#### OREGON STATE BAR MEETING OF THE BOARD OF GOVERNORS Schedule of Events April 4, 2008 3/25/2008 8:24 AM

Meeting Place	Oregon State Bar	Phone:	503-620-0222
	16037 SW Upper Boones Ferry Road		
	Tigard, OR 97224		

### Friday, April 4, 2008

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8:00 a.m. – 9:00 a.m.	Public Affairs Con Skerjanec, Vieira) Santiam Room	nmittee (Fisher, Gaydos, Johnson, Piucci,
	Call in Number:	888-891-0496
	Conference ID:	
9:00 a.m. – 10:00 a.m.	Policy and Govern	ance Committee (Gerking, Worcester,
	-	ner, Matsumonji, Vieira) **
	McKenzie Room	
	Call in Number:	888-737-5834
	Conference ID:	934254
9:00 a.m. – 10:00 a.m.	Member Services (	Committee (Gaydos, Wright, Johnson,
	Fisher, Johnnie, Ke	nt) **
	Santiam Room	,
	Call in Number:	888-891-0496
	Conference ID:	254704
10:00 a.m. – 11:00 a.m.	Executive Director	r Search Special Committee (Skerjanec,
	Fisher, Gaydos, Joh	
	McKenzie Room	,
	Call in Number:	888-737-5834
	Conference ID:	934254

11:00 a.m. – 11:30 a.m.	Budget and Finance Kent, Lehner, Wor McKenzie Room	ce Committee (Green, Skerjanec, Gaydos, cester) *
	Call in Number:	888-891-0496
	Conference ID:	254704
11:45 a.m. – 1:30 p.m.	50-Year Members'	Lunch
	Tualatin Country	
	9145 SW Tualatin F	Road
	Tualatin, OR 97062	2
2:00 p.m. – 3:00 p.m.	Access to Justice C	Committee (Wright, Vieira, Gerking, Kent,
	Lehner, Matsumon	ji)
	Santiam Room	
	Call in Number:	888-737-5834
	Conference ID:	934254
3:00 p.m. – 4:00 p.m.	Special Board Mee	ting
	McKenzie Room	
	Call in Number:	888-891-0496
	Conference ID:	254704
4:00 p.m. – 4:30 p.m.	Public Member Se	lection Committee (Worcester, Lehner,
	Greene, Johnnie, V	ieira)
	Santiam Room	
	Call in Number:	888-891-0496
	Conference ID:	254704
* and ** indicate commit	tees which have no ove	erlap and can meet at the same time.
NO MEETING	Appellate Screeni	n <b>g Committee</b> (Evans, Gerking, Johnson,
	Greene, Matsumor	•

NO MEETING Appointments Committee (Evans, Gerking, Fisher, Johnnie, Piucci, Vieira, Wright) \*



### Oregon State Bar Meeting of the Board of Governors April 4, 2008 Special Open Session Agenda

The Open Session Meeting of the Oregon State Bar Board of Governors will begin at 3:00 p.m. on April 4, 2006; however, the following agenda is not a definitive indication of the exact order in which items will appear before the board. Any item on the agenda may be presented to the board at any given time during the board meeting.

April 4, 2008

- 1. Special Appearance
  - A. Chief Justice Paul J. De Muniz Inform
- 2. Executive Director Search Special Committee [Ms. Skerjanec]
  - A. Approval of Executive Director Job Description Action 1-4

The job description will be delivered to board members prior to the board meeting and separate from this document.

3. Good of the Order (Non-action comments, information and notice of need for possible future board action)

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### **Position Description**

Title of Position: Executive Director	Exempt: Yes
Department: Executive Services	Range: NA
Supervisor's Title: Board of Governors	FTE: 1.0

#### **Overall Position Objective:**

Serves as the chief executive officer for the Oregon State Bar (OSB). Responsible for the day to day administration of the OSB.

#### **Essential Duties**:

- Works with the board in articulating an overall vision for the OSB, its future development, and annual strategic planning and policy development.
- Creates a strong integrated team environment which results in excellent staff morale.
- Models behavior and provides leadership that recognizes diversity and uses inclusive and culturally competent practices.
- Models behavior and provides leadership that promotes professionalism.
- Responsible for development of the board agenda working closely with board officers, committee chairs, and key bar staff. Responsible for accurate board minutes.
- Supervises the election of bar officers, BOG members, and other elected bar representatives.
- Formulates and implements internal operating policies and procedures for the bar.

