

## **Court Executives Advisory Committee**

### **Annual Agenda<sup>1</sup>—2025**

**Approved by the Executive and Planning Committee: November 18, 2025**

#### **I. COMMITTEE INFORMATION**

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| <b>Chair:</b>  | Mr. Kate Bieker, Court Executive Officer, Superior Court of Ventura County |
| <b>Lead Staff:</b>   | Ms. Rebekah Askew, Senior Analyst, Leadership Support Services             |
| <b>Committee’s Charge/Membership:</b><br><p>Under <a href="#">rule 10.48(a)</a> of the California Rules of Court states the charge of the Court Executives Advisory Committee (CEAC), which is to make recommendations to the council on policy issues affecting the trial courts. <a href="#">Rule 10.48(b)</a> sets forth additional duties of the committee.</p> <p><a href="#">Rule 10.48(c)</a> sets forth the membership position of the committee. CEAC consists of the court executive officers from the 58 California superior courts. <a href="#">Rule 10.48(d)</a> establishes the Executive Committee of CEAC. The Executive Committee consists of 18 members. The current committee <a href="#">roster</a> is available on the committee’s web page.</p>  |  |
| <b>Subgroups of the Advisory Committee<sup>2</sup>:</b><br><ol style="list-style-type: none"><li>1. Trial Court Presiding Judges Advisory Committee (TCPJAC)/CEAC Joint Caseflow Management Subcommittee (New)</li><li>2. TCPJAC/CEAC Joint Legislation Subcommittee</li><li>3. TCPJAC/CEAC Joint Rules Subcommittee</li><li>4. Information Technology Advisory Committee (ITAC)/CEAC Joint Information Security Governance Subcommittee</li><li>5. CEAC Annual Agenda Subcommittee (New)</li><li>6. CEAC Nominations Subcommittee</li><li>7. CEAC Child Support Services Subcommittee</li><li>8. CEAC Interpreter Payment Policy Subcommittee (New)</li><li>9. CEAC Judicial Branch Statistical Information System Subcommittee</li><li>10. CEAC Jury Administration and Management Subcommittee</li><li>11. CEAC Records Management Subcommittee</li></ol> |  |

<sup>1</sup> The annual agenda outlines the work a committee will focus on in the coming year or cycle and identifies areas of collaboration with other advisory bodies and the Judicial Council staff resources.

<sup>2</sup>For the definition of “subcommittee” see Cal. Rules of Court, rule 10.30(c); “working group” see rule 10.70, “workstream,” see rule 10.53(c); and “education curriculum committee,” see rule 10.50(c)(6).

- 12. CEAC Trial Court Financial Policies Subcommittee
- 13. CEAC Trial Court Workforce Development Subcommittee (New)

**Meetings Planned for 2025<sup>3</sup> (Advisory body and all subcommittees and working groups)**

Joint TCPJAC/CEAC and CEAC Statewide Meetings:

- January 23, 2025 (In-Person: San Francisco)
- August 21–22, 2025 (TBD)

Joint TCPJAC/CEAC and CEAC Executive Committee Meetings:

- May 21, 2025 (In-Person: Sacramento)
- November 5, 2025 (TBD)

Specific subcommittee/working group meeting dates are to be determined at this time. Meeting occurrences are estimates for 2025 and may be subject to change.

TCPJAC/CEAC Joint legislation Subcommittee – 15 teleconferences

TCPJAC/CEAC Joint Rules Subcommittee – 5 teleconferences

ITAC/CEAC Joint Information Security Governance Subcommittee – 4 teleconferences

CEAC Nominations Subcommittee – 6 teleconferences

CEAC Child Support Services Subcommittee – 5 teleconferences

CEAC Judicial Branch Statistical Information System Subcommittee – 4 teleconferences

CEAC Jury Administration and Management Subcommittee – 4 teleconferences

CEAC Records Management Subcommittee – 3 teleconferences

CEAC Trial Court Financial Policies Subcommittee – 1 teleconference

☒ Check here if in-person meeting is approved by the internal committee oversight chair.

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<sup>3</sup> Refer to section IV. 2. of the [Operating Standards for Judicial Council Advisory Bodies](#) for governance on in-person meetings.

