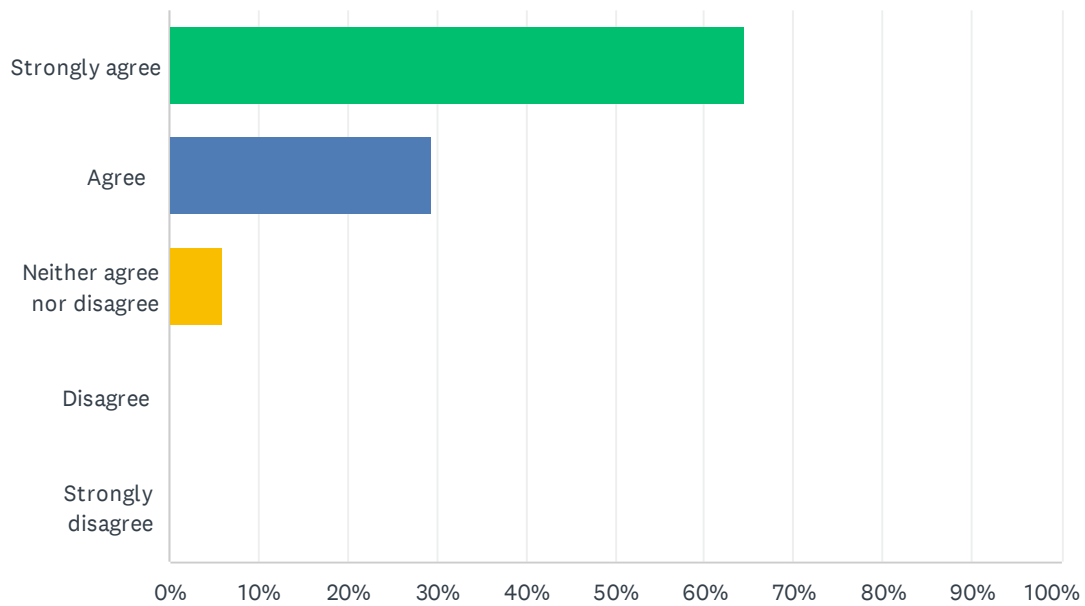
Time needed at meeting for Committee report: 15 min.

Submitted by: Roger Rand & Creadell Webb

Date: 6/20/24

Q1 I found this program to be valuable.

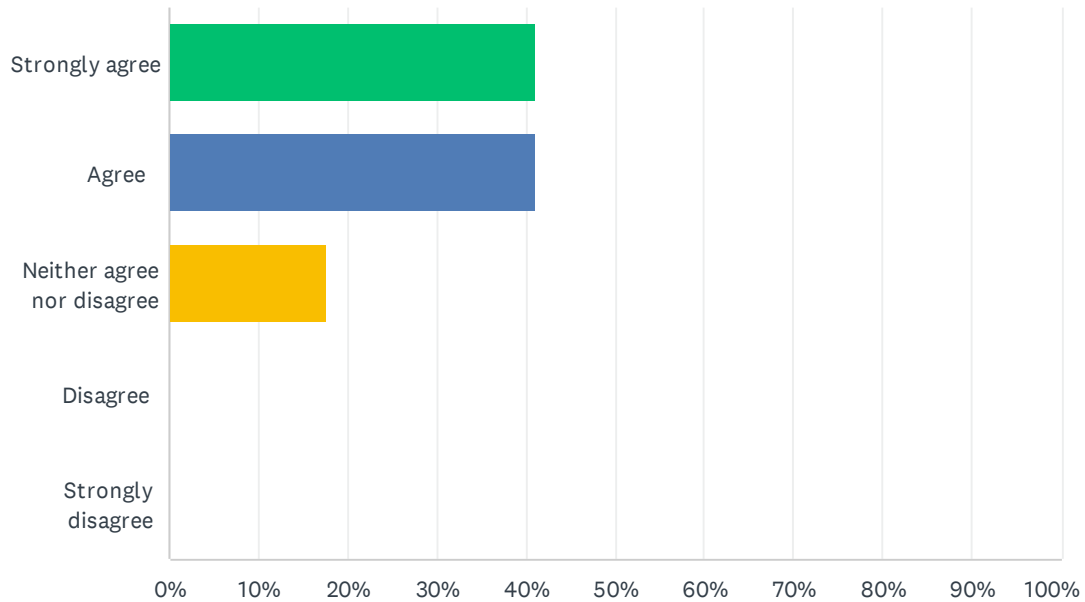
Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	64.71%
Agree	29.41%
Neither agree nor disagree	5.88%
Disagree	0.00%
Strongly disagree	0.00%
TOTAL	

Q2 I have learned a new skill from this program that I can implement to make my work environment more inclusive.

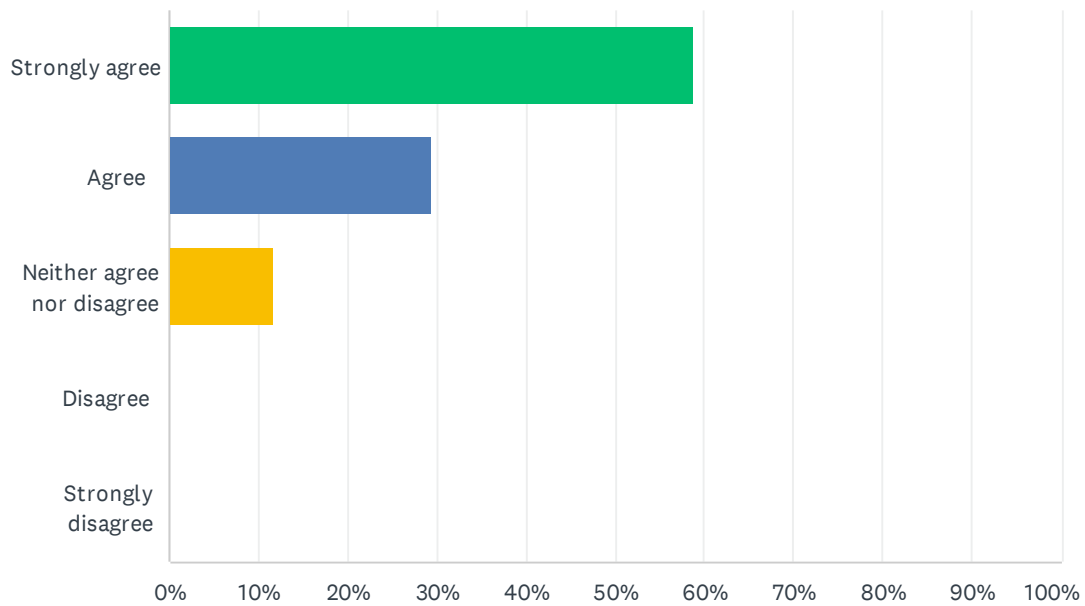
Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	41.18%
Agree	41.18%
Neither agree nor disagree	17.65%
Disagree	0.00%
Strongly disagree	0.00%
TOTAL	

Q3 The program was engaging and interactive.

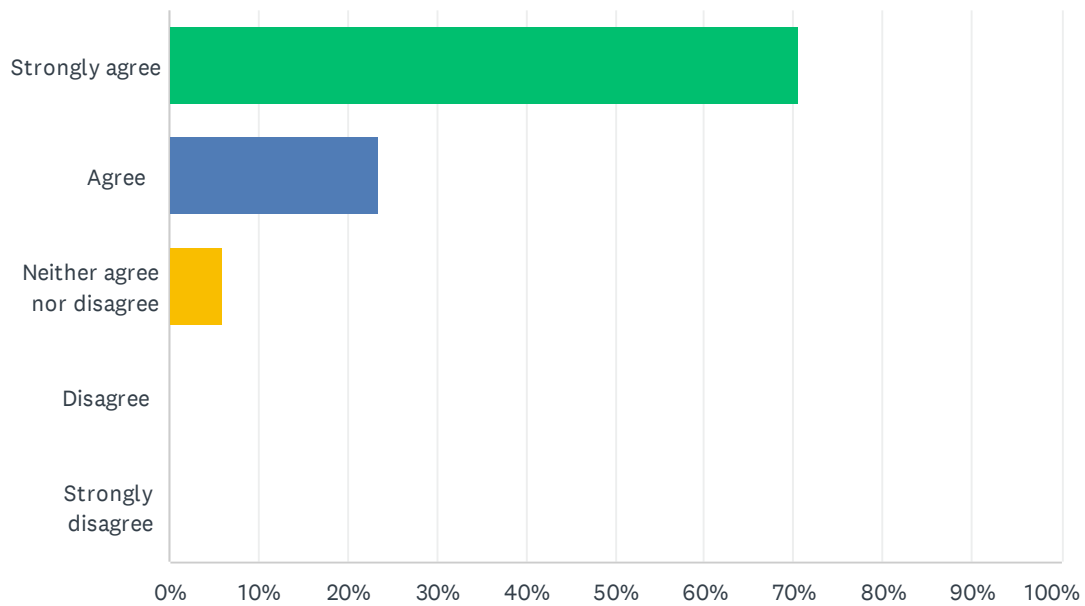
Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	58.82%
Agree	29.41%
Neither agree nor disagree	11.76%
Disagree	0.00%
Strongly disagree	0.00%
TOTAL	

Q4 The program was easy to follow and understand.

