

SUPREME COURT OF OHIO
MAYOR'S COURTS REGISTRATION AND REPORTING WORKGROUP

MEETING AGENDA
August 15, 2003

Meeting Logistics:

Friday, August 15, 2003
10:00 AM - 2:00 PM
35th Floor, Conference Room 1

Supreme Court Staff Liaison (s):

Diane Hatcher
Michael Schirtzinger

TIME	TOPIC	DISCUSSION LEAD
10:00 AM	Welcome & Introduction	Diane Hatcher
10:05 AM	Approve Minutes from 07/11/03	All
10:10 AM	Update: Workgroup Members	Gretchen Beam
10:15 AM	Archiving Records	Diane Hatcher
10:25 AM	Purpose Statement	Cindy Bitter
10:35 AM	Sharonville e-mail Address Solution	Linda Lutts
10:40 AM	Mentor (s) for Clerks of Mayor's Courts	Diane Hatcher
10:45 AM	Update: Training Logistics	Gretchen Beam, Jean Wurzbacher
10:55 AM	Feedback: On-line (web form) Registration & Reporting form	John Hopper
11:10 AM	Modifications to Registration & Reporting Form	Gretchen Beam
11:25 AM	Update: Web Form Development	John Hopper
11:45 AM	Mayor's Courts Registration & Reporting Instructions	All
	Glossary of Terms	Kathy Unger
12:00 PM	Lunch	
12:45 PM	Training Outline	Diane Hatcher, All
1:45 PM	Review Meeting Schedule and Future Agendas	All
	August 22	
	September 5	
	Future Meeting (s)	
2:00 PM	Adjourn	

Next Meeting:

Friday, August 22, 2003

10:00 am - 2:00 pm

35th Floor, Conference Room 1