Note: Because of the current budget and staffing constraints, advisory body chairs and staff must first consider meeting remotely. The chair of the Executive and Planning Committee is suspending advisory body in-person meetings for the 2024–2025 annual agenda cycle. If an in-person meeting is needed, the responsible Judicial Council office head must seek final approval from the advisory body’s internal oversight committee chair. Please see the prioritization memo dated July 1, 2024, for additional details.

## II. COMMITTEE PROJECTS<sup>4</sup>

| #  | New or One-Time Projects   |   |
|----|--|---|
| 1. | Project Title: Joint TCPJAC/CEAC Caseflow Management Subcommittee (New)  | Priority <sup>5</sup> 1                     |
|    |  | Strategic Plan Goal <sup>6</sup> I, II, III |
|    | <p><b>Project Summary:</b> Trial Court Presiding Judges Advisory Committee (TCPJAC) and CEAC will convene a subcommittee that will develop strategies to promote effective caseflow management in the courts. As defined by the National Center for State Courts, caseflow management is the constellation of court rules, business practices, culture and governance, and staffing and technology infrastructure that are assembled to achieve the objectives of timely, cost effective, and procedurally fair justice.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Staff Resources:</b> Trial Court Leadership staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> TCPJAC, Data Analytics Advisory Committee (DAAC), and Center for Judicial Education and Research Advisory Committee (CJERAC).</p> |   |

<sup>4</sup> All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as implementation or a program in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

<sup>5</sup> For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to or accurately reflect the law; 1(b) Council has directed the committee to consider new or amended rules and forms; 1(c) Change is urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; or 1(d) Proposal is otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk. *For each priority level 1 proposal, the advisory body must provide a specific reason why it should be done this year and how it fits within the identified category.* 2(a) Useful, but not necessary, to implement changes in law; 2(b) Responsive to identified concerns or problems; or 2(c) Helpful in otherwise advancing Judicial Council goals and objectives. *If an advisory committee is interested in pursuing any Priority Level 2 proposals, please include justification as to why the proposal should be approved at this time.*

<sup>6</sup> Indicate which goal number of The Strategic Plan for California's Judicial Branch the project most closely aligns.

| #  | New or One-Time Projects   |   |
|----|--|---|
| 2. | <b>Project Title:</b> CEAC Annual Agenda Subcommittee (New)  | <b>Priority<sup>5</sup> 1</b>                         |
|    |  | <b>Strategic Plan Goal<sup>6</sup> I, II, IV</b>      |
|    | <p><b>Project Summary:</b> The CEAC Annual Agenda Subcommittee will work to improve the process of creating CEAC’s annual agenda in order to develop an effective and purposeful agenda for the advisory committee. The subcommittee will focus on increasing the participation of committee members in the agenda development process and ensuring that the projects promote access to justice and support the strategic goals of the Judicial Council and trial courts.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Staff Resources:</b> Trial Court Leadership staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None</p> |   |
| 3. | <b>Project Title:</b> CEAC Interpreter Payment Policy Subcommittee (New)   | <b>Priority<sup>5</sup> 1</b>                         |
|    |  | <b>Strategic Plan Goal<sup>6</sup> I, II, IV, VII</b> |
|    | <p><b>Project Summary:</b> The CEAC Interpreter Payment Policy Subcommittee will assess and develop recommendations to refine the existing “Payment Policies for Independent Contract Interpreters” to address the statewide operational impacts of rising court interpreter payment expenditures.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Staff Resources:</b> Trial Court Leadership staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> Trial Courts, Audit Services, Budget Services, Human Resources, Center for Families, Children and the Courts, Language Access Services, and Legal Services.</p> <p><b>AC Collaboration:</b> None</p>                  |   |

| #  | New or One-Time Projects  |   |
|----|---|---|
| 4. | <b>Project Title:</b> Trial Court Workforce Development Subcommittee (New)  | <b>Priority<sup>5</sup> 1</b>                         |
|    |   | <b>Strategic Plan Goal<sup>6</sup> I, II, III, IV</b> |
|    | <p><b>Project Summary:</b> Through the Trial Court Workforce Development Subcommittee, CEAC will review the judicial branch workforce. The subcommittee will make recommendations and identify best practices in attracting, employing, and retaining a judicial branch workforce that is highly qualified to promote the effective administration of justice.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Staff Resources:</b> Trial Court Leadership staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None</p> |   |