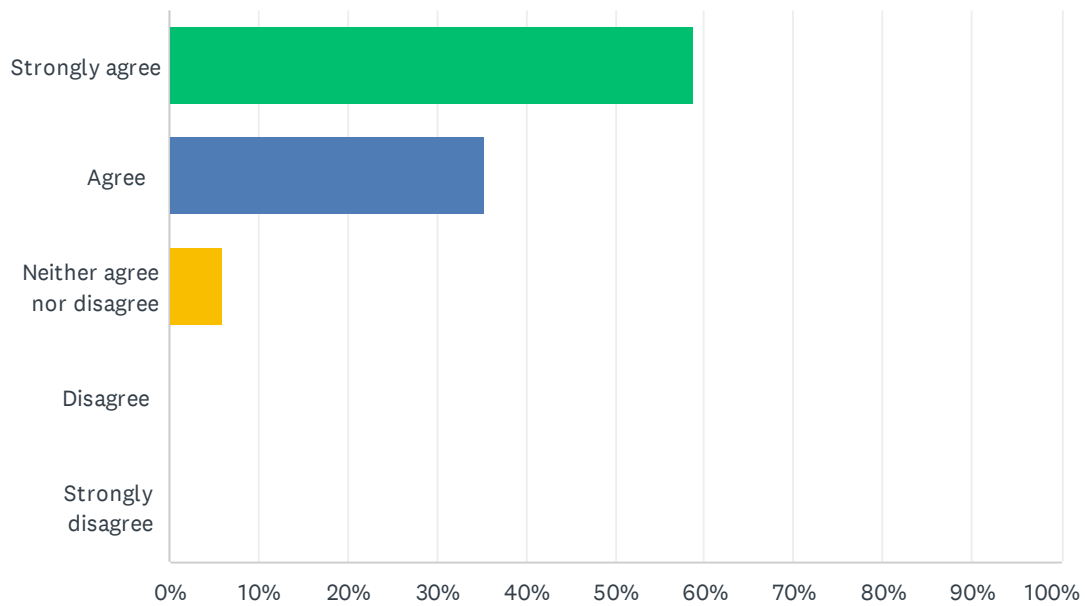
Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	70.59%
Agree	23.53%
Neither agree nor disagree	5.88%
Disagree	0.00%
Strongly disagree	0.00%
TOTAL	

Q5 The information presented in this training was relevant to my position

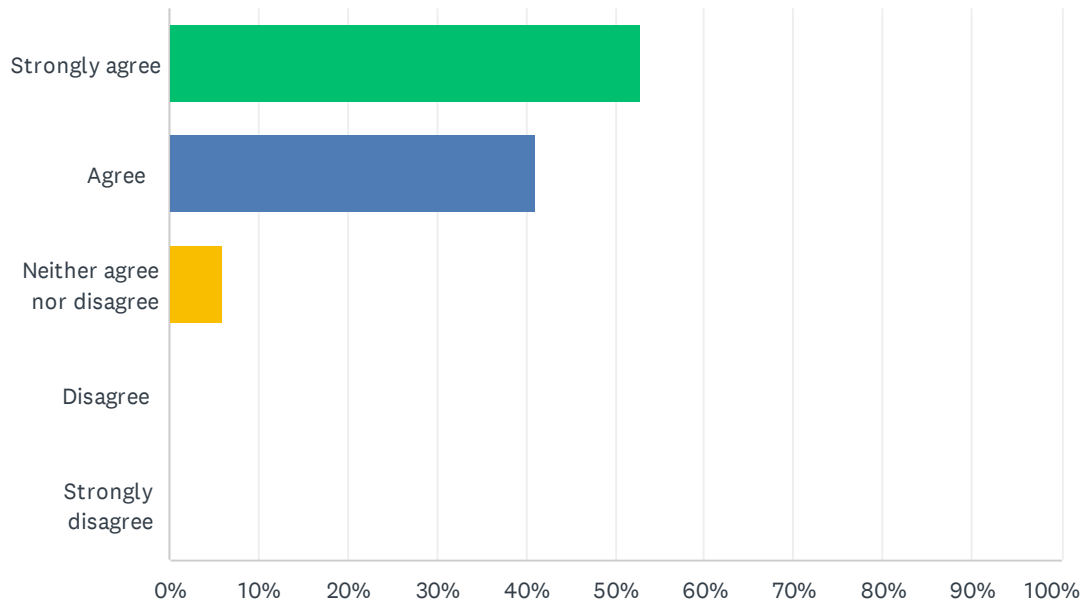
Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	58.82%
Agree	35.29%
Neither agree nor disagree	5.88%
Disagree	0.00%
Strongly disagree	0.00%
TOTAL	

Q6 I am interested in more training programs like this.

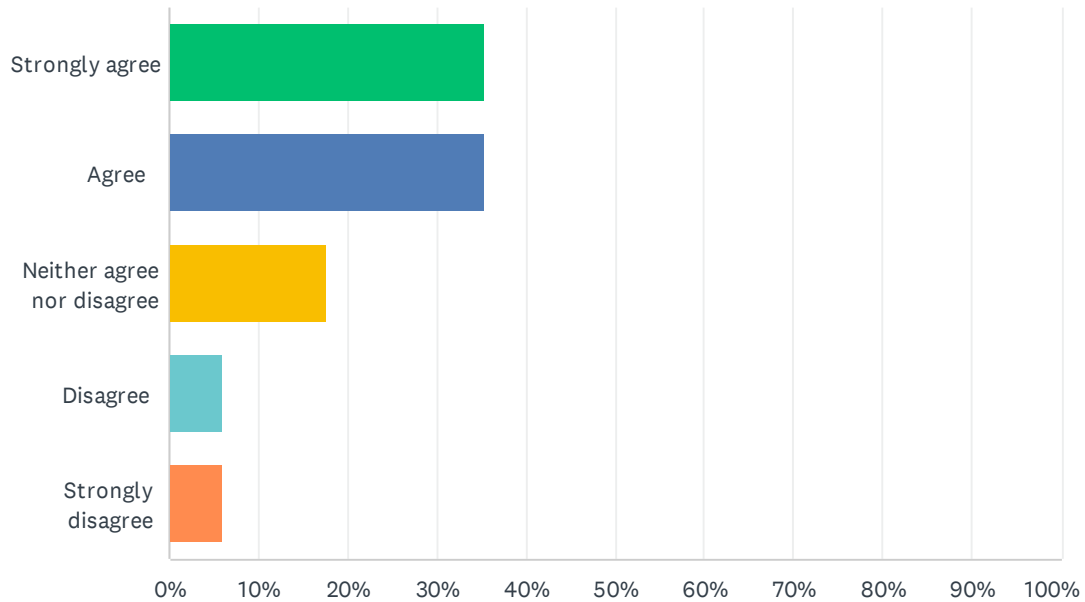
Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	52.94%
Agree	41.18%
Neither agree nor disagree	5.88%
Disagree	0.00%
Strongly disagree	0.00%
TOTAL	

Q7 I plan on using at least one of the team building activities with my direct reports?

