



JUDICIAL COUNCIL
OF CALIFORNIA

COURT EXECUTIVES
ADVISORY COMMITTEE

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COURT EXECUTIVES ADVISORY COMMITTEE
RECORDS MANAGEMENT SUBCOMMITTEE

OPEN MEETING AGENDA

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1))
THIS MEETING IS BEING RECORDED

Date: July 23, 2015
Time: 10:00–11:00 A.M.
Location: Conference Call
Public Call-In Number 1-877-820-7831, Passcode: 5893917 (Listen Only)

Meeting materials will be posted on the advisory body web page on the California Courts website at least three business days before the meeting.

Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

I. OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C)(1))

Call to Order and Roll Call

Richard Feldstein, Subcommittee Chair and Court Executive Officer, Superior Court of California, County of Napa

Approval of Minutes

Approve minutes of the August 14, 2014 meeting, CEAC Records Management Subcommittee call.

II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(1))

Written Comment

In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to ceac@jud.ca.gov or mailed or delivered to Judicial Council of California, 455 Golden Gate Avenue, San Francisco, CA 94102, attention: Josely Yangco-Fronza. Only written comments received by July 22, 2015, at 10:00 a.m. will be provided to advisory body members.

III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1-3)

Item 1

Trial Court Records Manual (TCRM): E-signatures Standards and Guidelines (Action Required)

Review and discussion of the draft standards and guidelines on E-signatures.

Presenter(s): Jake Chatters, Ad-Hoc Chair, E-Signature Subgroup

Item 2

Rule 10.855. Superior Court Records Sampling Program (Action Required)

Review and discussion of the proposed amendment to rule 10.855 and corresponding form (REC-003).

Presenter(s): Mr. Feldstein, Ad-Hoc Chair, Superior Court Records Sampling Program Subgroup

Item 3

Next Steps

IV. ADJOURNMENT

Adjourn