| #  | Ongoing Projects and Activities   |  |
|----|---|--|
| 1. | <b>Project Title:</b> TCPJAC/CEAC Joint Legislation Subcommittee  | <b>Priority 1</b>                      |
|    |   | <b>Strategic Plan Goal II, III</b>     |
|    | <p><b>Project Summary:</b> The TCPJAC/CEAC Joint Legislation Subcommittee (JLS) is charged with developing, reviewing, commenting, and making recommendations on proposed legislation to establish new or amend existing laws. The subcommittee also reviews proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts and recommends proposals for future consideration by the Legislation Committee.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Staff Resources:</b> Governmental Affairs and Trial Court Leadership staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> TCPJAC and Legislation Committee.</p>   |  |
| 2. | <b>Project Title:</b> TCPJAC/CEAC Joint Rules Subcommittee  | <b>Priority 1</b>                      |
|    |   | <b>Strategic Plan Goal II, III, IV</b> |
|    | <p><b>Project Summary:</b> The TCPJAC/CEAC Joint Rules Subcommittee (JRS) is charged with developing, reviewing, and providing input on proposals to establish, amend, or repeal the California Rules of Court, Standards of Judicial Administration, and Judicial Council forms to improve the efficiency or effectiveness of the trial courts. The subcommittee focuses on those proposals that may lead to a significant fiscal or operational impact on the trial courts and makes recommendations to the Rules Committee concerning the overall rule-making process. Additionally, JRS is charged with reviewing nonruled-related invitations to comment that may have an impact on the trial courts.</p> <p>JRS will develop a California Rule of Court governing trial court data collection related to law enforcement activity conducted on property of court facilities by entities other than court security. This rule is intended to be transparent, consistent, and implementable across all courts. JRS may also make additional proposals relating to law enforcement activity conducted on property of court facilities.</p> <p><b>Status/Timeline:</b> Ongoing.</p> |  |

| #  | Ongoing Projects and Activities   |                                   |
|----|---|-----------------------------------|
|    | <p><b>Fiscal Impact/Staff Resources:</b> Legal Services and Trial Court Leadership staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> TCPJAC, Rules Committee, and various advisory bodies.</p>  |                                   |
| 3. | <b>Project Title:</b> ITAC/CEAC Joint Information Security Governance Subcommittee  | <b>Priority 1</b>                 |
|    |   | <b>Strategic Plan Goal II, VI</b> |
|    | <p><b>Project Summary:</b> The Joint Information Security Governance Subcommittee will review and provide feedback on security-related recommendations made by the Judicial Council’s Information Security Officer and other entities. The subcommittee will also review and recommend policies and other security-related proposals for action by ITAC and CEAC.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Staff Resources:</b> Information Technology, Legal Services, and Trial Court Leadership staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> Courts of Appeal and superior courts.</p> <p><b>AC Collaboration:</b> ITAC and other advisory bodies as needed.</p> |                                   |
| 4. | <b>Project Title:</b> CEAC Nominations Subcommittee   | <b>Priority 1</b>                 |
|    |   | <b>Strategic Plan Goal I</b>      |
|    | <p><b>Project Summary:</b> Pursuant to California Rules of Court, rule 10.48(e)(2), the Executive Committee of CEAC must review and recommend to the council’s Executive and Planning Committee candidates for the following:</p> <ul style="list-style-type: none"> <li>▪ Members of CEAC’s Executive Committee;</li> </ul>  |                                   |

