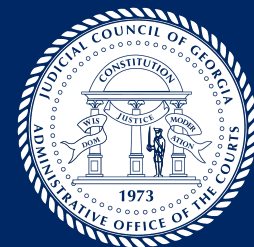


COURT TECH TALK

JUDICIAL COUNCIL OF GEORGIA
ADMINISTRATIVE OFFICE OF THE COURTS
INFORMATION TECHNOLOGY DIVISION



CELEBRATING OUR 50th ANNIVERSARY

50 Years of Progress

"Plus ça change, plus c'est la même chose" – The more things change, the more they stay the same...Jean-Baptiste Alphonse Karr in the January 1849 issue of his journal Les Guêpes.

When our Administrative Office of the Courts began, as today, the bulk of its mandated duties involved creating an accurate count of cases heard in the work of Georgia's courts. The agency dispatched interns, managed by the District Court Administrators, to hand count each case filed during the previous year.

In the early 1980s, a court clerk in a small, rural county was featured on the local television news program proudly announcing that she had won awards for her handwriting, so she was embarking on a project to re-copy all her indexes—by hand. The late Judge Curtis V. Tillman, of the DeKalb County Superior Court, led a committee to determine case elements to be collected by an automated system. As desktop computers made their way into offices and courthouses, rudimentary docketing systems created by local vendors of simple office systems replaced manual entry. Large national vendors, ACS, SCT, IBM, Xerox, and Tyler arrived with more comprehensive case management applications. Our own AOC and affiliated agencies provided state-funded CMS to several hundred courts in every corner of the state. SB 176, authored by Senator (now Federal District Court Judge) Clay Land (R-Columbus), was an important State Bar initiative to create a procedure for collecting basic case filing data on a statewide basis. This bill introduced the four familiar civil and domestic case initiation and disposition forms that would allow the Bar and policy makers to obtain reliable data to consider in the allocation of resources in the judicial branch of government and matters relating to the practice of law. Our flagship application and an array of other programs designed for low-volume courts raised the bar for court automation and accurate data collection and transmission at all levels of our judiciary.

The evolution of contemporary, robust, enterprise case management systems across civil, family, and criminal caseloads offers courts a comprehensive approach to manage their way out of case backlogs and embrace a commitment to timely, cost-effective, and procedurally fair justice.

The past 50 years have seen incredible advances in case management, with the introduction of case e-filing by parties and their representatives, e-access by the public, as well as the ability to count cases more accurately. The outlook is bright that certification of standard methods of classifying and counting case entities with their components will lead to data transmission accuracy. Efficient case management is essential to public trust in state courts to resolve conflicts effectively.

The Court Tech Talk newsletter is bought to you by the **Court Technology & Support Services Team** of the JC/AOC IT Division led by **Ben Luke**, Chief Technology Officer

Michael Neuren, IT Programs Manager

Kriste Pope, Systems Analyst II
Amber Range, Systems Analyst

Please let us know how we can serve you better!

CONTACT US



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The Judicial Council/Administrative Office of the Courts (JC/AOC) 50th Anniversary Highlights

Also in 1973

- The AOC was created to function as a service organization, coordinating and assisting all the courts with their management issues. The job description for the first Director sought a professional court administrator who could operate under a broad-based policy-making judicial council
- After a nationwide search, James C. Dunlap, criminal court manager from Houston Texas was hired as the first Director of the JC/AOC.

click here!

to read his first annual report

The JC/AOC Today

- The JC is chaired by the Chief Justice of the Supreme Court of Georgia and includes 28 members who represent every class of court and the State Bar of Georgia.
- The AOC's duties have been modified by statute over the years. See: GA Code § 15-5-24 (2021)
- The current AOC Director is attorney Cynthia Clanton.

click here!

to read our most recent annual report



Chief Justice Boggs on
50 years of service for the
Judicial Council of Georgia

WATCH VIDEO



Click the icon to read a letter in celebration of JC/AOC's 50th anniversary from former President Jimmy Carter



Tech Tip Corner

Have you used the Scheduling Assistant inside Outlook? This can be very useful when scheduling meetings inside your office and need to see everyone's availability. Click learn more, for more information.

