



# CJER Governing Committee Guidelines on Proposals **F**rom Other Advisory Committees

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APPROVED BY THE EXECUTIVE AND  
PLANNING COMMITTEE ON JUNE 21,  
2010



JUDICIAL COUNCIL  
OF CALIFORNIA

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GOVERNING COMMITTEE OF THE CENTER  
FOR JUDICIAL EDUCATION AND RESEARCH

## CJER Governing Committee Guidelines on Proposals From Other Advisory Committees and Task Forces That Include Education or Training

### **Purpose of Guidelines**

These guidelines are intended to provide guidance to the Judicial Council, its internal committees, and other advisory committees and task forces regarding proposals that include education or training and to help ensure coordination, consistency, and collaboration in education services for the Judicial Branch.

Under California Rules of Court, rule 10.50, the CJER Governing Committee is primarily responsible for making recommendations to the Judicial Council for improving the administration of justice through comprehensive and quality education and training for judicial officers and other judicial branch personnel. The committee is further required under rule 10.50(c)(4) to review and comment on proposals from other advisory committees and task forces that include education and training of judicial officers or court staff to ensure coordination, consistency, and collaboration in education services.

The committee recognizes that issues about the need for education or training will often come up as the other advisory committees and task forces discuss issues within their central purview. These guidelines are not intended to limit that full discussion; they are intended only to provide guidance on how to seek appropriate review and feedback from the CJER Governing Committee on those education issues before the proposals have been recommended to the Judicial Council for approval.

### **Considerations in Determining Whether To Propose New Rules on Education**

The advisory committee or task force should first consider the Rules and Projects Committee's (RUPRO) policy on the need for a new rule: "The Judicial Council should exercise restraint in adopting a rule if the problem can be adequately addressed through either judicial branch education or a standard of judicial administration."

Similarly, the CJER Governing Committee holds a strong preference for other advisory committees and task forces to not recommend adopting a rule if the problem can be adequately addressed through adding coverage of the issue to an existing curriculum, adding coverage of the issue to an existing course or program, or developing a new education product with coverage of the issue. The Governing Committee oversees nine curriculum committees which collectively are responsible for regularly maintaining and updating the curricula that cover all the subject areas and audiences in the judicial branch. The Governing Committee will approve the overall education plan for the branch, and will be able to refer most of the issues raised by another advisory committee or task force to the appropriate curriculum committee to address.

The judicial branch education rules (California Rules of Court, rules 10.450–10.491) were developed by the CJER Governing Committee to work as a system. Common approaches were used, individual elements need to work in complementary ways, and specific values underlie the rules. For example, there is an intent underlying the rules that each individual judge can best determine, with his or her presiding judge, his or her own education needs in the various subject areas, and so the rules are designed to set out more general education requirements and expectations rather than more specific subject matter and/or hours requirements that would apply to everyone. Therefore, the Governing Committee’s strong preference regarding new rules on education proposed by other advisory committees or task forces would be to develop them as a joint proposal with the other advisory committee or task force with agreement by the two bodies on the proposal.

### **What Proposals Should Be Submitted**

Any proposal that is primarily about education or training should be submitted for review and feedback. Any proposal that contains elements that significantly involve or impact education or training should be submitted for review and feedback on those elements. Examples would include proposed new rules of court on education; proposed new education requirements, expectations, or recommendations; proposed new education products or opportunities; proposals that would require a curriculum or course to include coverage of specified issues; and proposals that would require education or training for a new audience.

### **What Review and Feedback Should Be Sought**

Proposals or elements of proposals that significantly involve or impact education or training should be submitted for review and feedback. These proposals or elements of significant impact will raise policy issues and/or implementation issues. An example of a policy issue would be a proposal to require by rule of court that judges participate in education on ethics. An example of an implementation issue would be a proposal to include education on ethics in an existing course or curriculum on family law. Implementation issues often include resource issues, i.e., whether some new thing can be done with existing resources. If the issue involves a significant demand on existing resources or a significant change in existing priorities, the issue may rise to the level of a policy issue. The CJER Governing Committee will involve staff to the committee in reviewing and analyzing the issues and in preparing feedback.