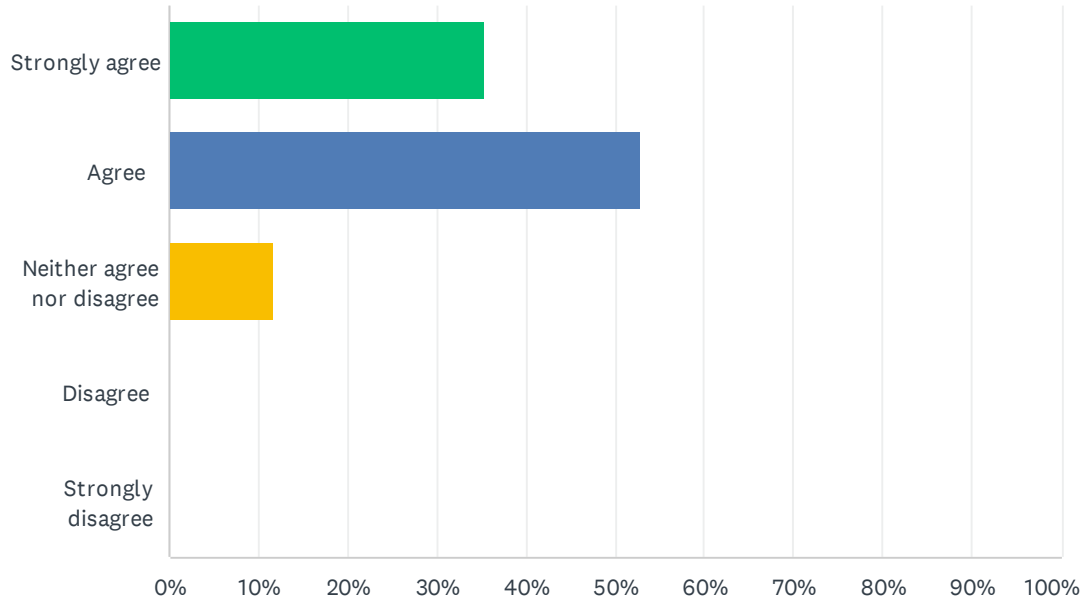
Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	35.29%
Agree	35.29%
Neither agree nor disagree	17.65%
Disagree	5.88%
Strongly disagree	5.88%
TOTAL	

Q8 The program motivated me to learn more about inclusive practices in the workplace.

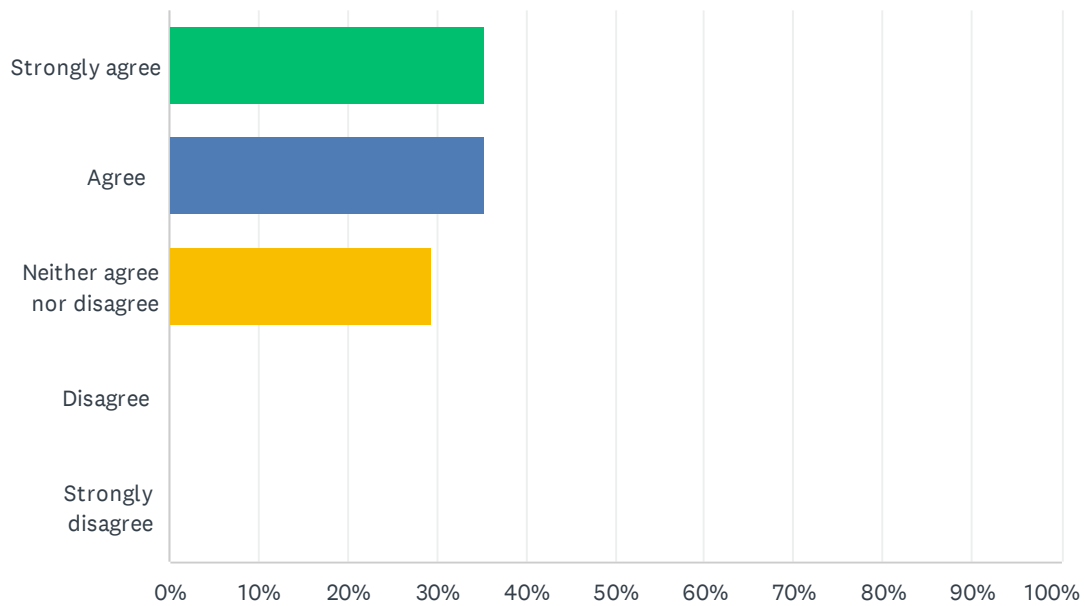
Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	35.29%
Agree	52.94%
Neither agree nor disagree	11.76%
Disagree	0.00%
Strongly disagree	0.00%
TOTAL	

Q9 I have learned best practices for improving workplace culture.

Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	35.29%
Agree	35.29%
Neither agree nor disagree	29.41%
Disagree	0.00%
Strongly disagree	0.00%
TOTAL	

Q10 What did you like best about the workshop, Building and Maintaining an Inclusive Workspace?

Answered: 17 Skipped: 0

#	RESPONSES	DATE
1	It was interactive and interesting	6/26/2024 10:36 AM
2	The breakout sessions and chance to talk with others about their thoughts and experiences.	6/26/2024 9:18 AM
3	team building exercises, I would suggest having different questions for the scenarios at the end. One ageism, sexism, etc so that the groups respond with different findings. The last group responding ended up say "ditto" to everything that was already presented.	6/25/2024 4:55 PM
4	It felt comfortable, interactive but not uncomfortably so. The material was interesting and relative.	6/25/2024 2:42 PM
5	It was led by a professional, outside of our court. So nice to hear these themes reiterated by someone that we don't know.	6/25/2024 1:15 PM
6	the multiple presenters and break out groups kept it moving	6/25/2024 1:14 PM
7	I loved the variety of activities. I really liked that we changed groups every time, it is nice when you get different perspectives. Sometimes these trainings get a little dull, this one kept me fully engaged the entire time.	6/25/2024 1:03 PM
8	I liked the HR portion. It really helped me understand the issues.	6/25/2024 1:00 PM
9	Being with coworkers and being able to discuss things in person	6/25/2024 12:57 PM
10	I liked the breakouts and relevant information to OJD culture and policies.	6/25/2024 12:56 PM
11	I found value in Erin Knapp's presentation, good information. Creadell Webb's was easy to listen to and he did not waste time. This is not the first time I have heard similar presentations on the same subjects but he kept my attention. I also enjoyed the teambuilding hour.	6/25/2024 12:52 PM
12	The opportunity to discuss this topic.	6/25/2024 12:44 PM
13	This "workshop" was disappointing. I was hoping to hear about inclusivity from an in-person guest speaker and hear how we can be inclusive of all identities, races, genders, abilities, etc. The HR piece was super vanilla and the breakout sessions test my patience. I wanted some radical anti racist practices, etc.	6/25/2024 12:37 PM
14	The breakout activities were engaging and valuable - the topics for discussion got the groups talking and sharing and each group had different and helpful insights to share each time.	6/24/2024 8:50 AM
15	I liked the overall concept and message. I normally do not like breakout sessions, but I did enjoy the ones in this training and found them to be helpful	6/21/2024 1:51 PM
16	Discussions on setting expectations and team building.	6/21/2024 1:39 PM
17	N/A	6/21/2024 11:05 AM

Q11 Do you have any suggestions for how this workshop may be improved? Please share your suggestions.

Answered: 17 Skipped: 0

#	RESPONSES	DATE
1	None. It was perfect	6/26/2024 10:36 AM
2	None right now.	6/26/2024 9:18 AM
3	see previous response	6/25/2024 4:55 PM
4	No suggestions	6/25/2024 2:44 PM
5	no	6/25/2024 1:16 PM
6	no	6/25/2024 1:14 PM
7	When we did the manager team building, it would be nice to do one that we hadn't already done before.	6/25/2024 1:04 PM
8	Break out sessions could have been shorter	6/25/2024 1:01 PM
9	I would suggest some breakouts based on skill level/experience in leadership/supervision. As a 13 year supervisor and 18 year leader, I could have used more specific drill downs or breakouts on dealing with difficult personnel in particular inclusivity exercises or how to approach inflammatory issues etc. But I know that the basics are necessary for many of the newest leaders in the same session!	6/25/2024 12:59 PM
10	It was presented well as is	6/25/2024 12:57 PM
11	n/a	6/25/2024 12:52 PM
12	Slow down the presentations. They were too fast to the point of not being overly useful.	6/25/2024 12:44 PM
13	What a powerful opportunity to have a guest speaker talk to us about white fragility, heteronormativity and bigotry about ability, mental wellness, etc. This opportunity was squandered. The supervisor session was better than most but I wanted to go to it to get put in my place as a white person, but it was super chill and I was disappointed.	6/25/2024 12:40 PM
14	none	6/24/2024 8:53 AM
15	no suggestions	6/21/2024 1:50 PM
16	n/a	6/21/2024 1:40 PM
17	N/A	6/21/2024 11:05 AM



BJA
Bureau of Justice Assistance
U.S. Department of Justice

The Global Justice Information Sharing Initiative (Global)



Global Advisory Committee
(GAC)

Criminal Intelligence
Coordinating Council (CICC)

Agenda

? Global Advisory Committee and Criminal Intelligence Coordinating Council

🏠 Reporting Structure

✳ Membership Benefits & Responsibilities

👤 Task Teams

🖼 Composition & Organization

📊 Resources


- **Global
Advisory
Committee**



PURPOSE

- The GAC is a Federal Advisory Committee under the Federal Advisory Committee Act (FACA) and is the only federal advisory committee that represents all major justice stakeholders.
- The GAC provides a platform for members to address national justice information sharing issues.
- Through the CICC, the GAC provides vetted national guidance and support for issues regarding information and criminal intelligence sharing.
- GAC ensures that promising practices are developed and shared in a coordinated manner with the field—“for the field, by the field.”