LEARN MORE 

Keyboard Shortcuts

Press Ctrl + Tab

To switch between tabs in your browser. This is handy when you have lots of tabs open. This keyboard shortcut works in **Windows, Linux, and Chrome OS for Chrome Browser**

Press Ctrl + X

Cut the selected content to the clipboard.

Press Ctrl + C

Copy selected content to the clipboard.

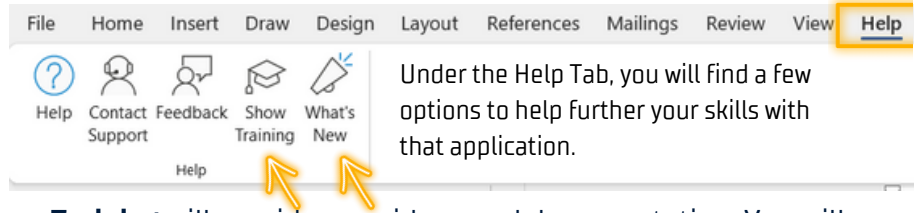
Press Ctrl + V

Paste the contents from the clipboard.

Mac users use command instead of control for most shortcuts.

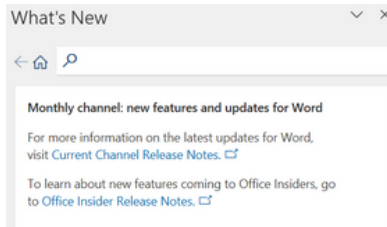
Do you use Microsoft Office applications productively? Are you *comfortable* inside each program and up to date on new features? If you are interested in becoming more familiar with any MS application, we encourage you to utilize the "Help" tab.

Below is the Microsoft Ribbon. The Ribbon was released in the 2007 edition of MS Office. You will find the Ribbon in all Office Apps.



Under the Help Tab, you will find a few options to help further your skills with that application.

Show Training will provide you videos and documentation. You will see many resources on "how to" use that application.



What's New is a monthly channel that shows new features and updates in MS applications. If you click on "Current Channel Release Notes" you will see feature updates for the latest version of every Microsoft app.

Find how-to articles, videos, and training for **Microsoft 365**, Windows, Surface, and more by going directly to MS Support. Click Microsoft Support for more.

 [Microsoft Support](#)

Technology...Did You Know?

Are you keeping your devices and applications up to date?

App and device updates aren't just for bringing you cool new features; they also often provide important security patches. No matter the device—phone, laptop, apps, or even your network attached storage—make sure you always keep them up to date, so you don't get hit with malware or zero-day exploits. These security patches are important, so don't be caught without them.

If updates aren't being pushed out by your IT department automatically, we recommend having a conversation with your local IT department about setting standards.

If you don't have an IT department, we recommend you checking for updates, and then updating as soon as possible.



Adding a reminder or task to your calendar could prevent you from missing an important update.



Update macOS on Mac

Use Software Update to install updates and upgrades for macOS...

