

Public Service and Trust Commission

Access to Facilities Implementation Committee

Subcommittee on Online Directions and General Information

Monday, January 14, 2013

Present: Ms. Virginia Apple – Chair, Ms. Michelle Burroughs, Chief Russell Downer, Ms. Sandra Lugo-Ginés, Mr. James Morgan, Attorney Roy Smith Jr. and Ms. Janet Zigadto

Submitted by: Ms. Michelle Burroughs

- The Subcommittee approved the minutes from the November 5, 2102 meeting.
- Ms. Apple showed the Subcommittee some features of the newly designed Judicial Branch website. The new pages went live today.
- Ms. Apple asked each member to double check the phone numbers and GPS coordinates for GA and JD locations in their District(s) to verify that they are correct. GPS coordinates should be for the actual location address. The phone numbers should be public numbers.
- Ms. Lugo-Ginés requested that a new ADA photo be uploaded for the Derby court. The Subcommittee members should email Ms. Apple if they notice that a new photo is needed for any of the locations within their District(s).
- The Subcommittee has checked the directions for about two-thirds of the Juvenile, JD, GA and Housing court directions. The Subcommittee will check directions/locations listings for: SES, Jury, Juvenile Probation and Family Services. Ms. Apple will contact Ms. Esther Harris regarding Jury directions. If street or municipal parking is available for SES locations, it should be noted on the webpage. Driving directions should include permanent landmarks, rather than transient ones. The Subcommittee can enlist help from the local committees. Chief Downer will check the Monitoring Program directions that are found on the Adult Probation page. Ms. Apple will check the Appellate Court directions. Ms. Zigadto will decide how directions to 11 Scovill Street in Waterbury should be posted as there is an exit listed that is difficult to access.
- Ms. Apple will send the Court Service Centers and Public Information Desks link to Krista Hess to confirm accuracy. Ms. Apple will find out if the Probate Court directory needs to be checked.

- Each member should make note of court buildings that appear in their District(s) so these locations can be marked on inset maps and the maps can offer a broadened view of the area. They should also contact Ms. Apple if they notice that anything is missing on the webpages.
- A suggestion was made to make the following change to this page:
http://jud.ct.gov/directory/court_directions.htm#Juv

Instead of Juvenile Matters Courts, the section should be called: Juvenile Matters. Below Juvenile Matters there should be a subsection for Courts and one for Detention Centers.

- The next meeting is scheduled for Tuesday, March 5, 2013 at 225 Spring Street, 2nd floor, conference room 204, Wethersfield, CT.