| #  | Ongoing Projects and Activities   |                                |
|----|---|--------------------------------|
|    | <ul style="list-style-type: none"> <li>▪ Nonvoting court administrator members of the council; and</li> <li>▪ Members of other advisory committees who are court executives or judicial administrators.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Staff Resources:</b> Trial Court Leadership staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Executive and Planning Committee and various advisory bodies receiving nominations.</p>  |                                |
| 5. | <b>Project Title: CEAC Child Support Services Subcommittee</b>  | <b>Priority 2</b>              |
|    |   | <b>Strategic Plan Goal VII</b> |
|    | <p><b>Project Summary:</b> Through the Child Support Services Subcommittee, CEAC will work in consultation with the Judicial Council Center for Families, Children &amp; the Courts (CFCC) to provide information about significant fiscal and/or operational impacts on trial courts regarding proposed policy or operational changes by the program or the Department of Child Support Services (DCSS). The subcommittee will review feedback from trial courts related to fiscal and/or operational impacts on trial courts which might be addressed in the Judicial Council's agreement with DCSS. In addition, the subcommittee will develop comments and/or recommendations (for CEAC's approval) concerning recommendations proposed by the Data Analytics Advisory Committee regarding the development of Assembly Bill (AB) 1058 data for the Judicial Branch Statistical Information System (JBSIS). The subcommittee will also convene to address any other critical issues related to the Plan of Cooperation (POC) and AB 1058 court contract that might arise in the interim.</p> <p>Child Support Services Subcommittee will meet to review the AB1058 court contracts for Fiscal Year (FY) 2024–25 and provide feedback to the program on changes to the contract terms. The subcommittee will also meet with State DCSS representatives and CFCC staff to discuss and resolve concerns prior to the POC's distribution to the trial courts and local child support agencies. As the POC's are for two-year terms, the subcommittee will meet biannually in the spring on an ongoing basis to review the POCs unless the POC renews by its terms.</p> <p><b>Status/Timeline:</b> Ongoing.</p> |                                |



| #  | Ongoing Projects and Activities   |  |
|----|---|--|
|    | <p><b>Fiscal Impact/Staff Resources:</b> CFCC, Trial Court Leadership, and Research and Evaluation staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> DCSS</p> <p><b>AC Collaboration:</b> DAAC, Family and Juvenile Law Advisory Committee, and Trial Court Budget Advisory Committee.</p>  |  |
| 6. | <b>Project Title: CEAC Judicial Branch Statistical Information System Subcommittee</b>  | <p><b>Priority 2</b></p> <p><b>Strategic Plan Goal III</b></p> |
|    | <p><b>Project Summary:</b> CEAC will continue to provide oversight responsibility over Judicial Branch Statistical Information System (JBSIS) through the JBSIS Subcommittee. JBSIS is authorized through California Rules of Court, rule 10.400, and CEAC has oversight responsibility of JBSIS as defined in rule 10.48, which governs CEAC.</p> <p>The subcommittee identified the following projects:</p> <p><b>Developing the JBSIS 4.0 Implementation Plan</b><br/> The Judicial Council approved the JBSIS 4.0 data at its July 15, 2022, meeting. The subcommittee will work with the ITAC and the Judicial Council’s Information Technology to recommend an implementation plan for the JBSIS 4.0 standards. The plan will include details about how to align JBSIS data submission with JBSIS 4.0 standards as well as how to plan for JBSIS data reporting in the new statewide data warehouse, update associated databases, and modernize related applications and interfaces. This project carries over from 2024.</p> <p><b>Updating JBSIS Data Reporting Requirements (ongoing)</b><br/> As needed, the subcommittee will review and propose changes to JBSIS data reporting requirements, and rules of court and standards of judicial administration when applicable, as issues arise or are brought the attention of the subcommittee.</p> <p><b>Updating the Civil Case Cover Sheet (CM-010) to Reflect JBSIS 4.0 (one-time)</b><br/> To reflect the approved JBSIS 4.0 elements in the Civil Case Cover Sheet, the JBSIS Subcommittee will review and propose a change to the Civil Case Cover Sheet.</p> <p><b>Status/Timeline:</b> Ongoing.</p> |  |

| #  | Ongoing Projects and Activities   |                                |
|----|---|--------------------------------|
|    | <p><b>Fiscal Impact/Staff Resources:</b> Information Technology, Trial Court Leadership, and Office of Court Research staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Superior courts and case management system vendors.</p> <p><b>AC Collaboration:</b> DAAC, ITAC, and Rules Committee.</p>   |                                |
| 7. | <b>Project Title: CEAC Jury Administration and Management Subcommittee</b>  | <b>Priority 2</b>              |
|    |   | <b>Strategic Plan Goal IV</b>  |
|    | <p><b>Project Summary:</b> Through the Jury Administration and Management Subcommittee, CEAC will review jury operations. The subcommittee will make recommendations and identify best practices in jury operations, system reform, and improving the juror experience.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Staff Resources:</b> Office of Court Research and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None.</p> |                                |
| 8. | <b>Project Title: CEAC Records Management Subcommittee</b>  | <b>Priority 2</b>              |
|    |   | <b>Strategic Plan Goal III</b> |
|    | <p><b>Project Summary:</b> Through the Records Management Subcommittee, CEAC will continue to develop and publish updates to the Trial Court Records Manual (TCRM), with a focus on ensuring that content reflects current law and promoting best practices. The subcommittee</p>   |                                |