- Oversees implementation of all OSB programs and services, including planning, budgeting, financing, and implementing board directives.
- Evaluates OSB operations, service delivery, and programs on the basis of measurable outcomes and reports the results of the measurement to the board.
- Oversees communication with the bar membership and the public.
- Assists the BOG with the development and implementation of long-term policy and planning.
- Prepares budget for BOG approval and, within parameters approved by the board, supervises fiscal and budgetary matters of the bar including, but not limited to, negotiating and executing contracts; collecting debts owed to the bar and assigning debts for collection; and acquiring, managing, and disposing of personal property related to the bar's operation.
- Develops and maintains effective communication with a broad constituency, including without limitation, members of the bar, the Board of Governors, officers, bar associations, specialty bars, law schools, the Professional Liability Fund, and other law-related membership entities.
- Creates, organizes, and participates in public speaking and public relations events on a frequent basis.
- Represents the bar and the Board of Governors before bar-related entities, the judicial system, the legislature, the membership, and the community.
- Responsible for the direct supervision of the managers and supervisor of the bar, excluding those staff working for the Professional Liability Fund.
- Directs and supervises management of all bar staff, including without limitation, hiring, training, scheduling, reviewing work, and evaluating performance of professional and non-professional staff.
- Monitors development and implementation of human resources policies assuring compliance with all appropriate laws and regulations.
- Performs other duties as imposed by the Bar Act, the Bar Bylaws, or as otherwise directed by the board.

(revised 04/04/2008)

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#### Other Duties:

- Maintains contact with a variety of national and state bar associations and professional groups.
- Serves as bar liaison to committees, sections, task forces and other groups.
- Other duties as assigned by the board.

#### Qualifications:

- Graduation from a four-year college or university with a degree in management, business, public administration, or a related field. Post graduate degree or Juris Doctor preferred.
- Five years administration management experience including program planning, administration, evaluation, and budgeting as well as personnel selection, supervision, and evaluation.
- Combination of experience and training that demonstrates knowledge, understanding, and utilization of diversity and its related concepts and practices and cultural competency issues.
- Five years experience working with a Board of Directors in a public, private, or non-profit organization.
- Knowledge and understanding of public sector administrative and regulatory law, and of the legislative process.
- Experience representing or working with professionals and outreach to people from a variety of backgrounds.
- Successful experience working with a variety of internal and external groups including obtaining consensus and support for program initiatives and solutions.
- Demonstrated ability to work collaboratively and effectively with difficult issues at various levels of an organization.
- Evidence of successful use of project management and time management skills.
- Ability to work in a team environment and provide professional customer service.

- Ability to exercise sound judgment in keeping with the objectives and policies of the bar.
- Evidence of excellent interpersonal communication, public speaking, public relations, and conflict management skills, including ability to communicate with a broad constituency..
- Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be considered for the above.

#### Job-Related Physical Characteristics:

- Communication in person, in writing, and by phone.
- · Ability to operate a computer.
- Ability to manipulate data for program and budgetary purposes and word processing.
- Ability to use standard office equipment.
- Ability to perform as a public speaker.
- Ability to travel within and outside Oregon.

## eCourt Program *Overview*

OJD is building a statewide electronic courthouse providing a common experience for all citizens of the state regardless of location. Over the next 5 years OJD will:

• Improve statewide technology infrastructure.

5. 6

- Develop an online system allowing citizens, businesses, and government to access the courts from anywhere at any time.
- Implement standard, efficient business practices statewide.
- Implement a new case and financial management system.
- Develop common interfaces that provide stakeholders with ability to exchange information.
  - State agencies such as Corrections, Criminal Justice Commission, Human Services, Department of Motor Vehicles, and State Police (LEDS).
  - Local government agencies such as Sheriffs, District Attorneys, and local human service agencies.
  - Other partners such as attorneys and local treatment providers.



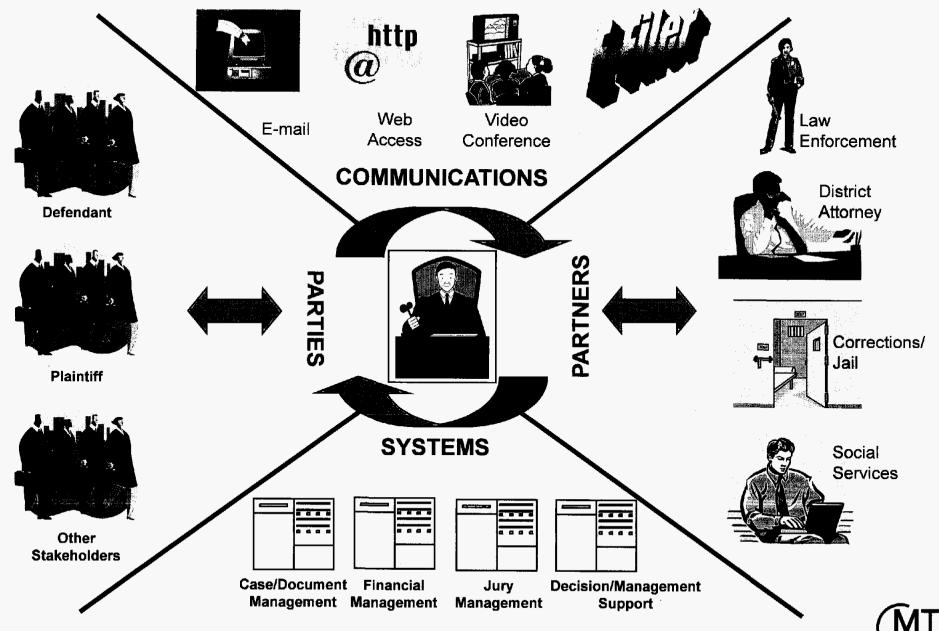
## eCourt Program Overview Key Decisions for the Future

