STANDARD PRACTICES COMMITTEE

CHARGE AND DESIGNATION

INTRODUCTION

The Committee is created within the Judiciary to make recommendations about and provide assistance with respect to the implementation and oversight of standard statewide business practices and procedures. The work of this Committee builds on a multi-year effort to improve Judiciary operations through the development and communication of standard business practices across the state by the Division of Trial Court Operations. In the spirit of continuous improvement, the Standard Practices Committee will make recommendations for proposed changes to currently established business standards and practices to the State Court Administrator and the Chief Superior Judge. The State Court Administrator has decision-making authority over court staff procedures, forms, reports, data collection, and the procurement or modification of technology. The Chief Superior Judge has decision-making authority over judicial officer procedures. The State Court Administrator and the Chief Superior Judge work collaboratively on these issues.

The Committee will include in its deliberations input from Rules Committees, Oversight Committees, internal stakeholders, external stakeholders and others with particular subject matter expertise or experience regarding matters under review.

CHARGE

The Committee is charged with acting as a cross-functional and cross-organizational body with advisory and problem-solving responsibilities. The Committee makes recommendations to the State Court Administrator and the Chief Superior Judge regarding statewide standard business practices and processes.

The Committee will:

1. work on a referral basis and may receive issues from within or outside the Judiciary;
2. act as a problem-solving body to address complex and high-impact business process issues;

3. assist the Judiciary in prioritizing and problem-solving issues where disparities in business process definition or practice jeopardize the achievement of the Vermont Judiciary's vision and core values.

The Committee will also identify standards that may require system changes to implement and review and advocate for those system changes with the Change Advisory Board in the areas of feasibility, impact analysis, cost, implementation approach and timeline.

PROCESS

- Issues for the Committee to consider may be submitted by any Committee member.
- Committee members should routinely consult with colleagues and stakeholders with which they interact to solicit issues to be brought to the Committee.
- The Committee will consider issues in terms of the following:
  - the relevance of the issue to essential Judiciary operations
  - the urgency of the issue with respect to essential Judiciary operations
  - the impact of the issue in terms of operational efficiency or effectiveness
  - the potential of the issue to improve access to justice
- The co-chairs may designate members of the Committee as a subcommittee to take up Committee work. A subcommittee must have a chair, who will be responsible for organizing the work of the Subcommittee and reporting back to the Committee.
- The co-chairs will decide on the format and timing of communications regarding changes to Judiciary policies or practice that result from the Committee's work.
- A list of the items referred to and processed by the Committee will be maintained on the Committee's SharePoint page on JustusNet.

MEMBERSHIP

Updated October 16, 2026

- Teri Corsones, State Court Administrator, *Co-Chair*
- Thomas Zonay, Chief Superior Court Judge, *Co-Chair*
- Scott Griffith, Chief of Planning and Court Services, *Committee Coordinator*
- Laurie Canty, Chief of Trial Court Operations
- Joanne Charbonneau, Statewide Clerk
- Nicole Conety, Court Operations Manager
- Anne Damone, Superior Court Clerk
- Samantha Spinella, Court Operations Manager
- David Fenster, Superior Judge
- Laura LaRosa, Deputy Chief, Trial Court Operations
- Elizabeth Mann, Superior Judge
- Megan Shafritz, Superior Judge

- Rory Thibault, Superior Judge
- Emily Wetherell, Supreme Court Deputy Clerk and Staff Attorney
- Probate Judge [vacant]
- Centralized Clerk Review [vacant]

CAO Strategic, Technical and Communications Assistance to the Committee

- Andy Campbell, Digital Content Manager
- Kelly Carbo, Finance Manager
- Marcia Schels, Chief Technology Innovation Officer
- Marie Schonholtz, IT Director, Application and Data Services; Change Manager, Change Advisory Board
- Andy Stone, Application Services Manager

Consultative Support

- Court Users Group

This Amended Charge becomes effective on October 16, 2026.

Signed on October 21, 2026.

TERI CORSONES
State Court Administrator

HON. THOMAS A. ZONAY
Chief Superior Court Judge