| #  | Ongoing Projects and Activities  |                          |
|----|--|--------------------------|
|    | <p>will monitor the progress of proposed 2025 Judicial Council-sponsored legislations, other legislation affecting court records management, and relevant amendments to the California Rules of Courts and Judicial Council of California forms.</p> <p>The Records Management Committee will continue discussions with records managers from the trial and appellate courts on electronic records management best practices and the creation of a records management reference guide that pulls out the most often used portions of the TCRM in a more usable format. The committee is in discussion with the Digitizing Court Records User Group to collaborate on how to reach more records managers and invigorate the sharing of best practices.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Staff Resources:</b> CFCC, Criminal Justice Services, Governmental Affairs, Information Technology, Legal Services, and Trial Court Leadership staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Possible consultation with Criminal Law Advisory Committee, Family and Juvenile Law Advisory Committee, ITAC, Probate and Mental Health Advisory Committee, and TCPJAC.</p> |                          |
| 9. | <b>Project Title: CEAC Trial Court Financial Policies Subcommittee</b>   | <b>Priority 2</b>        |
|    |  | <b>Strategic II, III</b> |
|    | <p><b>Project Summary:</b> Through the Trial Court Financial Policies Subcommittee, CEAC will work with Judicial Council’s Branch Accounting and Procurement (BAP) to review and identify needed revisions to the <i>Trial Court Financial Policies and Procedures Manual</i> (TCFPPM).</p> <p>Pursuant to the California Rules of Court, rule 10.804, the Judicial Council of California is required to adopt financial policies and procedures for the superior courts. The TCFPPM was established in 2001 which set out a system of fundamental internal controls that enable the superior courts to monitor their use of public funds, provide consistent and comparable financial statements, and demonstrate accountability. The manual is revised bi-annually, and any suggested updates are submitted to the Judicial Council for approval. BAP works with representatives from various courts to compile and draft recommendations for the next version of the manual. Prior to presentation to the Judicial Council, the rule 10.804(1)(b) requires that the amendments to the manual be made available to the superior courts, the Department of Finance, and the State Controller’s Office for comment.</p>  |                          |

| #   | Ongoing Projects and Activities   |                               |
|-----|---|-------------------------------|
|     | <p>The subcommittee will be reviewing proposed edits to the <i>Trial Court Financial Policies and Procedures Manual</i> including but not limited to, minimum encumbrance threshold, trial court construction procurement approval authority levels, allowable personal vehicle mileage to a common carrier, petty cash and cash handling language updates, clarify fixed assets sub-sections: disposal of inventory items and fixed assets, notice of disposal, and disposal of technology equipment, acceptable electronic payment methods, clarify bank account reconciliation responsibilities, and escheat guidelines, notice requirements, and claims updates.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Staff Resources:</b> BAP, Budget Services, and Trial Court Leadership staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> Superior courts.</p> <p><b>AC Collaboration:</b> None.</p> |                               |
| 10. | <b>Project Title: Strengthen the Role of Court Executive Officers in Outreach to the Legislative and Executive Branches</b>   | <b>Priority 2</b>             |
|     |   | <b>Strategic Plan Goal II</b> |
|     | <p><b>Project Summary:</b> In consultation with the Judicial Council’s Administrative Director, Governmental Affairs, and Budget Services, CEAC will support Judicial Council outreach with the legislature. This effort will entail the development of materials for court executive officers and perhaps educational sessions with legislative members to educate them on the judicial branch budget and the fiscal/operational needs of the trial courts. CEAC will also assist in strengthening communication with the executive branch and with the Department of Finance in particular.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Staff Resources:</b> Judicial Council’s Administrative Director, Trial Court Leadership, Budget Services, and Governmental Affairs staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p>  |                               |

| #   | Ongoing Projects and Activities  |                            |
|-----|--|----------------------------|
|     | <p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> None.</p>  |                            |
| 11. | <b>Project Title: Serve as a Resource and Identify Emerging Trends and Issues in the Courts</b>  | <b>Priority 2</b>          |
|     |  | <b>Strategic Plan Goal</b> |
|     | <p><b>Project Summary:</b> Serve as a subject matter resource for Judicial Council divisions and other council advisory groups to avoid duplication of efforts and contribute to the development of recommendations for council action. Identify, monitor, and discuss emerging trends and issues at the trial court level to increase communication with the Judicial Council, make recommendations concerning court administration to the council, and identify matters to bring to the Executive Office of the Judicial Council to enhance branch communication.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Staff Resources:</b> Various Judicial Council divisions as needed.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Various advisory bodies as needed.</p> |                            |