- Centralized unified system statewide All courts, all sizes.
- Case Management System Replace OJIN with vendor product.
- Migration toward paperless environment Use of E-filing, imaging, etc.
- Implementation of a Self Service Model Pro Se cases, etc.
- Standardization of business processes Uniform versus unique.



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### eCourt Program Overview A Visual Reference



## eCourt Program Overview *Attributes*

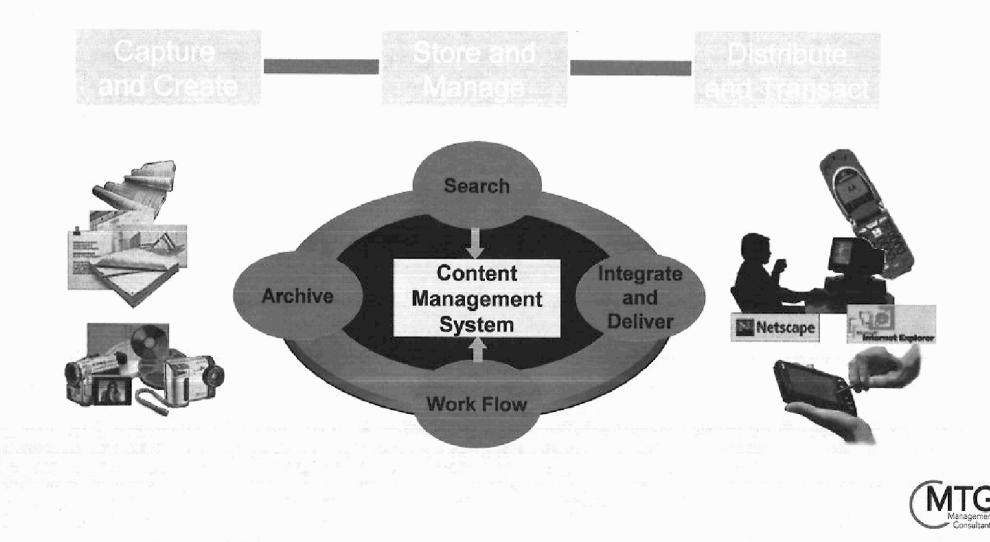
- Document Management/Paperless
- Assisted Self Service.
- Public Access.
- Electronic Commerce.
- Electronic Funds Transfer.
- Pro Se filing.
- Stakeholder Integration.
  - » Criminal Justice
  - » DMV
  - » Social Services
- Video Conferencing.
- Streaming Video.

- Return of court rulings.
- Multiple language.
- Self help services
- Subscription/notification.
- Jury management.
- Calendaring.
- Traffic School registration.
- Online Computer/Video Based Training.
- Audio/Video of in court proceedings.
- Online evidence submission.
- Attorney registration.



### ECM Requirements Review Operating Concepts

Electronic Content Management is the strategy and technologies employed to manage the capture, storage, security, control, retrieval, distribution, preservation and destruction of documents and digital content related to organizational processes.



## ECM Requirements Review Operating Concepts

- Electronic Content Management (ECM) helps manage all *unstructured information*. This includes:
  - » Electronic forms.
  - » Documents.
  - » Images.
  - » Video.
  - » Audio.
  - » Computer- generated data (e-mail, reports, etc).
- Enables search and retrieval by creating *schemas* and information *indexes* (think Google).
- Manages *relationships* between pieces of content.
- Controls how content is shared and displayed.



## E-Filing Requirements Review Operating Concepts

- Receive all possible documents electronically, in digital form, preferably via the web.
- Ability to verify that the documents submitted are received and their integrity is maintained by the system.
- Accept web-based payment when a fee is required for the electronic filing of documents or payment of other court imposed financial obligations.
- Ability to transmit and serve parties with submitted documents at the same time as submitted.
- Implement 24x7x365 access to court records and the ability to submit documents to the court in a manner that does not require a physical presence in the courthouse.



### Portal Requirements Review Operating Concepts

The OJD Web Portal will promote access by the public to conduct business that can currently only be performed while on site at the courthouse. Internet access is planned to provide the ability to file cases, pay fees, view documents and provide court how-to information that is relevant for pro se filers and others.