The GAC at a glance



Global was created to support the broad scale exchange of criminal justice and public safety information.

Develops recommendations to the U.S. Attorney General regarding criminal justice information and intelligence sharing.

Works to ensure stakeholder representation.

Global is a “group of groups,” representing more than 30 independent organizations.

Global Advisory Committee Quick Facts

- Current members: 35
- Members appointed to two-year terms
- Current Chair: Kevin Bowling, Representing the National Association for Court Management
- Current Vice-Chair: Mike Milstead, sheriff, Minnehaha County, South Dakota
- Founded circa 1998
- Supported by the Institute for Intergovernmental Research (IIR) since 2000

Criminal Intelligence Coordinating Council

PURPOSE

- The CICC has evolved into a nationally recognized field-driven entity to identify emerging needs and threats (to include cyber, targeted violence, and school safety).
- The CICC develops recommendations on how to better develop and share criminal intelligence to protect communities across the country.
- The CICC was created as a result of the failure to develop and share information and criminal intelligence pre-9/11.

What is the CICC?

Permanent
subcommittee
under the GAC

Serves as a focal point for
state, local, tribal, and
territorial law enforcement
on the collection and use
of criminal intelligence

Works to ensure
stakeholder
representation

Makes recommendations
to the U.S. Attorney
General, through the GAC,
on the best use of criminal
intelligence sharing

Criminal Intelligence Coordinating Council Quick Facts

- Current members: 29
- Members appointed to two-year terms
- Current Chair: Mike Sena, Executive Director, Northern California Regional Intelligence Center and Northern California High Intensity Drug Trafficking Area
- Current Vice-Chair: Don Barnes, Sheriff, Orange County, California
- CICC publishes *Five in 5*—a weekly newsletter for law enforcement and criminal justice agencies
- Founded circa 2004

United States Attorney General

Deputy Attorney
General

Office of Justice
Programs (OJP)

Bureau of Justice
Assistance (BJA)

**Basic
Reporting
Structure**

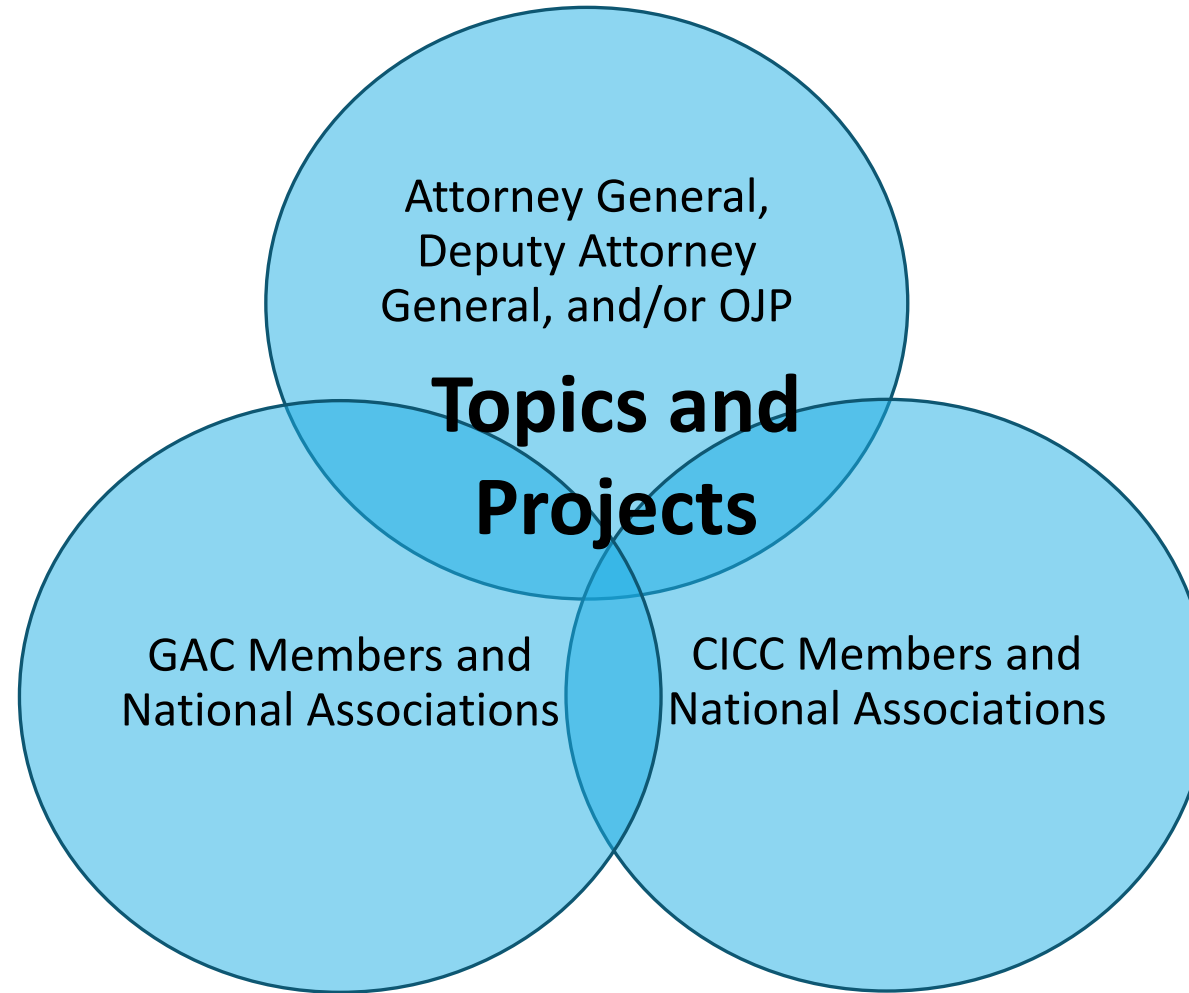
Global Advisory
Committee (GAC)

