

# EPA PUBLIC USER GROUP CHARTER

2019

## Mission Statement

The Electronic Public Access (EPA) Public User Group has been established by the Administrative Office of the U.S. Courts (AO) to provide a formal and interactive venue for engaging external users. The Public User Group will allow for the exchange of information regarding public access issues experienced by the various user types that constitute the PACER user population as well as recommend ideas for expanding and improving services.

The EPA Public User Group's mission is to provide advice and feedback on the development, implementation, and enhancement of electronic public access services provided by the federal judiciary, including, but not limited to PACER, the PACER Case Locator (PCL), Multi-court Voice Case Information System (McVCIS) applications, and the availability of electronic court records.

## Objectives and Scope of Activities

The EPA Public User Group will provide advice on various aspects of the federal Judiciary's Electronic Public Access program, as identified in the Public User Group's mission statement.

## Members Composition

The EPA Public User Group will consist of up to 12 members, not including the Chair and an EPA Working Group Liaison, who will represent a cross section of PACER users. Members will be selected from applicants by a panel established by the EPA Working Group. Members will be selected based on user type, experience accessing court electronic records via services provided by the federal judiciary, frequency of usage of such services, good standing account status, and if a representative of a sector, a commitment that the representative will reach out to user type peers for additional feedback.

The Chief of the Programs Division will serve as the Chair. The EPA Working Group Liaison will be selected at the discretion of the Chair.

## Terms of Service

Members will be invited to serve a two-year term. If there is an insufficient number of applicants for a specific user type, the Chair may use his/her discretion to invite a member to serve for a second term. No member should serve more than two consecutive terms. If for some reason a member is unable to complete his or her term, a new member may be appointed at the discretion of the Chair to serve the remainder of the term. In the event the EPA Public User Group is terminated, all memberships will be terminated.

## Estimated Number and Frequency of Meetings

The EPA Public User Group will convene an annual, in-person meeting in Washington, D.C. If an additional meeting is necessary, it will be held via phone conference. Meetings will not be open to the general public, but the meeting agendas will be made available on [uscourts.gov](http://uscourts.gov) at least one week prior to the meeting. The Chair may allow

members of the public to submit written statements for consideration if warranted by any items on the agenda. The meeting summary for all meetings will also be made available on [uscourts.gov](http://uscourts.gov).

## **Compensation**

Members will not be provided with a stipend for services provided during their terms and will be asked to sign an acknowledgement of gratuitous services and waiver. However, members will be entitled to receive per diem and reimbursement for travel expenses incurred for attending in-person meetings.

## **Products**

Products developed by or for the EPA Public User Group, at the direction of the Chair, are subject to review by the Administrative Office of the United States Courts (AO) and are intended for public release at the AO's discretion. At the discretion of the Chair, products may be posted for public comment.

## **Support**

Management and support shall be provided by the EPA program staff.

## **Rules of Use Agreement**

The AO will be sharing information with members relating to products and services, some of which may be deemed proprietary or confidential in nature. Upon selection, members will be required to sign the Rules of Use Agreement, in order to allow for more in depth and informed discussions.

## **Anticipated Sunset Date**

This charter is in effect for two years from the date the membership is first convened, and subject to renewal, if warranted, by the AO Director.