### III. LIST OF 2024 PROJECT ACCOMPLISHMENTS

| #  | Project Highlights and Achievements  |
|----|--|
| 1. | <b>Educational Opportunities.</b> TCPJAC and CEAC leadership collaborated with Judicial Council staff to hold four business meetings in 2024. These meetings covered topics including budget priorities, legislative updates, information technology updates, and court operations. Participants included presiding judges, assistant presiding judges, court executive officers, and assistant court executive officers.  |
| 2. | <b>Caseflow Management Education.</b> CEAC, in collaboration with TCPJAC, began the process of educating members on implementing methods to achieve effective caseflow management. This topic has been a point of discussion at multiple meetings including the August 2024 TCPJAC/CEAC Statewide Meeting and will be added to the TCPJAC and CEAC 2025 annual agendas as an official project. Caseflow management was highlighted by the Chief Justice in her 2024 State of the Judiciary speech and has subsequently become a priority for CEAC.   |
| 3. | <b>TCPJAC/CEAC Joint Legislation Subcommittee.</b> Remained active throughout 2024, holding 11 conference calls on behalf of the TCPJAC and CEAC, to provide review and make recommendations to the Legislation Committee on 26 different bills identified by Governmental Affairs as having significant operational or administrative impact on the trial courts. The subcommittee will continue to be active in 2025 and meet as needed.   |
| 4. | <b>TCPJAC/CEAC Joint Rules Subcommittee.</b> Remained active throughout 2024, on behalf of the TCPJAC and CEAC, and reviewed 39 rule proposals throughout the course of the year. The subcommittee provided comment on 22 rule proposals that may have a significant fiscal or operational impact on the trial courts. This subcommittee will continue to be active in 2025 and meet as needed.  |
| 5. | <b>Nominations Subcommittee.</b> During the 2024 nominations cycle, the subcommittee identified, assessed, and recommended court executive officer/judicial administrator candidates for membership on the Judicial Council, CEAC Executive Committee, and other council advisory bodies.  |
| 6. | <b>JBSIS Subcommittee.</b> In 2024, the subcommittee made progress on several of its ongoing projects. Some projects are carried over due to staffing issues and to better align with JCIT timelines for the new statewide data warehouse. The subcommittee approved a revision to Standard 2.2(m) (renumbered as of January 1, 2024, from rule 2.2(n)), particularly as it relates to diversion proceedings with the intent to improve clarity of data reporting. Following CEAC approval, a public comment period, and approval by the Rules Committee, the Judicial Council approved the subcommittee's recommendation at its September 20, 2024, meeting. The change will take effect January 1, 2025. The subcommittee reviewed and made recommendations on several data reporting matters that will be incorporated in the JBSIS 4.0 standards. Additionally, in support of the subcommittee's commitment to JBSIS data quality, the subcommittee hosted a one-hour lunchtime session on the topic of data quality and pending caseload. Nearly 70 court staff attended. |
| 7. | <b>Jury Administration Management Subcommittee.</b> In 2024, the subcommittee implemented the AB 1981 Jury Pilot Program. The subcommittee distributed an implicit bias education video for jurors titled, "Jury Service and Fairness," and an updated juror orientation video titled, "Justice for All: Jury Service." The subcommittee completed the Juror e-Payment Pilot Project in Stanislaus Superior Court, an Invitation-to-Comment on an amendment to California Code of Civil Procedure section 232, and the Jury Data Report for FY 2023–2024.  |

| #  | Project Highlights and Achievements   |
|----|---|
| 8. | <b>Records Management Subcommittee.</b> The subcommittee acquired additional members and published updates to the TCRM that includes legislatively mandated updates and best practices for court records. |
| 9. | <b>Trial Court Financial Policies Subcommittee.</b> The subcommittee completed the TCFPPM 13th edition, which was approved at the May 17, 2024, Judicial Council meeting for publication on July 1, 2024. |