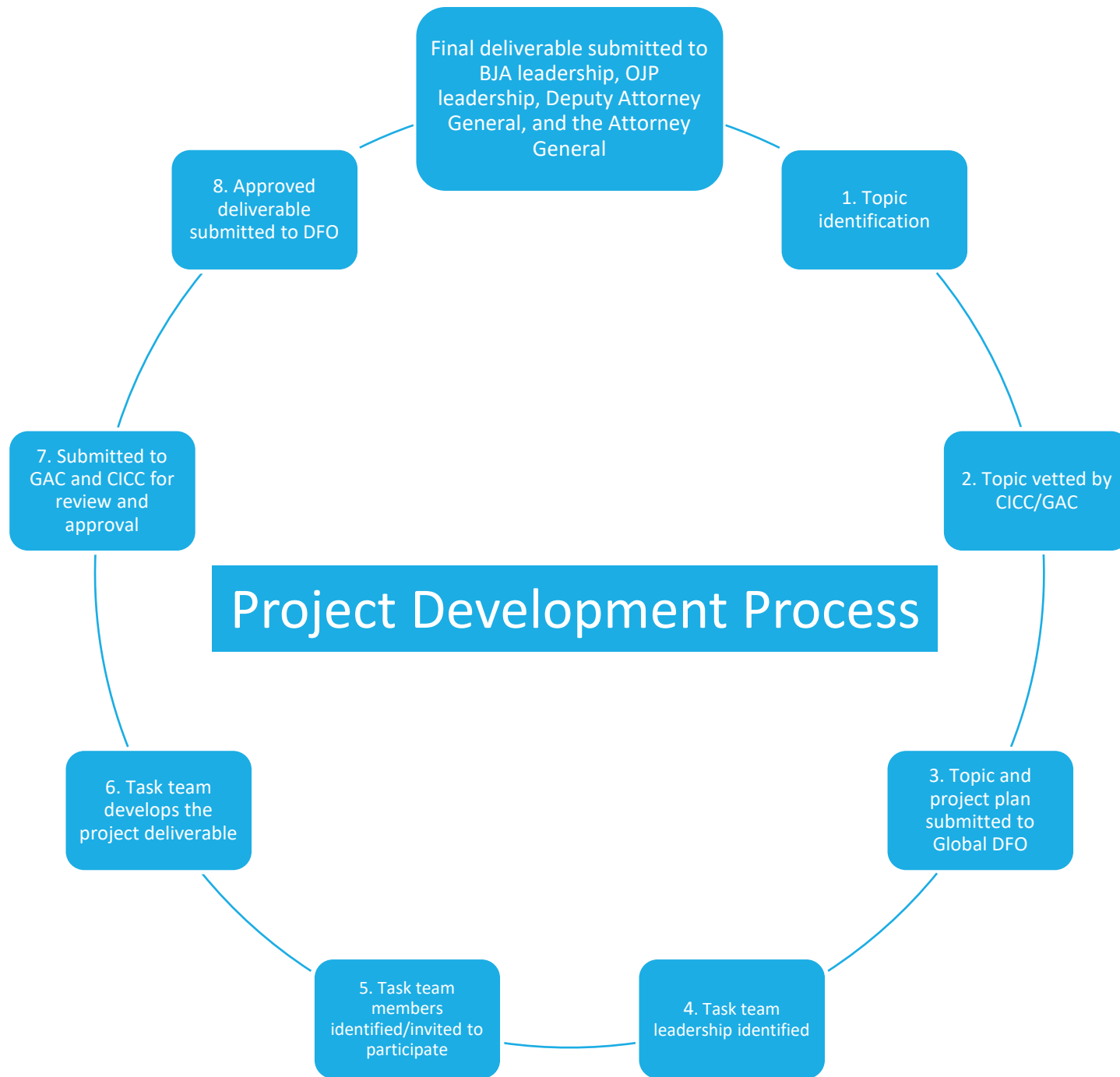
CICC

Task Teams



Topic and Project Identification Process





GAC/CICC Task Teams

- Established by the GAC/CICC leadership upon consultation with the general membership and approval of the Designated Federal Official.
- Task teams are time-bound, outcome-focused, and designed to address the needs of field.
- Convened to support a BJA-approved CICC priority.
- Task teams meet virtually and, when necessary, have in-person meeting/drafting session.
- Teams are sunsetted upon completion of their assigned tasks and deliverables approved.

Chair

Vice
Chair

GAC/CICC members, representatives of
member agencies/organizations,
subject matter experts from the field

Support staff

Task Team Composition & Organization

Global Resources, Current Priorities, and Projects

Global Standards Council

The *Global Standards Council* (GSC) is being re-established as a Global Advisory Committee (GAC) subcommittee, supporting broad-scale electronic sharing of pertinent justice- and public safety-related information by recommending to the Bureau of Justice Assistance (BJA), through the GAC, associated information sharing standards and guidelines.

GSC Original Tasking

- Guidance on the design, specification, and implementation of services.
- Guidelines and standards for establishing, implementing, and governing federated identity management approaches.
- A framework for automating access control (in particular, privacy) policy as part of information exchange.

Next Generation

- Address the definition of “sworn” for sharing information and criminal intelligence
- Update guidelines and standards
- Review single sign on, federated search, and new trends
- Information sharing across SBU networks (RISS, LEEP, HSIN)
- Sharing across disciplines

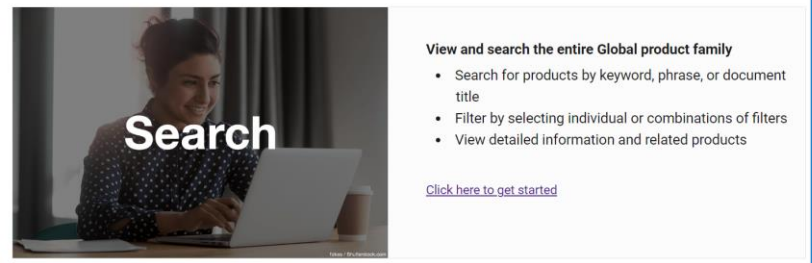


The screenshot shows the top navigation bar of the Global Justice Information Sharing Initiative (Global) website. It includes the BJA logo (Bureau of Justice Assistance, U.S. Department of Justice) and a search bar. The main navigation menu has links for About, News, Topics, Programs & Initiatives (highlighted), Funding & Awards, Library & Multimedia, and Events. Below the navigation bar, the breadcrumb trail reads "Home / Justice Information Sharing". The main heading is "Global Justice Information Sharing Initiative (Global)" in large white text on a dark blue background, with the subtitle "Justice Information Sharing" below it.

Global Has Your Solutions to Justice Information Sharing Questions [↗](#)

Whether you are tackling a justice information sharing business problem, targeting a general area of interest, or looking for a specific Global publication, the Global Information Sharing Toolkit (GIST) has an answer. This tool is designed to give you options for locating the best solutions. From developing a privacy policy to establishing a fusion center to seeking guidance on First Amendment rights or implementing Global Reference Architecture standards, Global is ready to help!

How to Find the Global Resources You Need [↗](#)



The image shows a search interface for the Global Information Sharing Toolkit (GIST). On the left, there is a photo of a woman smiling while looking at a laptop, with the word "Search" overlaid in large white text. On the right, the text "View and search the entire Global product family" is followed by a bulleted list: "Search for products by keyword, phrase, or document title", "Filter by selecting individual or combinations of filters", and "View detailed information and related products". Below the list is a link that says "Click here to get started".



The screenshot shows the top navigation bar of the Criminal Intelligence Coordinating Council (CICC) website. It includes the BJA logo and a search bar. The main navigation menu has links for About, News, Topics, Programs & Initiatives (highlighted), Funding & Awards, Library & Multimedia, and Events. Below the navigation bar, the breadcrumb trail reads "Home / Justice Information Sharing / Global Justice Information Sharing Initiative (Global) / Global Groups and Focus Areas". The main heading is "Criminal Intelligence Coordinating Council (CICC)" in large white text on a dark blue background, with the subtitle "Justice Information Sharing" below it.

Key Resources

- [Information Sharing Homepage](#)
- [Global Justice Information Sharing website](#)
- [Global Advisory Committee \(GAC\) Member website](#)
- [Global Information Sharing Toolkit \(GIST\)](#)
- [CICC Website](#)
- [CICC Resources and Documents](#)
- [CICC Members](#)

Current Global Priorities

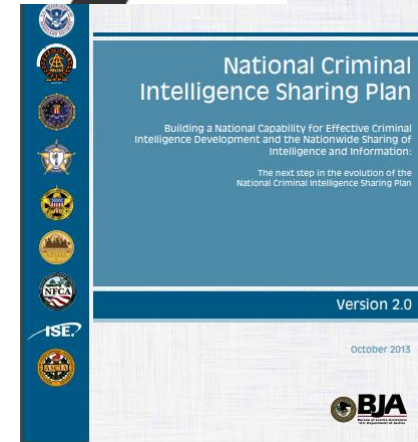
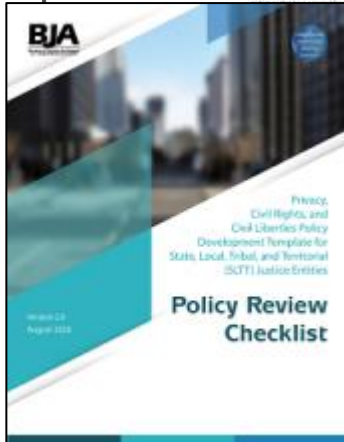
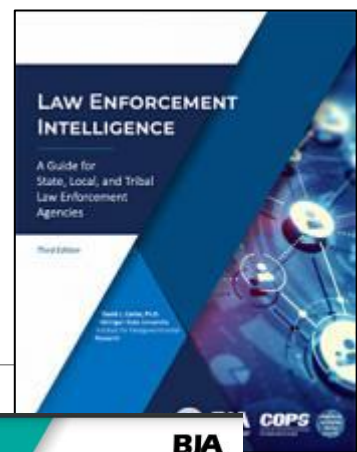
(as identified by the membership)

- Support Law Enforcement Agencies in Enhancing School Safety
- Utilize Intelligence Analysis Capabilities and Products
- Assess and Update CICC Resources
- Improve Federal, State, and Local Participation in Deconfliction
- Improve Education and Engagement With Rural, Local, and Tribal Agencies and Those Along the Southwest Border

Current and Recent Projects



- [Tips and Leads and Threats to Life Project](#)
- [Law Enforcement Intelligence: A Guide for State, Local, and Tribal Law Enforcement Agencies \(Third Edition\)](#)
- [The Resurgence of Methamphetamines: Methamphetamine Abuse Associated with the Opioid Crisis](#)
- [A Global Unified Message Regarding Information Sharing](#)
- [Facial Recognition Policy Template](#)





BJA
Bureau of Justice Assistance
U.S. Department of Justice



David P. Lewis

Senior Policy Advisor

david.p.lewis@usdoj.gov

202.616.7829

QUESTIONS



ANNUAL REPORT OF CCJSCA TO NACM

Greetings from the Council of Chief Judges of State Courts of Appeal (“CCJSCA”) and thank you for the opportunity to update the NACM board and its members on our organization’s recent activities.