### **When Should Proposals Be Submitted**

Proposals that significantly involve or impact education should be submitted to the CJER Governing Committee for review and feedback at the earliest opportunity, and for rules proposals before circulation for comment. Proposals should be submitted to the committee before they have been recommended to the Judicial Council for approval. By reviewing proposals at an early stage, the committee can provide early comments, which may guide the

other advisory committee in further developing the proposal or in requesting that public comments address particular issues. This will also help identify proposals that need to be coordinated with other proposals, either by the Governing Committee or by another advisory committee.

Both the Executive and Planning Committee and the Rules and Projects Committee can help in identifying proposals that come before them from other advisory committees or task forces that include education or training. Both of these Judicial Council internal committees can refer the advisory committee or task force to the CJER Governing Committee for review and feedback of such proposals.

### **To Whom Should Proposals Be Submitted**

Proposals that involve or impact education should be submitted to the chair of the CJER Governing Committee and to the principal staff to the committee. The submittal should indicate any specific issues on which the committee wants review and feedback and should indicate the timeline requested for the review and feedback.



# California Rules of Court

## **Rule 10.50. Governing Committee of the Center for Judicial Education and Research**

### **(a) Establishment and purpose**

In 1973, the Judicial Council of California and the California Judges Association created the Center for Judicial Education and Research (CJER). The Governing Committee of CJER was made an advisory committee to the council in 1993 through the adoption of former rule 1029. In 2001, the rule that specifies the CJER Governing Committee's duties was made consistent with the rules pertaining to other Judicial Council advisory committees, but it continues to acknowledge the historic participation of the California Judges Association.

*(Subd (a) amended effective January 1, 2016; adopted effective December 18, 2001; previously amended effective January 1, 2007.)*

### **(b) Area of focus**

The committee makes recommendations to the council for improving the administration of justice through comprehensive and quality education and training for judicial officers and other judicial branch personnel.

*(Subd (b) relettered and amended effective December 18, 2001; adopted as subd (a).)*

### **(c) Additional duties**

In addition to the duties described in rule 10.34, the committee must:

- (1) Recommend rules, standards, policies, and procedures for judicial branch education;
- (2) Recommend a strategic long-range plan for judicial branch education;
- (3) Evaluate the effectiveness of judicial branch education, the quality of participation, the efficiency of delivery, and the impact on service to the public;
- (4) Review and comment on proposals from other advisory committees and task forces that include education and training of judicial officers or court staff in order to ensure coordination, consistency, and collaboration in educational services;
- (5) Establish educational priorities for implementation of curricula, programs, publications, and delivery systems;
- (6) Identify the need for and appoint education committees to implement the priorities, long-range plan, and programs and products of judicial branch education; create and adopt procedures for their operation; and review and approve their projects and products;
- (7) Identify and foster collaborative opportunities with courts to promote and ensure the availability of training at the local court level;

- (8) Identify, analyze, and implement systems to enhance the delivery of education and training statewide; and
- (9) Identify and foster collaborative opportunities with internal and external partners to maximize the resources dedicated to education and training.

*(Subd (c) amended effective January 1, 2007; adopted as subd (b); previously relettered and amended effective December 18, 2001.)*

#### **(d) Membership**

The committee consists of at least the following members:

- (1) Eleven sitting judicial officers, including at least one appellate court justice and one immediate past presiding judge;
- (2) Three judicial administrators, including a supervisor or manager from a trial or appellate court;
- (3) The Administrative Director as an advisory member;
- (4) The president of the California Judges Association or his or her designee as an advisory member; and
- (5) Other advisory members as the Chief Justice may appoint.

*(Subd (d) amended effective January 1, 2015; adopted as subd (c); previously relettered and amended effective December 18, 2001.)*

#### **(e) Nominations**

Nominations for vacant positions on the Governing Committee will be solicited under the procedures described in rule 10.32. The president of the California Judges Association may submit nominations to the Executive and Planning Committee.

*(Subd (e) amended effective January 1, 2007; previously amended effective December 18, 2001.)*

#### **(f) Chair and vice-chair**

The Chief Justice appoints the chair and vice-chair. The committee may make recommendations to the Chief Justice for these two positions.

