



Tennessee Court System Information and
Technology Oversight Committee
Charter and Governance Structure

June 2023



Purpose

The mission of the Tennessee Court System Information and Technology Oversight Committee is to promote the effective and efficient use of technology within the court system to improve access to justice, enhance court operations, and increase public trust and confidence in the judiciary. (See the appendix for a non-exhaustive list of statutory provisions and rules that give the Tennessee Supreme Court and Administrative Office of the Courts (AOC) authority to develop and implement statewide technology solutions.)

Members

The Tennessee Court System Information and Technology Oversight Committee consists of:

- **Chair:**

The Honorable Sarah K. Campbell
Justice, Tennessee Supreme Court

- **Members:**

The Honorable Roger A. Page
Chief Justice, Tennessee Supreme Court

James M. Hivner
Clerk of the Tennessee Appellate Courts

Michelle Long
Director, Administrative Office of the Courts

Brandon Bowers
Chief Technology Officer, Administrative Office of the Courts

The Honorable Tom Greenholtz
Court of Criminal Appeals Judge, Eastern Section

The Honorable Zachary R. Walden
Criminal Court Judge, Eighth Judicial District

The Honorable Kee Bryant-McCormick
General Sessions Judge, Sumner County

The Honorable James Turner
Circuit Court Judge, Sixteenth Judicial District

The Honorable Rhynette Northcross Hurd

Circuit Court Judge, Thirtieth Judicial District

Scott Griswold
Clerk and Master, Knox County

Joseph P. Day, Clerk
Clerk, Davidson County Circuit and General Sessions Court

Sarah Bradberry
Clerk, Carroll County Circuit, General Sessions and Juvenile Court

Decision Making

Quorum: Per parliamentary procedures, a majority of voting members (one person more than one-half the voting membership) must be present for the committee to conduct business.

Voting: Per parliamentary procedures, a majority vote of the voting members in attendance is required for the committee to make a formal decision.

Charter: Per parliamentary procedures, the Charter may be revised with a 2/3 vote and concurrence of the Chair.

Responsibilities

The Committee and Committee members are responsible for:

- Proposing a strategic plan that will guide the use of technology by Tennessee's Judicial Department;
- Overseeing the implementation and use of technology within Tennessee's Judicial Department;
- Providing guidance and support to the Judicial Department on technology-related matters;
- Proposing policies and procedures related to technology;
- Working together to identify areas where technology can improve court operations and access to justice;
- Promoting training and education on the use of technology within the Judicial Department;
- Reviewing the Judicial Department's technology infrastructure to determine if it is secure, reliable, and up-to-date;
- Monitoring emerging trends and best practices in court technology to ensure that the Judicial Department remains at the forefront of technological innovation;
- Voting to approve all items the committee brings forward for consideration;
- Developing sub-committees to research and report back to the full committee on technology that will enhance the Judicial Department's operations;

Meetings

Initially, meetings will be scheduled monthly or on an as needed basis. All committee members are expected to attend each meeting. Email communication may be used when necessary for voting and/or approving items. Committee members unable to attend a scheduled meeting should notify the committee chair in advance. Meetings may be held in-person or via videoconference based on the needs of the Committee.

The Chair leads all meetings. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared, published and distributed to members after every meeting and attached to the upcoming meeting request.

Appendix

Select statutes related to the authority of the Tennessee Supreme Court and AOC to develop and implement statewide technology solutions for the Judicial Department

TN SUPREME COURT

Tenn. Code Ann. § 16-3-501 – Supervision; authority

In order to ensure the harmonious, efficient and uniform operation of the judicial system of the state, the supreme court is granted and clothed with general supervisory control over all the inferior courts of the state.

Tenn. Code Ann. § 16-3-502 – Administrative powers

In addition to other constitutional, statutory and inherent power, but not restrictive thereof, the supreme court may:

- (1) Designate the administrative director of the courts as the chief administrative officer of the courts of the state;
- (2) Direct the administrative director of the courts to take all action or to perform duties that are necessary for the orderly administration of justice within the state, whether or not herein or elsewhere enumerated;
- (3) Direct the administrative director of the courts to provide administrative support to all of the courts of the state through an administrative office of the courts in order to:
 - (B) Maintain a roster of retired judges who are willing and able to undertake special duties from time to time and to designate or assign them appropriate judicial duties;
 - (C) Make a careful and continuing survey of the dockets of the circuit, criminal, chancery and other similar courts of record, and to report at periodic intervals to the court, and annually to the general assembly, information that is public record;
 - (D) Take affirmative and appropriate action to correct and alleviate any imbalance in caseloads among the various judicial districts of the state; and

(E) Take affirmative and appropriate action to correct or alleviate any condition or situation adversely affecting the administration of justice within the state;

Tenn. Code Ann. § 16-3-402 – Lower courts

The supreme court has the power to prescribe by general rules the forms of process, writs, pleadings and motions, and the practice and procedure in all of the courts of this state in all civil and criminal suits, actions and proceedings.