support.apple.com



Get the latest Windows update - Microsoft Support

support.microsoft.com

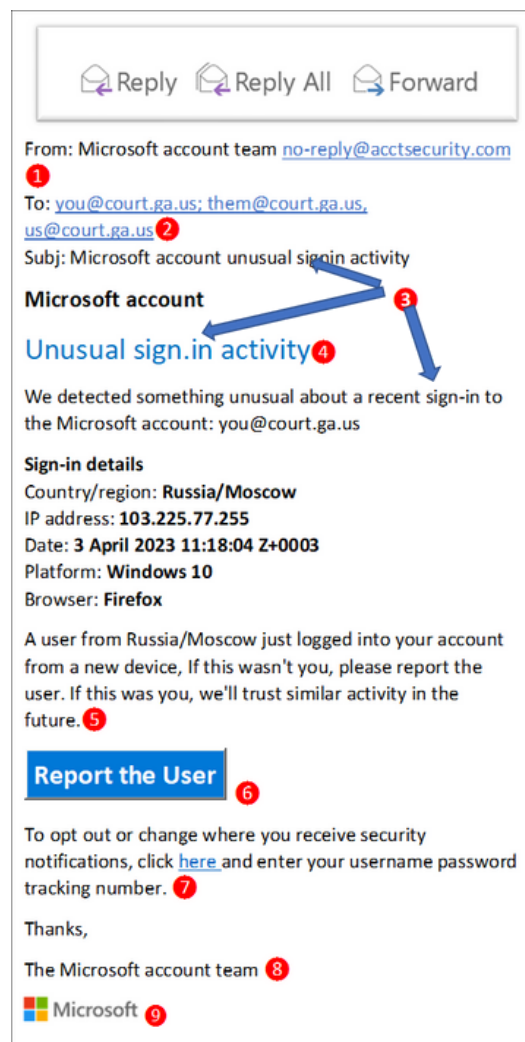
Security Awareness Corner

Don't Go Phish, Georgia

How to spot a phishing email

Warning signs of a Phish

1. Unknown Sender/Different Domain than expected
2. Additional Recipients with similar addresses
3. Odd inconsistent spelling
4. Emotional Appeal/Sense of Urgency
5. Spelling/Grammatical Errors
6. URL Links. On your computer, by hovering (not clicking) your mouse over these links, you can see the hidden URL and verify its legitimacy. On a mobile phone:
 - Use your finger to press and hold down on the link.
 - Your phone will display a bubble with the full URL of the destination link.
 - Lift your finger and review the URL.
 - Options may be listed to open the link, copy it, or share it.
 - **If you doubt a URL's authenticity, don't open it!**
7. Solicits Sensitive Information
8. Generic signature line
9. Legitimate Logo that consists of a link to the real company website



Do you have Technology Tips or Tricks that could help your peers?



We would love to hear from **you**! Our team recently met with Judge Wade Padgett of Columbia Circuit Superior Court. Judge Padgett shared some really great ideas on how to use MS-Word more efficiently and effectively from a Judge's standpoint. We plan to highlight his suggestions in an advanced Word class we are planning for August. We are so appreciative of the time he took to show us shortcuts he created in Word, so that we can help others across the Judiciary. Thank you, Judge!

You can help us help your peers with your ideas and suggestions that help you get through the day using a certain product. Also, if you just have a Tip or Trick that could help someone else, please submit them to us. We will share your ideas in our July newsletter. We look forward to receiving your input. Please click Let Us Know to submit your ideas.

PRODUCT SPOTLIGHT

Probate Court Information System (PCIS)



PCIS was developed to combine the courts' probate case management functions with licensing, receipting, and accounting functions. It includes licenses, wills, guardianships, and other estate responsibilities of the Probate Court. PCIS can produce orders, license and certificate forms, court calendars, and date critical reports. We added enhanced features and functionality to handle all manner of responsibilities of the probate courts, including:

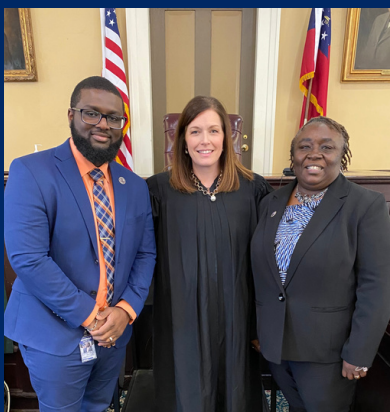
- Integration with PASP, the state's firearms license card provider, and the state's vital records databases for birth, marriage, divorce, and death records
- Accurately accounts for fee collections and receipting
- Automatically calculates proper disbursements to the appropriate parties
- Electronic document importing and scanning

Click on the button below for more information or to request a demonstration for your court.



Court Observation Program for JC/AOC Employees

In 2022, the AOC embarked on the exciting new court observation program, known as the AOC Academy. This program was created for AOC staff members to observe the important work done in courts across Georgia. AOC Academy has maintained its momentum to educate our employees. We have sent two cohorts out in 2023, and plan to continue our endeavor.