*(Subd (f) amended effective December 18, 2001.)*

*Rule 10.50 amended effective January 1, 2016; adopted as rule 6.50 effective January 1, 1999; previously amended and renumbered as rule 10.50 effective January 1, 2007; previously amended effective December 18, 2001, and January 1, 2015.*

## **CJER Governing Committee Form to Request Review and Feedback on a Proposal That Includes Education or Training**

The CJER Governing Committee is required under California Rules of Court, rule 10.50(c)(4) to review and comment on proposals from other advisory committees and task forces that include education and training of judicial officers or court staff to ensure coordination, consistency, and collaboration in education services. The Governing Committee has developed “Guidelines on Proposals from Other Advisory Committees and Task Forces that Include Education or Training” to provide guidance on how to seek appropriate review and feedback from the committee on these proposals. The Guidelines ([http://intranet.jud.ca.gov/documents/reference/CJER\\_Guidelines\\_on\\_Proposals\\_from\\_other\\_AC.pdf](http://intranet.jud.ca.gov/documents/reference/CJER_Guidelines_on_Proposals_from_other_AC.pdf)) have been approved by the Executive and Planning Committee. This form is provided to facilitate a request for review and feedback on a proposal that includes education or training.

### **1. Information on Requestor:**

Advisory Committee or Task Force: \_\_\_\_\_  
Committee or Task Force Chair: \_\_\_\_\_  
Committee or Task Force Principal Staff: \_\_\_\_\_  
Proposal Title: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

### **2. Information on Proposal (check all that apply):**

- Proposes new rule of court or amendment to rules of court on education
- Proposes that AOC add coverage of issue to existing curriculum, course, or program
- Proposes that AOC develop new education product with coverage of issue
- Proposes that AOC increase education opportunities on issue
- Proposes education or training for new audience
- Other: \_\_\_\_\_

### **3. Summary of proposal, including how it involves or impacts education or training (specify the course, program, or curriculum, if known): \_\_\_\_\_**

### **4. At what stage in the process is this proposal (please list dates for the following):**

- a. Advisory Committee or Task Force review: \_\_\_\_\_
- b. RUPRO review: \_\_\_\_\_
- c. Executive and Planning Committee review: \_\_\_\_\_
- d. Judicial Council review: \_\_\_\_\_
- e. Other: \_\_\_\_\_

**5. What are the next steps in the process for this proposal (please list dates for the following):**

a. Advisory Committee or Task Force review: \_\_\_\_\_

b. RUPRO review: \_\_\_\_\_

c. Executive and Planning Committee review: \_\_\_\_\_

d. Judicial Council review: \_\_\_\_\_

e. Review and feedback by CJER Governing Committee requested by: \_\_\_\_\_

f. Other: \_\_\_\_\_

**6. Identify any specific review or feedback requested: \_\_\_\_\_**

## CHANGING LETTERHEAD TEMPLATE DOCUMENTS

Do **NOT** use *Windows Explorer* or *My Computer* to initiate this process. Follow the instructions below **in the exact sequence presented**:

- Open the Word program, choose **“Blank Document”**
- Click on **“FILE”** (*extreme upper left corner*), then click on **“Open”** (*left column*)
- Click on the **“Browse”** option (*right column*)
- Find the **S: drive** (*left side of box*) then click on it; find and double-click on the folder **“TEMPLATE”**
- Find and double-click on **“JCC Templates,”** then find and double-click the file you need. For Judicial Council letterhead, open “jc-ltrhd-main”
- Click on **“View”** to change to 200% so it will display appropriately (*you can see the text to work on it!*)
- Double-click the top of the page to open the **“header”** which includes the text on the left side of the page (*what needs to be edited*)
- Edit the document appropriately using updated Judicial Council member roll call/voting sheet to reflect correct voting and advisory members
- After editing, use **“View”** to render document at 100% before saving so it will display properly when opened
- To save, **“Save As”** and make sure the file type is **“Word Template”** – save the file with the suffix **“.dotx”** in the actual file name
- JC letterhead should be saved with the file name of **“S:\TEMPLATE\JCC Templates\jc-ltrhd-main.dotx”**
- Answer **“yes”** to the dialog box question: **“Replace the existing file?”**
- Close Word out completely
- Double-click your desktop JC Template Updates to initiate updates
- Open Word again to check your changes
- *You’re done!*

Please contact Ginna Operario in the Information Services Division (415-865-4077, [ginna.operario@jud.ca.gov](mailto:ginna.operario@jud.ca.gov)) to give access to others whom you want to give permission to change the template. Ginna can also help you troubleshoot any technical problems, such as spacing issues.