At the time of writing this report, our organization has been developing virtual meeting opportunities for what we call “Chief Chats.” It is a quarterly opportunity for our membership to participate in confidential chat sessions about topics that are impacting our Courts on a daily basis. Frankly, sometimes we need to commiserate with others going through the same sort of court challenges. We have found that this is a great way to stay connected to our membership and an even better way to constantly exchange ideas for handling tough topics. Given the interest and success of these quarterly virtual “chats,” I highly encourage the idea to NACM leadership—as I’m certain NACM members have similar (and different) challenges and it would be nice to have a one-hour session every quarter to “chat” with friends going through the same thing.

The Committee that develops our “Chief Chat” programming is our Communications Committee and the credit for the great idea of the quarterly virtual chats amongst Chief Judges is theirs. Frankly, given the ability to have Zoom meetings with committee members has turned our committee structure into the life blood of our organization. Approximately 80% of our membership is an active member of one or more of our committees...finance, communications, newsletter, website, annual conference planning, security, development, strategic planning and evaluation, membership, nominations, education, historian, and executive. I think the opportunity to “see” each other in a Zoom meeting promotes more members wanting to participate and it has led to much more robust brain storming sessions and ideas springing from our committee structure.

Aside from day-to-day activities that are generated by our committees and web site opportunities, our annual conference planning committee is in full swing. That committee is developing fantastic programming for our annual conference that will take place November 12-16, 2024, in Monterey, California. Per usual, our membership can’t wait to meet in-person once again!

Along the “in-person” lines, we wish great success to NACM as its membership meets in New Orleans in July to embrace the leadership all of you provide to state courts and developing methods for doing it better and better. We value our partnership with NACM and thank you for the opportunity to walk alongside you!

Mark D. Pfeiffer, Judge
Missouri Court of Appeals—Western District
CCJSCA President 2023-24



MEMORANDUM

To: National Association for Court Management, Board of Directors
From: Jonathan Mattiello, Executive Director
Date: 6/24/2024
Subject: Report to the NACM Board

Background

The [State Justice Institute](#) (SJI) was established by Congress (42 U.S.C. 10701 et seq.) in 1984 to award grants to improve the quality of justice in state courts, and foster innovative, efficient solutions to common issues faced by all courts. SJI is a non-profit corporation governed by an 11-member [Board of Directors](#) appointed by the President and confirmed by the Senate. By law, the President must appoint six state court judges, and one state court administrator, from a nomination list provided by CCJ. The President also appoints four members of the public – no more than two of whom may be of the same political party.

SJI is unique in both its mission and how it seeks to fulfill it. Only SJI has the authority to assist all state courts – criminal, civil, juvenile, family, and appellate – and the mandate to share the success of one state's innovations with every state court system. SJI's FY 2024 budget is \$7.64 million. As of the 3rd quarter, SJI has awarded \$5.97 million in grants.

2024 marks SJI's 40th anniversary, which will be celebrated in a report that will be released this summer. The report will provide a retrospective overview of the important work SJI has achieved over the past four decades, highlighting specific projects that have supported the greatest areas of need in our state courts.

SJI Grant Support to NACM

Since FY 2010, SJI has supported 15 grants to NACM totaling approximately \$2.24 million. These grants have supported the NACM midyear and annual conferences, development of the NACM Core®, and special white papers. NACM has been a testing ground for new trends, such as SJI's focus on opioids, human trafficking, public trust and confidence, behavioral health, and pandemic response in the state courts. NACM's willingness to make resources available online, specifically videos from the meeting events which are posted on its YouTube channel, has been well-received by SJI's social media audience and key stakeholders. The wide reach of NACM's

conference programming provides SJI with a unique opportunity to support core state court curriculum development and integration.

Recently, SJI awarded a grant that will enable NACM to support the 2024 conferences and regional educational opportunities. As in previous years, NACM will develop and implement educational sessions that target several of SJI's Priority Investment Areas.

SJI Priority Investment Areas

SJI will continue leveraging funding whenever possible to help the state courts address the most critical issues in FY 2024. Each fiscal year, SJI allocates significant financial resources to support its Priority Investment Areas. The [Priority Investment Areas](#) are applicable to all grant types.

SJI strongly encourages potential grant applicants to consider projects addressing one or more of these Priority Investment Areas and to integrate the following factors into each proposed project:

- Evidence based, data-driven decision making
- Cross sector collaboration
- Systemic approaches (as opposed to standalone programs)
- Ease of replication
- Sustainability

For FY 2024, the Priority Investment Areas are listed below in no specific order:

Opioids and Other Dangerous Drugs, and Behavioral Health Responses

Behavioral Health Disparities

Research indicates that justice involved persons have significantly greater proportions of mental, substance use, and co-occurring disorders than are found in the public. SJI supports cross-sector collaboration and information sharing that emphasizes policies and practices designed to improve court responses to justice-involved persons with behavioral health and other co-occurring needs.

Trauma-Informed Approaches

Judges, court staff, system stakeholders and court-involved persons (defendants, respondents, and victims) alike may be impacted by prior trauma. This is particularly, but not exclusively, true for those with mental illness and/or substance use disorders. SJI supports trauma-informed training, policies and practices in all aspects of the judicial process.

Promoting Access to Justice and Procedural Fairness

[Procedural Fairness](#)

A fundamental role of courts is to ensure fair processes and just outcomes for litigants. SJI promotes the integration of research-based procedural fairness principles, policies, and practices into state court operations to increase public trust and confidence in the court system, reduce recidivism, and increase compliance with court orders.

[Self-Represented Litigation](#)

SJI promotes court-based solutions to address increases in self-represented litigants; specifically making courts more user-friendly by simplifying court forms, providing one-on-one assistance, developing guides, handbooks, and instructions on how to proceed, developing court-based self-help centers, and using Internet technologies to increase access. These projects are improving outcomes for litigants and saving valuable court resources.

[Language Access](#)

SJI supports language access in the state courts through remote interpretation (outside the courtroom), interpreter training and certification, courtroom services (plain language forms, websites, etc.), and addressing the requirements of [Title VI of the Civil Rights Act of 1964 and the Omnibus Crime Control and Safe Streets Act](#).

Reducing Disparities and Protecting Victims, Underserved, and Vulnerable Populations

[Disparities in Justice](#)

SJI supports research and data-driven approaches that examine statutory requirements, policies, and practices that result in disparities for justice-involved persons. These disparities can be because of inequities in socio-economic, racial, ethnic, gender, age, health, or other factors. In addition to identifying disparities, SJI promotes systemic approaches to reducing disparities.

[Human Trafficking](#)

SJI addresses the impact of federal and state human trafficking laws on the state courts, and the challenges faced by state courts in dealing with cases involving trafficking victims and their families. These efforts are intended to empower state courts to identify victims, link them with vital services, and hold traffickers accountable.

Rural Justice

Rural areas and their justice systems routinely have fewer resources and more barriers than their urban counterparts, such as availability of services, lack of transportation, and smaller workforces. Programs and practices that are effective in urban areas are often inappropriate and or lack supported research for implementation in rural areas. SJI supports rural courts by identifying promising and best practices, and promoting resources, education, and training opportunities uniquely designed for rural courts and court users.

Guardianship, Conservatorship, and Elder Issues

SJI assists courts in improving court oversight of guardians and conservators for the elderly and incapacitated adults through visitor programs, electronic reporting, and training.

Advancing Justice Reform

Criminal Justice Reform

SJI assists state courts in taking a leadership role in reviewing fines, fees, and bail practices to ensure processes are fair and access to justice is assured; implementing alternative forms of sanction; developing processes for indigency review; promoting transparency, governance, and structural reforms that promote access to justice, accountability, and oversight; and implementing innovative diversion and re-entry programs that serve to improve outcomes for justice-involved persons and the justice system.

Juvenile Justice Reform

SJI supports innovative projects that advance best practices in handling dependency and delinquency cases; promote effective court oversight of juveniles in the justice system; address the impact of trauma on juvenile behavior; assist the courts in identification of appropriate provision of services for juveniles; and address juvenile re-entry.

Family and Civil Justice Reform

SJI promotes court-based solutions for the myriad of civil case types, such as domestic relations, housing, employment, debt collection, which are overwhelming court dockets.

Transforming Courts

Emergency Response and Recovery

Courts must be prepared for natural disasters and public health emergencies, such as pandemics. SJI supports projects that look to the future of judicial service delivery by identifying and replicating innovations and alternate means of conducting court business because of pandemics and natural disasters such as hurricanes, earthquakes, and wildfires.

Cybersecurity

Courts must also be prepared for cyberattacks on court systems, such as denial of service and ransomware attacks on court case management systems, websites, and other critical information technology infrastructure. SJI supports projects that assist courts in preparing for, and responding to, these attacks, and share lessons-learned to courts across the United States.

Technology

SJI promotes and supports innovative technology projects that will improve court processes and procedures, including technology projects that: streamline case filing and management processes, thereby reducing time and costs to litigants and the courts; provide online access to courts to litigants so that disputes can be resolved more efficiently; make structural changes to court services that enable them to evolve into an online environment. Additionally, SJI supports the examination of potential integration of Artificial Intelligence (AI) into court processes, including identification of positive outcomes and potential limitations of AI.