Pictured (L to R) are Peterson David, Chief Financial Officer, with Superior Court Judge Amanda Petty, and Regina Hailey, ARPA Grants Manager



Each AOC cohort consists of four staff members. We purposely try to send two individuals to a more metro court and then the other two to a more rural court.

Concluding, we host a debrief where they discuss their individual experience, what they observed, differences and key take aways.

Peterson David and Regina Hailey had the opportunity in March to observe Judge Amanda Petty who was holding court in Putnam County on day one, and then in Greene County the last day. Superior Court Judge Petty travels throughout the Ocmulgee Judicial Circuit.



Putnam County Courthouse



Greene County Courthouse

If you are interested in hosting us, our agency would be forever grateful. Please contact **Amber Range**.



SITE VISITS



The Court Technology and Support Services team recently provided assistance to the 10th Judicial Administrative District Court Administrator TJ Bement by ensuring devices in his rural courts were protected with anti-malware software. This project was made possible through our partnership with the Council of Superior Court Judges (CSCJ). If you would like more information on this, please contact [our team](#).



Pictured (L to R) are Amber Range, TJ Bement, and Kriste Pope at the Glascock County Courthouse in Gibson, Georgia

CONFERENCE HIGHLIGHTS



Pictured (L to R) are Amber Range, Ben Luke, and Kriste Pope at the Council of Superior Court Judges Winter Conference at the UGA Conference Center in Athens, GA in January



Pictured above is Kriste Pope at the Council of Probate Court Judges Conference at the UGA Conference Center in Athens, GA earlier this month promoting PCIS and training opportunities for judicial branch members



We attended the Georgia Council of Court Administrators Spring conference in March 2023 at Callaway Gardens Resort & Spa. The theme for the conference was "Enhancing Georgia Courts From the Inside Out." To learn more about GCCA and how to become a member visit gccaonline.org



Pictured above (L to R) is Lasheika Kassa moderating a session on mental health with Will Hargen and his mother Tracy Hargen. Visit tracyhargen.com to read more about their story. JusticeONE's sales rep TJ Hargen sponsored Ezra's Invisible Backpack to all attendees (husband to Tracy and Dad to Will).



Jessica Jones, a Systems Administrator in our IT Division offers her photography skills to GCCA



Pictured above (L to R) are Timothy Ezell, (Vice President) Abby Carter (Education Co-Chair), Brad Butler, (Executive Board Member) Lynn Ansley (President), Kriste Pope (Executive Board Member and Conference Co-Chair) Lenora Hawkins-Ponzo (President-Elect), Katie Young (Executive Board Member), Lindsay Mobley (Treasurer), and Tracy Johnson (Conference and Education Co-Chair).

TRAINING CORNER

Upcoming Training Opportunities



An Outlook class will be offered **May 31st, 2023**, at **1:00 PM** via Zoom. Please click the link below or scan the QR code to register.

[CLICK HERE](#)



A repeat of the Excel Beginner/Intermediate class will be offered again on **June 29th at 10:00 AM** via Zoom. Please click the link below or scan the QR code to register.

[CLICK HERE](#)



1ST QTR TRAINING STATS

- 153 participants attended the Microsoft Word Beginner/Intermediate training led by Amber Range on January 31st
- 98 participants attended the Microsoft Excel Beginner/Intermediate training led by Kriste Pope on March 29th



"Great presentation. Learned things in Word that I didn't know."

"I wanted to commend you on a well prepared training! Good Job!"

"Great work on the excel presentation today! We learned a lot."

All product names, logos, and brands are property of their respective owners. All company, product and service names used in this website/publication are for identification purposes only. Use of these names, logos, and brands does not imply endorsement.

We will announce more training opportunities in the July Issue of the Court Tech Talk.

Do you have a suggestion for a training class? Are you interested in scheduling a one-on-one or group training on a specific topic? Our team can travel to you or schedule a remote session. Please contact us for consideration. Someone from our team will be in touch! We look forward to hearing from you.

See you in July!

Your Court Tech Talk Team,
Michael, Kriste & Amber