For style or language questions, please contact Pat Valentine, Editing and Graphics Group (EGG) at 415-865-4208, [patricia.valentine@jud.ca.gov](mailto:patricia.valentine@jud.ca.gov).



# STAFF ROLE, FUNCTION, AND STRUCTURE

## Rule 10.80. Administrative Director of the Courts (Administrative Director)

### (a) Functions

The Administrative Director, appointed by the Judicial Council under article VI, section 6 of the Constitution, performs those functions prescribed by the Constitution and laws of the state, or delegated to the director by the Judicial Council or the Chief Justice.

*(Subd (a) amended effective July 29, 2014; adopted as unlettered subd effective January 1, 1999; previously lettered subd (a) and amended effective August 14, 2009.)*

### (b) Accountability

The Administrative Director is accountable to the council and the Chief Justice for the performance of the Judicial Council staff. The Administrative Director's charge is to accomplish the council's goals and priorities.

*(Subd (b) amended effective July 29, 2014; adopted effective August 14, 2009.)*

### (c) Interpretation of policies

The Administrative Director may use any reasonable interpretation of Judicial Council policies to achieve the council's goals, consistent with the limitations from the council and the Chief Justice.

*(Subd (c) adopted effective August 14, 2009.)*

### (d) Responsibilities

In carrying out these duties, the Administrative Director is responsible for allocating the financial and other resources relating to the Judicial Council staff (including, for example, funding the operation of advisory bodies and other activities) to achieve the branch goals and policies adopted by the Judicial Council of California.

*(Subd (d) amended effective July 29, 2014; adopted effective August 14, 2009.)*

### (e) Reports

The Administrative Director reports to the Judicial Council at least once annually on the progress made toward achieving the council's goals. When the council sets the direction on projects or programs that require more than one year to complete, the Administrative Director will report back to the council at regular intervals on their status and significant developments.

*(Subd (e) adopted effective August 14, 2009.)*

*Rule 10.80 amended effective July 29, 2014; adopted as rule 6.80 effective January 1, 1999; previously amended and renumbered effective January 1, 2007; previously amended effective August 14, 2009.*

## **Rule 10.81. Judicial Council staff**

### **(a) Establishment**

The Administrative Director, under the supervision of the Chief Justice, employs, organizes, and directs a staff that assists the council and its chair in carrying out their duties under the Constitution and laws of the state.

*(Subd (a) amended effective July 29, 2014; previously amended effective January 1, 2007, and August 14, 2009.)*

### **(b) References to "Administrative Office of the Courts"**

The Judicial Council in the past referred to its staff as the "Administrative Office of the Courts". The following applies where the term "Administrative Office of the Courts" is used:

#### *(1) Rules of Court*

Throughout these rules of court and in all Judicial Council forms, all references to "Administrative Office of the Courts" or "AOC" are deemed to refer to the Judicial Council, the Administrative Director, or the Judicial Council staff, as appropriate.

#### *(2) Other Judicial Council materials and actions*

All references to "Administrative Office of the Courts" or "AOC" in any policy, procedure, manual, guideline, publication, or other material issued by the Judicial Council or its staff are deemed to refer to the Judicial Council, the Administrative Director, or the Judicial Council staff, as appropriate. Judicial Council staff will continue to be responsible for any active delegations or directives the Judicial Council made to the Administrative Office of the Court.

#### *(3) Statutes*

The Judicial Council, its staff, or the Administrative Director, as appropriate, will continue to perform all functions, duties, responsibilities, and other obligations imposed by statute or regulation on the Administrative Office of the Courts.

#### *(4) Agreements and proceedings*

The Judicial Council will continue to perform all duties, responsibilities, functions, or other obligations, and bear all liabilities, and exercise all rights, powers, authorities, benefits, and other privileges attributed to the "Administrative Office of the Courts" or "AOC" arising from contracts, memorandums of understanding, or other legal agreements, documents, proceedings, or transactions. The Judicial Council may be substituted for the "Administrative Office of the Courts" or "AOC" wherever necessary, with no prejudice to the substantive rights of any party.