Tennessee Supreme Court Rule 11 – Supervision of the Judicial System

I. General.

This Rule is promulgated pursuant to the inherent power of this Court and particularly the following subsections of Tenn. Code Ann. § 16-3-502(3), providing that the Supreme Court shall have the power:

(1) To designate and assign temporarily any judge or chancellor to hold, or sit as a member of any court, of comparable dignity or equal or higher level, for any good and sufficient reason.

(2) To take affirmative and appropriate action to correct or alleviate any imbalance in case loads among the various judicial circuits and chancery divisions of the state.

(3) To take affirmative and appropriate action to correct or alleviate any condition or situation adversely affecting the administration of justice.

(4) To take all such other, further and additional action as may be necessary to the orderly administration of justice within the state, whether or not herein or elsewhere enumerated.

II. Functional Improvement of Judicial System--Uniform Procedures for Data Collection in Civil and Criminal Matters in Circuit, Criminal, Chancery, Probate, and General Sessions Courts.

a. The judicial system of this State henceforth will function as an integrated unit under the direction and supervision of the Supreme Court.

b. Pursuant to its statutory duty to assist the Chief Justice of the Tennessee Supreme Court in improving the administration of justice, the Administrative Office of the Courts (AOC), working with a committee of representatives from the District Attorneys' General Conference, the Public Defenders' Conference, the Tennessee Judicial Conference, and the Clerks of Court Conference, has developed a procedure for the collection of uniform statistical data on matters filed in the Circuit, Criminal, and Chancery Courts of this state.

c. The Court finds that the data collection procedure designed by the Administrative Office of the Courts, in conjunction with the above-named committee, will aid in the accomplishment of the AOC's statutory duties, (Tenn. Code. Ann. § 16-3-803(g)), that the collection of statistical data by the AOC is specifically authorized by statute (Tenn. Code. Ann. § 16-3-803(i)); and that all judges, clerks of court, district attorneys general, district public defenders, other officers or employees of the courts, and all staff of offices or employees related to and serving the courts, are charged with complying with all requests for information from the Administrative Director of the Courts. Further, to ensure that comparable data is collected from all of the courts, data collection shall follow the standard definition of a case as set forth in Tenn. Code. Ann. § 16-1-117.

ADMINISTRATIVE DIRECTOR OF THE COURTS

Tenn. Code Ann. § 16-3-803 – Powers and duties

(a) The administrative director of the courts shall work under the supervision and direction of the chief justice and shall, as the chief administrative officer of the state court system, assist the chief justice in the administration of the state court system to the end that litigation may be expedited and the administration of justice improved.

(b) The administrative director of the courts shall attend to duties that may be assigned

(h) The administrative director of the courts shall establish criteria, develop procedures and implement a Tennessee court information system (TnCIS). The system shall provide an integrated case management and accounting software system addressing the statutory responsibilities of the clerks of the general sessions, chancery, circuit and juvenile courts.

(i) It is the duty of the administrative office of the courts to collect, develop and maintain uniform statistical information relative to court caseloads in Tennessee. purposes of monitoring the operation of the court system, reducing unnecessary delay and assessing the responsiveness of the court system to the needs of litigants, victims of crime and the citizens of the state, the administrative director of the courts shall have the responsibility for annually collecting, compiling, analyzing and publishing caseload statistics pertaining to the court system. It is the responsibility of the administrative director of the courts to develop, define, update and disseminate standard, uniform measures, definitions and criteria for collecting statistics pertaining to the court system. These standards and reporting requirements shall be used for uniform statistical data collection in all courts throughout the state, as established by statute or by the rules of the supreme court.

(j) The administrative director of the courts shall prepare and distribute an annual report reflecting the operation of the courts of the state and highlighting those changes, innovations, or recommendations made or introduced to enhance the effectiveness of the courts.

(k) The administrative director of the courts shall conduct ongoing internal review, analysis and planning for the future needs of the state court system simplifying court system procedure, expediting the transaction of court system business and correcting weaknesses in the administration of justice.

Tenn. Code Ann. § 16-1-117 – Caseload statistics reporting; noncompliance; automated court information systems

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(b) Any automated court information system being used or developed on or after July 1, 2003, including, but not limited to, the TnCIS being designed pursuant to § 16-3- 803(h), shall ensure comparable data will be reported to the administrative office of the courts