



LegalXML Electronic Court Filing Technical Committee

Outreach Subcommittee Charter

November 30, 2006

Name

Outreach Subcommittee of the Electronic Court Filing Technical Committee (ECF TC).

Statement of Purpose

The Outreach Subcommittee will develop and maintain a Communications Plan with primary goals of disseminating information pertaining to the Electronic Court Filing (ECF) specification and other activities of the ECF TC, promoting use of ECF standards, and facilitating feedback from the user community. This will include defining goals for external communications, identifying target audiences and their communication needs, and determining formats, media, and mechanisms to be used for communication. The Outreach Subcommittee will also oversee implementation of the communications plan by coordinating the ongoing outreach activities called for by the communications plan.

Duration

The work of the Outreach Subcommittee will be ongoing until such time as the ECF TC determines that outreach activities associated with the ECF specification and other activities of the TC are no longer needed.

Deliverables

The Outreach Subcommittee will:

1. Develop an initial Communications Plan for review and approval by the ECF TC within the first thirty days following adoption of this charter,
2. Coordinate ongoing activities to implement the communications plan, including establishing timelines and identifying resource needs for development of materials and participation in industry events (such as conferences, seminars, etc.), and
3. Propose revisions to the Communications Plan for ECF TC approval as communication needs change and as new outreach activities and events are scheduled.

Standing Rules

The subcommittee will follow the operating rules of OASIS, any operating rules adopted by the LegalXML Member Section Steering Committee, and any operating rules adopted by the Legal XML Electronic Court Filing Technical Committee.