- Requirements:
  - » Ease of navigation.
  - » Consistent look and feel across all courts.
  - » Web payment processes and tools.
  - » Electronic forms.
  - » Multiple languages.
  - » 24x7x365 access.
  - » Security.



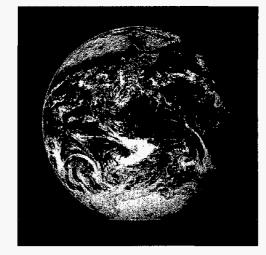
### Portal Requirements Review The MLB.com Model

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# **Brave New World**

Coming Soon to A Court Near You



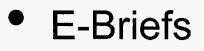
## Things change . . .

# How soon?

## Timeline

- 2005 now: ACMS
- May 07 now: e-Briefs (Supreme Court)
- Now: Public Access ACMS & e-Briefs
- 90 days: web portal, e-filing & e-payment (first steps)
- 1 Year: expanded e-court
- 2 Years: full implementation

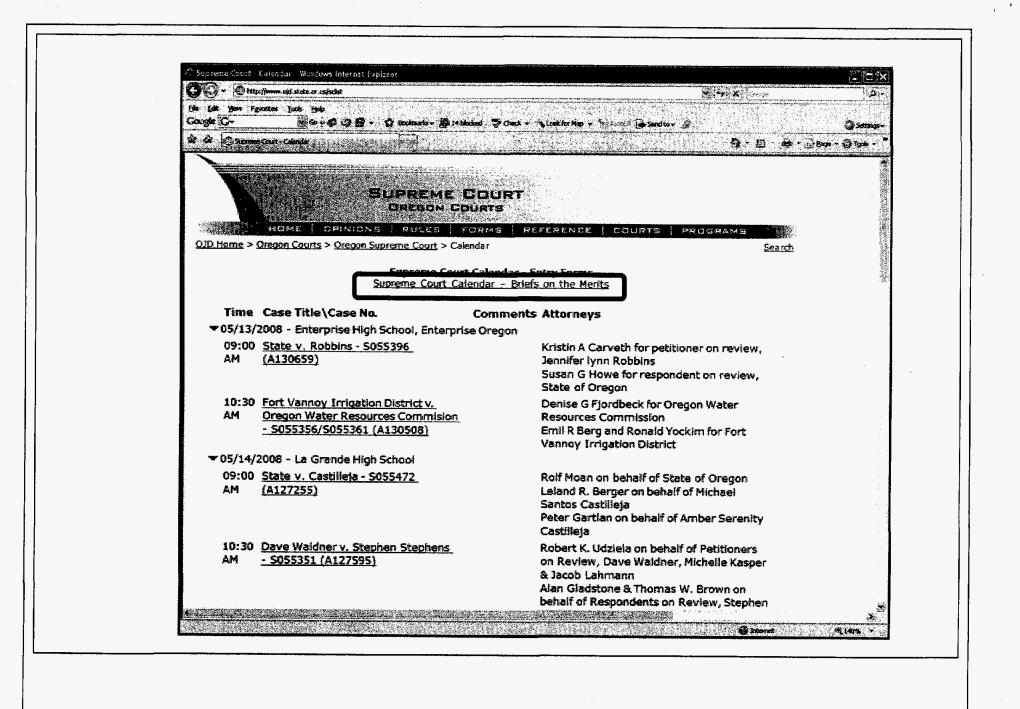
## **Public Access Now**



 ACMS – Appellate Case Management System

## E-Briefs: ORAP 9.17

- Merits Briefs in Oregon Supreme Court
- Send PDF as well as file paper copies
- Parties, intervenors, amicus (not pro se)
- briefs@ojd.state.or.us
- Accessible through web



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Time Case Title\Case No. Comments	Attorneys
05/13/2008 - Enterprise High School, Enterprise Oregon	
09:00 <u>State y. Robbins - 5055396</u> AM <u>(A130659)</u> Brief of Petitioner on the Merits	Kristin A Carveth for petitioner on review, Jennifer lynn Robbins Susan G Howe for respondent on review, State of Oregon
10:30 Fort Vannoy Inigation District y	Denise G Fjordbeck for Oregon Water
AM <u>Oregon Water Resources</u> Commision - S055356/S055361 (A130508)	Resources Commission Emil R Berg and Ronald Yockim for Fort Vannoy Irrigation District
Brief of Petitioner (Ken-Wal) on the Marits	
Brief of Petitioner (Oregon Water) on the Merits	
05/14/2008 - La Grande High Schoot	
09:00 <u>State v. Castilleja - S055472</u> AM (A127255)	Rolf Moan on behalf of State of Oregon
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	Plaintiff-Respondent,	) Trial Court No. 050545301	
1R	Respondent on Review,	)	
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		) Appellate Court No. A130659	
	JENNIFER LYNN ROBBINS,	ý	
	Defendant-Appellant,	) Supreme Court No. S055396	
	Petitioner on Review.		Contraction of the second
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	PETITIONER'S	BRIEF ON THE MERITS	
	Review of the dec	ision of the Court of Appeals	
	on an appeal from a judgment o	f the Circuit Court for Multnomah County	
	Honorable MAR	SHALL L. AMITON, Judge	
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#### State of Oregon Law Library



The State of Oregon Law Library is the primary legal information resource for state government and offers access to the law Law Library Digital for all Oregonians.