Strategic Planning

Courts must rely on a deliberate process to determine organizational values, mission, vision, goals, and objectives. SJI promotes structured planning processes and organizational assessments to assist courts in setting priorities, allocating resources, and identifying areas for on-going improvements in efficiency and effectiveness. Strategic planning includes elements of court governance, data collection, management, analysis, sharing; and sustainable court governance models that drive decision-making. Strategic plans and outcomes should be communicated to judges, court staff, justice partners, and the public.

Training, Education, and Workforce Development

State courts require a workforce that is adaptable to public demands for services. SJI supports projects that focus on the tools needed to enable judges, court managers, and staff to lead their courts in future reform efforts.

Key Initiatives in FY 2024

The Future Post-COVID-19, Access to Justice, and the State Courts

The COVID-19 pandemic deeply impacted the U.S. justice system. State courts, attorneys, and all justice-involved people have drastically altered the way they conduct business due to the pandemic. As courthouses closed and court systems moved to virtual interactions, the court community rallied to respond to the ever-growing demands of justice-involved people, as any slowdown or restrictions on court operations would have had significant implications for essential services and urgent matters such as detainees and inmates, victims of violence, parents/guardians with custody issues, and tenants facing evictions. State courts at all levels across the country implemented strategies to continue providing access to justice.

In immediate response to the pandemic, SJI supported the Conference of Chief Justices (CCJ) and Conference of State Court Administrators (COSCA) [Pandemic Rapid Response Team](#) (RRT) in March 2020. With SJI funding, the RRT has been addressing the impact of the pandemic on state courts. The COVID-19 Emergency Funding and the PPPI Phase I grants were focused on providing immediate communication, collaboration, and tools to quickly respond to the needs of courts during the COVID-19 pandemic. Phase II was primarily aimed at identifying areas of innovation and working with courts, through the [Implementation Labs](#), to foster broader implementation and sustainability of effective methods for providing court services in a safe, fair, and efficient manner. SJI recently awarded a Phase III grant for the RRT to identify the “new normal courts” and document: 1) how they are operating; 2) the new procedures that were developed; 3) what supportive policies are necessary; 4) what technologies are needed.

Previously, SJI funded a first of its kind [National Pandemic Summit](#) at the University of Nebraska Medical Center in May 2019. The summit included court leaders, public health officials, legislators, and executive branch officials from 25 states and three territories. The summit focused on the need for states to plan and prepare for a pandemic, which was valuable to the COVID-19 response.

SJI identified [Emergency Preparedness and Cybersecurity](#) as one of its [Priority Investment Areas](#) for FY 2020, and has invested considerable resources into supporting the courts in pandemic planning, response, and recovery activities. SJI supported [projects](#) that look to the future of judicial service delivery by identifying and replicating innovations and alternate means of conducting court business because of the pandemic. SJI continues to value a system change approach (as opposed to the replication of narrowly focused programs or projects) that emphasizes the use of case triage to match cases and parties to appropriate resources and services both within and outside the courthouse, and support increased information for self-represented litigants. This also includes the use of technology innovations such as online dispute resolution (ODR), portal development, virtual hearings, Artificial Intelligence (AI) and other efforts to enable court business to be conducted outside of the courthouse.

SJI supported the first examination of potential integration of Artificial Intelligence (AI) into court processes, including identification of positive outcomes and potential limitations of AI. In FY 2023, SJI awarded a grant to the (National Center for State Courts) NCSC to develop two

products: 1) guidelines for the ethical and evidence-based use of AI technologies in the state courts; and 2) an AI Impact Assessment Tool for the state courts. The guidelines will provide a framework for defining norms, values, and ethical principles related to the uses of AI in state courts. The impact assessment tool will assist courts that were considering adopting specific AI tools through the decision-making process. The AI guidelines and AI Impact Assessment Tool will help ensure that state courts are aligned with each other and with the latest scientific developments in their policy making around AI. The project is building a structure for keeping both the guidelines and the impact assessment tool up to date as the science of AI advances.

Opioids, Emerging Drug Abuse, and Mental Illness: State Court Behavioral Health Collaborative Grant Program

The impact of the opioid crisis touches every aspect of the nation's public safety and judicial system. According the U.S. Department of Health and Human Services/Substance Abuse and Mental Health Services Administration (SAMHSA) data, the criminal justice system is the single largest source of referral for substance abuse treatment. Drug-related arrests involving opioids are skyrocketing. In many communities, court dockets and probation caseloads are filled with individuals with opioid use disorders. Access to treatment is limited, particularly in rural communities. The shift from prescription opioid abuse to heroin and fentanyl use is causing a dramatic spike in overdose deaths in some regions of the United States, particularly the Midwest and in the South.

In response, SJI funded a comprehensive strategy for responding to the challenges facing state courts in addressing the national opioid crisis. In partnership with CCJ, the Conference of COSCA, and other key stakeholders, funding was provided to create the CCJ/COSCA [National Judicial Opioid Task Force](#) (NJOTF). This initiative identified and documented inter-branch activities to address the opioid crisis.

In addition to the impact of opioid abuse on criminal courts, the nation's family and juvenile courts, and child welfare systems, are also deeply impacted. A report by DHS/Administration for Children and Families shows that from FY 2000 to 2019, the percentage of removals nationally due to parental substance abuse increased 18.5 percent to 38.9 percent – an increase of 20.4 percentage points.¹ Thirteen (13) states report that 50 percent or more of the removals are due to parental substance abuse.²

Adverse childhood experiences (ACES) significantly impact the likelihood of future substance abuse, violence, and justice system involvement.³ Prevention and intervention strategies, such as early identification of trauma and trauma-informed treatment, can significantly reduce the

¹ U.S. Department of Health and Human Services, Administration for Children and Families (2020). <https://www.acf.hhs.gov/sites/default/files/documents/cb/afcarsreport27.pdf>

² U.S. Department of Health and Human Services. Administration for Children and Families, Children's Bureau, Adoption and Foster Care Analysis and Reporting System (AFCARS) (2019 v1).

³ Levenson, Jill, and Grady, Melissa (2016). *Childhood Adversity, Substance Abuse, and Violence: Implications for Trauma-Informed Social Work Practice*. Journal of Social Work Practice in the Addictions. Vol. 16, Issue 1-2.

impacts of ACES. With SJI support, the National Center for State Courts (NCSC), the Institute for Intergovernmental Research (IIR), the National Council of Juvenile and Family Court Judges (NCJFCJ), and The National Judicial College (NJC) have developed a collaboration to assist state courts in addressing the impact of opioids on children and families.

Additionally, SJI is partnering with the U.S. Department of Justice/Bureau of Justice Assistance (BJA), and the Centers for Disease Control (CDC) to provide funding to rural demonstration sites through the Rural Responses to the Opioid Epidemic (RROE) initiative. The RROE is part of a series of demonstration projects associated with BJA's [Comprehensive Opioid, Stimulant, and Substance Abuse Program](#) (COSSAP). SJI funding is enabling the demonstration sites to include the state courts in their work, and ensuring courts have the resources they need to contribute to the overall objectives of each site.

Building upon the RROE, and with funding from SJI, the NCSC, in partnership with [Rulo Strategies](#), launched the Rural Justice Collaborative (RJC) in January 2021 to showcase the strengths of rural communities, and highlight the cross-sector collaboration that is a hallmark of rural justice systems. The work under the RJC is supported by a cross-sector advisory council composed of rural judges, along with additional stakeholders in the justice, child welfare, and behavioral health, and public health systems. The RJC [Online Resource Center](#) launched in late Spring 2021, and serves as a national clearinghouse of promising and innovative rural justice practices. The RJC is identifying mentor sites that will host virtual or in-person site visits, answer questions from other rural communities via phone, email, or webinars, and participate in conferences and workshops to share promising and innovative rural justice practices.

SJI also is supporting the CCJ/COSCA National Judicial Task Force to Examine State Courts' Response to Mental Illness (MHTF). The MHTF is currently:

- Developing resources, best practices and recommend standards to address mental illness and the state courts response.
- Expanding the NCSC mental health [website](#) to create a centralized repository for state courts interested in improving court and community responses.
- Providing resources to improve caseload management of civil commitment cases as well as felony and misdemeanor cases involving persons with mental illness.
- Providing education by developing national, regional, and statewide training and education opportunities for judges and court practitioners.
- Developing guides and resources on the Sequential Intercept Model, and adapt the SJI-funded Arizona Presiding Judge Guide titled, [Fair Justice for Persons with Mental Illness: Improving the Courts Response](#) for use nationally.
- [Building capacity](#) of state and national court leader to lead and implement reforms.