The State of Oregon Law Library traces its history to the Tenttonial Act of 1848, which established the Oregon Tentonial Government and provided for a Brrary "to be kept at the seat of government for the use of the governor, legislative assembly, judges of the Supreme Court, secretary, marshal, and attorneys of said territory, and such other persons....as shall be prescribed by law.\*

The library collection includes primary legal material, historical and current, from all U.S. jurisdictions. Statutes and case tax from all 50 states and the federal government are available. The collection is especially rich in historical Oregon resources. The Law Library maintains current secondary material in virtually all areas of law and houses a large collection of legal periodicals.

#### Find put more....

#### CLE/Oregon Resources

**CLE Program Materiais** Other Oregon Resources Oregon Law Before Statehood

1163 State Street Supreme Court Building Salem, Oregon 97301 503-986-5640 Hours: 8:00 AM - 5:00 PM Monday - Friday

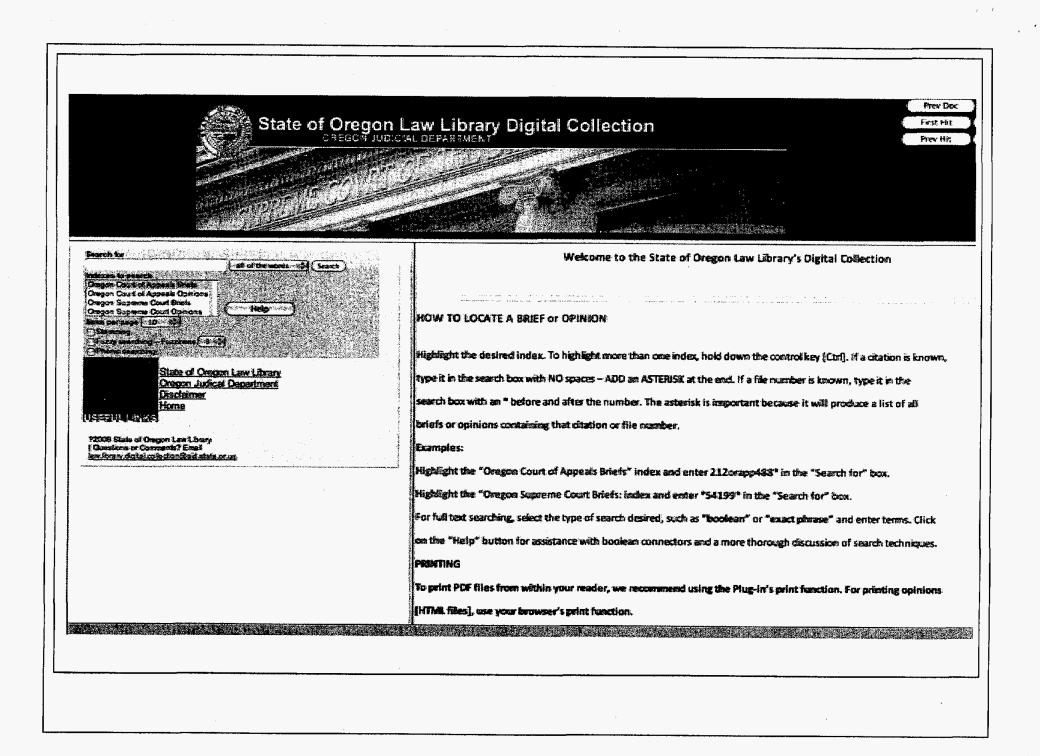
**Historical Documents** 

State of Oregon 

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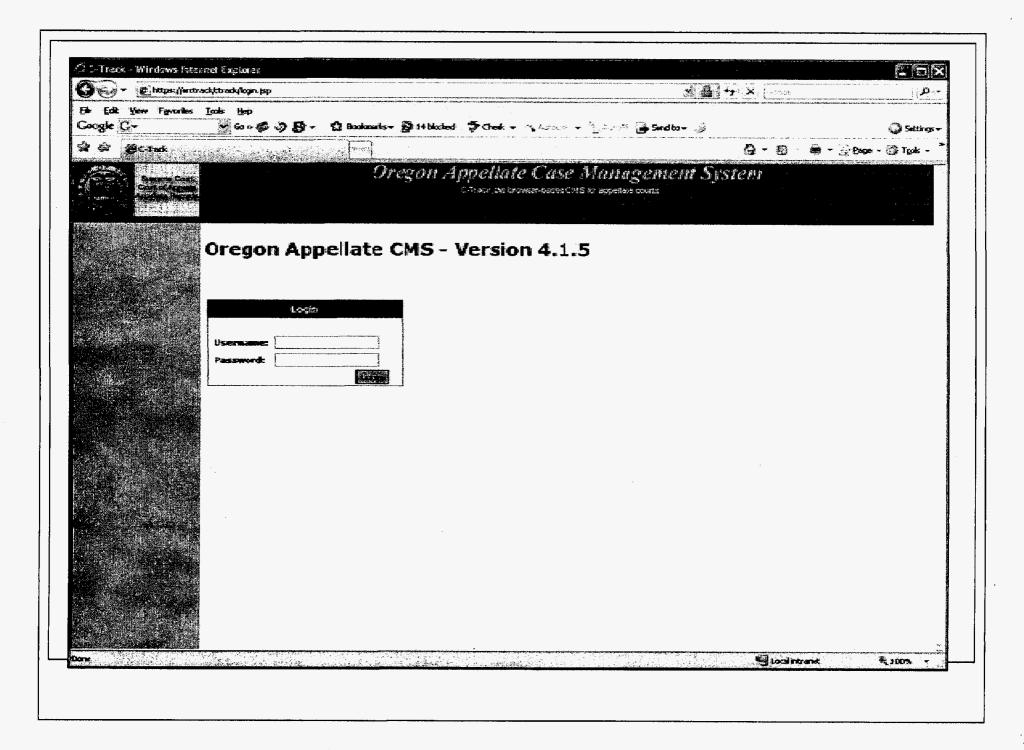
OR Separate Court and Court of Appeals Briefs

Territorial Act of 1848 Rev. Stat. Territory of Oregon-



# ACMS

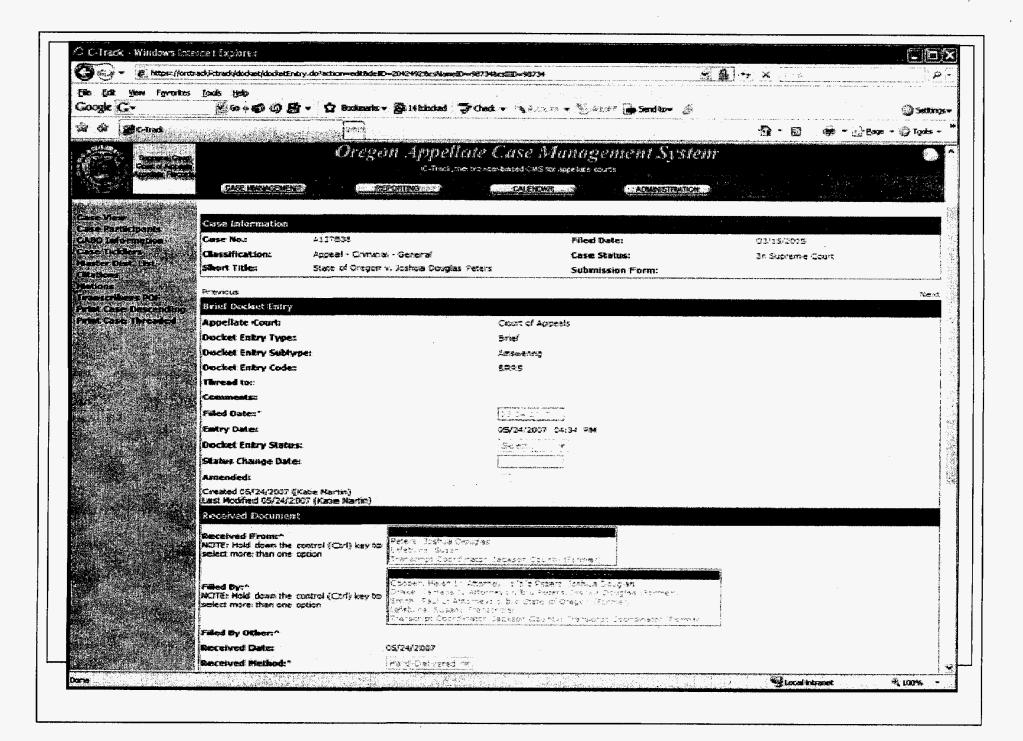
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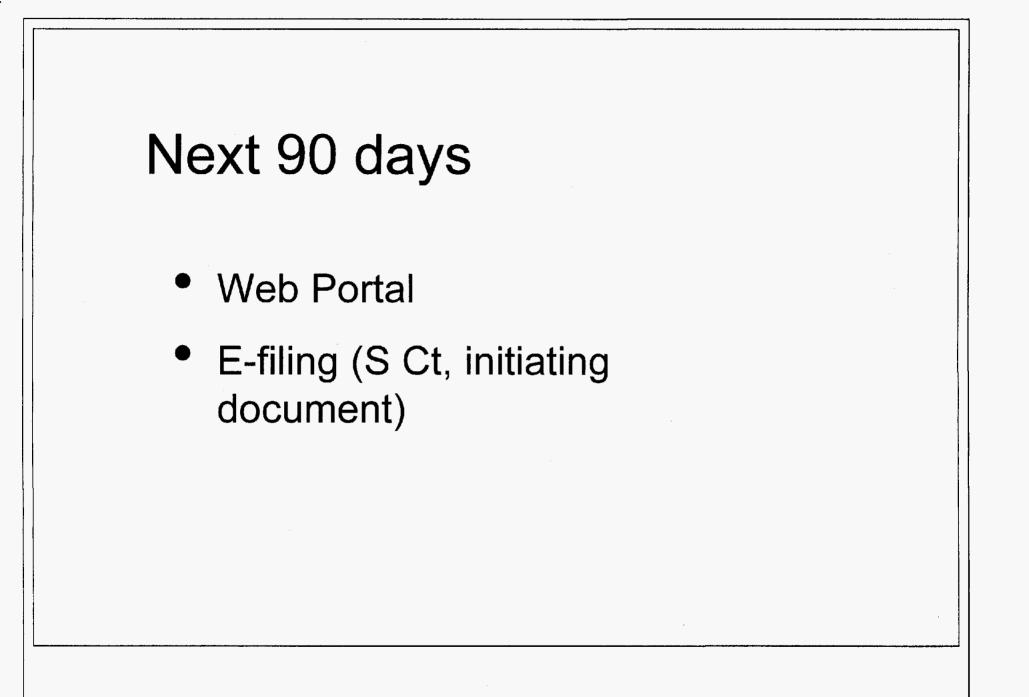


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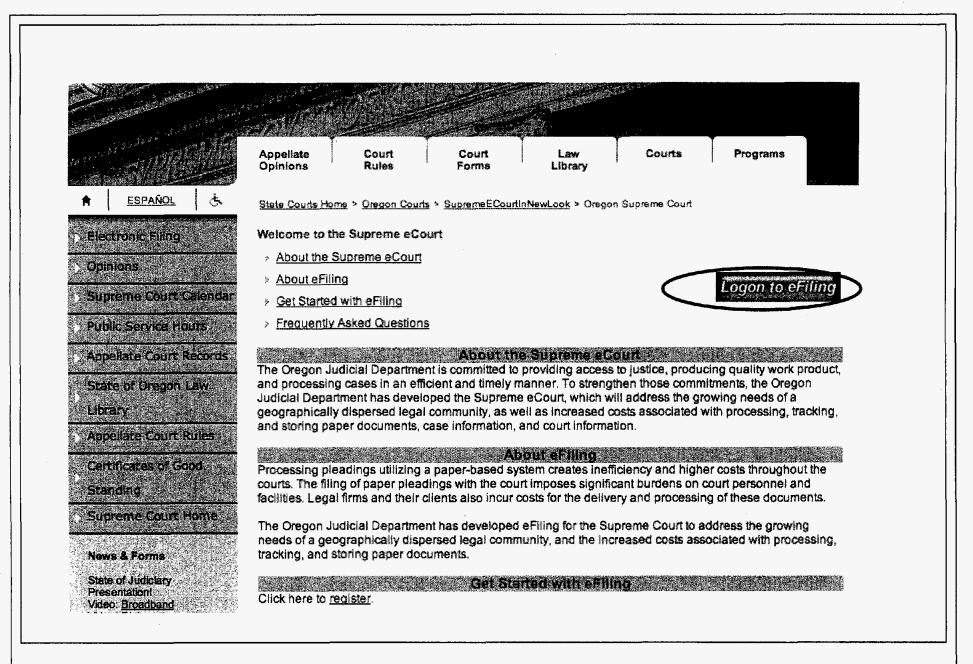
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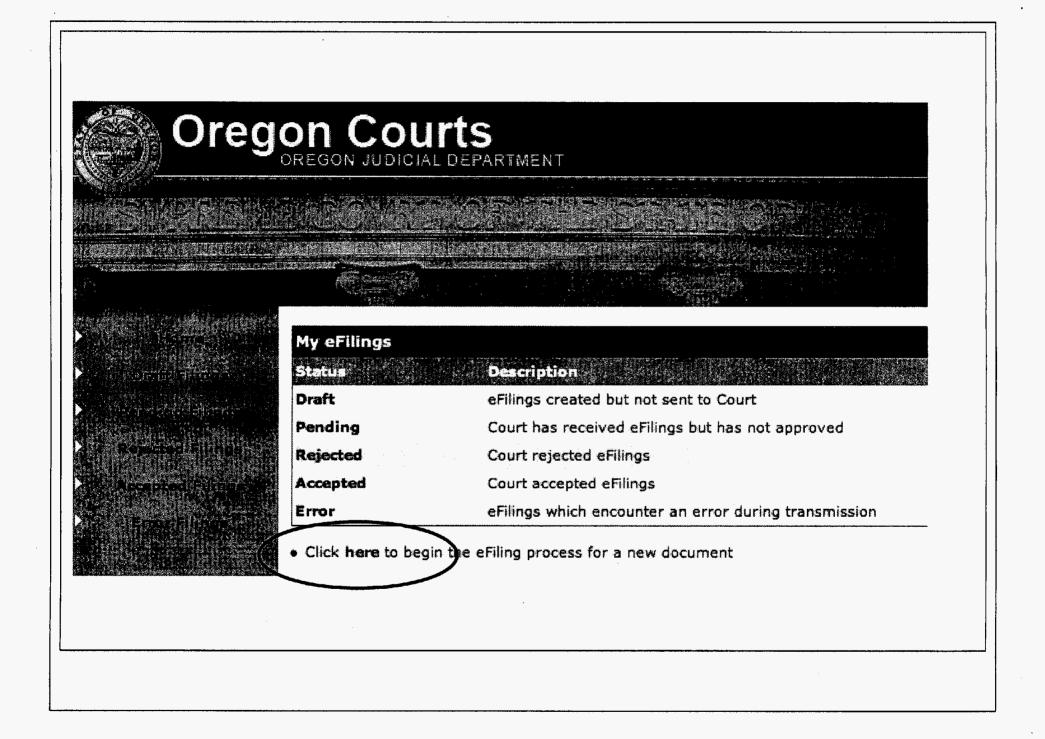