Action Blueprint for Racial Justice

A joint CCJ/COSCA resolution, [In support of Racial Justice and Equity for All](#), was adopted in 2020 that documented the commitment of national state court leadership “to intensify efforts to combat racial prejudice within the justice system, both explicit and implicit ... so that justice is not only fair to all but also recognized by all to be fair.” The Blueprint, through the four established working groups: 1) fairness and awareness, 2) systemic change, 3) increasing diversity of the bench, bar, and court workforce, and 4) communication and implementation is providing comprehensive, data-informed guidance to state courts to find solutions to racial justice issues.

SJI provided initial grant support to the NCSC in FY 2021 for the development, testing, and dissemination of an organizational assessment tool that will enable judicial leaders to determine how best to ensure racial and ethnic fairness in their courts. Following on these efforts, SJI awarded a larger grant in FY 2022 to support the [Blueprint for Racial Justice](#), which is:

- Developing a set of guiding principles to evaluate existing practices and potential reforms, along with training on the principles.
- Developing Toolkits and resources on evidence-based practices and policies that effectively address disparities in case outcomes.
- Providing supporting tools and materials for court professionals, such as data standards that include definitional and data mapping guidance.
- Drafting model rules or statutes addressing racial disparities, which will also include the guiding principles.
- Launching a strategic process to enable state courts to work with high schools, colleges, law schools, bar associations, and other partners to expand diversity of the bench and justice system workforce.

Child Abuse and Neglect, Juvenile Justice Reform, and the State Courts

SJI has funded many innovative projects that have implemented broader juvenile justice reform at the national, state, and local levels. The report⁴ accompanying the FY 2023 House Commerce, Justice, Science, and Related Agencies (CJS) Appropriations Bill included the following language:

The additional funding is provided to enhance the Institute’s efforts to improve the quality of justice in State courts and address the unique challenges of the opioid epidemic, mental health issues, juvenile justice, child abuse, and court technology.

⁴ The FY 2022 Senate CJS Bill did not have an accompanying report.

In response, SJI [awarded grants](#) through a special Request for Applications (RFA) process in FY 2023. The purpose of these grants is to further improve state court efforts in addressing child abuse and neglect. The projects will enhance state and local court ability to handle challenging cases, and better serve youth and their families. In addition to meeting all other application requirements, SJI gave priority consideration for funding to projects that focused on institutionalizing, replicating, and/or building on national best practices and procedures surrounding child abuse and neglect case processing. Projects do not duplicate existing activities supported by other sources, such as the U.S. Department of Health and Human Services/Children's Bureau's Court Improvement Program.

Conclusion

SJI remains the only source of federal or private funding dedicated exclusively to improving the quality of justice in the state courts. There is a strong national interest in continuing to support the state courts, as there is with federal funding for state and local law enforcement, corrections, prosecution, and public defense. The state courts handle over 99 percent of all the cases in the United States.⁵

Civil actions – foreclosures, tort, contract, small claims, probate, mental health, and civil appeals cases – constitute a growing area for state courts as the population ages, discovery delays increase, appeals courts are inundated with dissatisfied litigants and substantive legal challenges, and rental markets are saturated with homeowners displaced by foreclosures. SJI has experienced an increase in grant applications seeking assistance to help the state courts become more administratively effective, so that they can address these issues. SJI support provides the state courts with significant opportunities to reorganize, innovate, and improve service delivery to the public.

SJI will continue leveraging its grant funding whenever possible to help the state courts address the most critical issues in FY 2024. The effectiveness of the state courts is critical to ensuring that the public experiences the justice guaranteed by the Constitution. SJI to continue to work with its partners to identify issues that impact all courts, fostering innovative solutions, and sharing information on successful approaches nationwide.

⁵ National Center for State Courts. Court Statistics Project. 2018. *State Court Caseload Digest*.



National Court Reporters Association Update

Prepared for the National Association for Court Management

Who the National Court Reporters Association represents

NCRA is the association for stenographic court reporters and captioners. Members include official court reporters, freelancers, broadcast captioners, CART captioners, and certified legal videographers. NCRA has had the pleasure of partnering with the courts of our great nation to ensure the timely, impartial, accurate, and optimal delivery of court transcripts.

Major priority

NCRA is committed to growing the stenographic court reporting and captioning professions to ensure an ample supply of high-quality experts are available to fill the increasing number of job opportunities both in and out of the courtroom. The NCRA A to Z[®] Intro to Steno Machine Shorthand program is a free, six-week class that introduces interested individuals to the industry and helps focus resources on those most likely to succeed. It is offered online and as an asynchronous course. NCRA has partnered with several vendors to assist with making machine rentals and software available to participants.

Major priority

NCRA is committed to ensuring the security and preservation of the official record captured by a live stenographic court reporter and remains recognized as the gold standard in the industry. Only a live stenographic court reporter can offer watermarks and syllable-by-syllable authentication for every spoken word, the highest level of protection of private information and personal responsibility and accountability for the official record.

Today's court reporters and captioners are savvy

Within minutes, a realtime stenographer has the capability of sending a 99 percent accurate realtime transcript across the room or across the ocean to judges and parties needing access to the record whenever and wherever legal proceedings can be held. In many jurisdictions, the court reporter brings the most advanced technology into the courtroom with realtime translation to the judge and counsel via streaming technology. NCRA offers a number of nationally recognized certifications that indicate the court reporter's or captioner's excellent skill set and ability to produce the highest quality product.

High concerns regarding the use of AI in the courtroom

In November 2023, NCRA published its first white paper highlighting the emerging ethical issues related to the implementation of artificial intelligence in the U. S. judicial system, *"Emerging ethical issues highlighted related to the use of Artificial Intelligence in U.S. legal system."* The paper can be found at [NCRA.org](https://www.ncra.org).

The 22-page document is the result of three years of research into the use of Artificial Intelligence (AI) and Automatic Speech Recognition (ASR), voice cloning, and digital audio recording, and reveals the urgent need to strengthen protections of America's established court processes to ensure that early-stage technologies, products, and services such as these do not either inadvertently or intentionally corrupt the integrity of the nation's judicial system. The paper is intended to serve as a crucial reminder to courts, lawyers, and justice advocacy groups of the importance of ensuring the integrity of the nation's court records. The paper notes that, while these technologies can offer great opportunities such as mass data management, their programmed algorithms must not be relied on to perform tasks that require the expertise, critical reasoning, and interpretive skills unique to specifically trained people such as NCRA certified stenographic court reporters.



National Court Reporters Association Update

Prepared for the National Association for Court Management

Budgetary and safety concerns

Many states and federal organizations create task forces to address different aspects of function such as budgeting, processing, funding, and other administrative concerns. Stenographers can serve to inform decision makers on the processes of making the record including how that record is guaranteed to be preserved and secured, a promise that cannot be met often by other means of making the record.

High dollar hidden costs as well as privacy risks associated with the use of electronic recording to capture the record are just two factors that should generate great concern by those who choose this method over relying on a live stenographic court reporter. Of major concern is that outsourcing an electronic recording to an outside transcription company often means the recording is being sent overseas, putting personal information at a high risk and potentially even violating legislation that is designed to protect private information. Also of concern is that information needing to be redacted prior to outsourcing requires extra court staff time and could subject the court system to additional legal responsibility in regard to protecting someone's personal information. Additionally, transcripts produced from electronically recorded proceedings are replete with inaudibles and unintelligibles that can lead to critical information not being preserved and, in some cases, result in entire records being unable to be certified or be of any appellate use at all. By contrast, stenographic court reporters supplying individual laptops provide an additional backup should a court's system be hacked or attacked by ransomware.

The human presence lowers risks

The human factor involved in using a live stenographic court reporter to capture, preserve, and secure the record cannot be replaced or better protected by means such as facial recognition, voiceprint, and other biometric-related technology that is increasingly infiltrating various facets of everyday life. While some of this new technology brings potential benefits, it also brings significant data privacy and cybersecurity risks. Those risks can include the potential for fraud as well as inaccuracies that can lead to significant legal implications.

A live stenographic court reporter's notes and their ability to create instantaneous translation protects against these emerging risks that are created by relying on electronic recordings and other biometric-related technology.

Legal Education Program

NCRA also offers the Legal Education Program, an invaluable resource supported by the National Court Reporters Foundation (NCRF). The program facilitates the education of the legal profession about the role of the stenographic court reporter through a court reporter-led seminar to educate law students, attorneys, and judges on "Making the Record" and on the value of using stenographic reporting technology to capture [and maximize the availability and use of] the official record. More information on the Legal Education Program can be found on [NCRA.org/NCRF](https://www.ncra.org/NCRF).