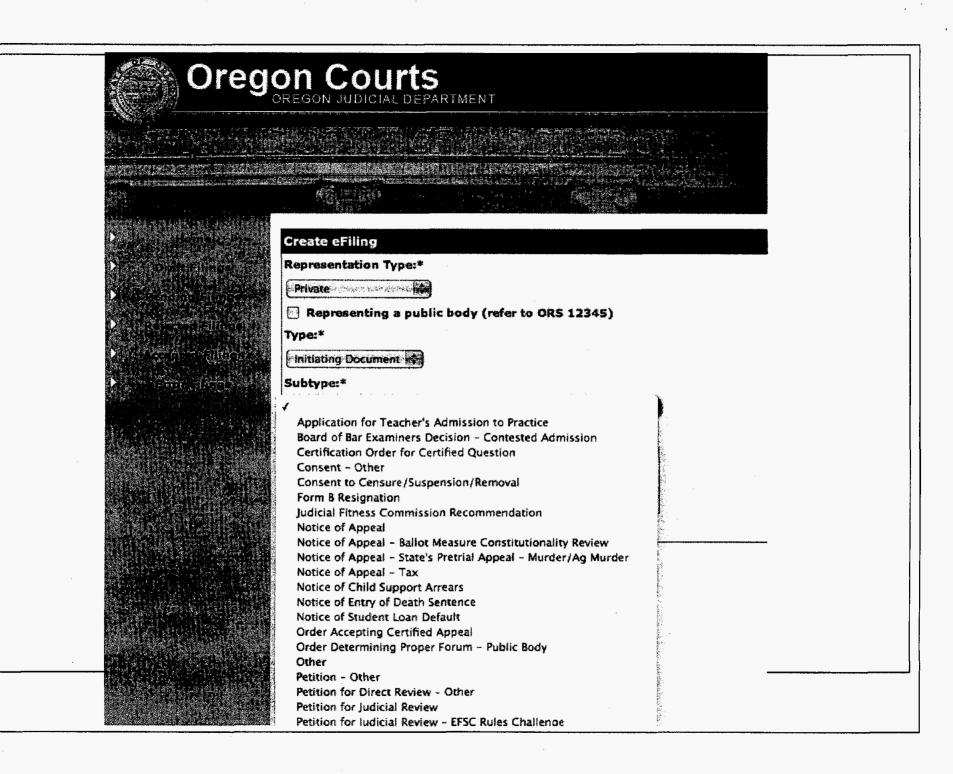
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# On the Horizon

- Confidentiality
- Privacy

## **Confidentiality: ACMS**

- Levels of Access
  - 1: all non-confidential, non-sealed
  - 2-4: mental commitment, juvenile, other
  - No public or professional access to adoption, sealed files

## **Confidentiality: Documents**

- Redacted briefs
  - Juvenile, mental commitment, etc.
- "Protected personal information"
  - SSN, ODL, financial, etc
  - ORAP 8.50 (separate doc)