*(Subd (b) amended effective July 29, 2014; previously amended effective January 1, 2007.)*

*Rule 10.81 amended effective July 29, 2014; adopted as rule 6.81 effective January 1, 1999; previously amended and renumbered effective January 1, 2007; previously amended effective August 14, 2009.*

### **Advisory Committee Comment**

The Judicial Council in 1961 adopted a resolution that named its staff the "Administrative Office of the California Courts." In 1970, the council adopted a rule of court that renamed its staff the "Administrative Office of the Courts."

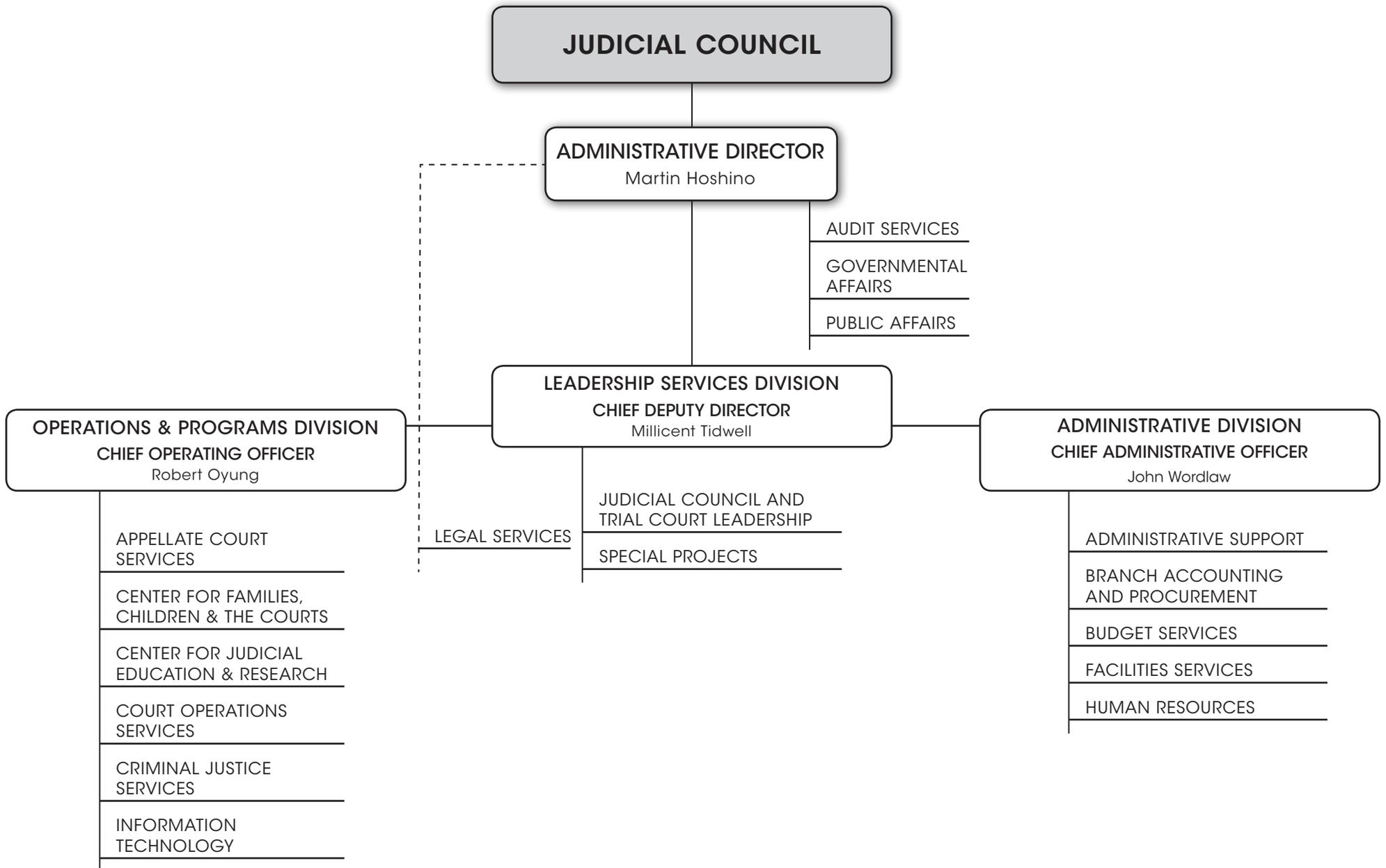
In recent years, the council became aware of recurring confusion about the relationship between the Administrative Office of the Courts and the Judicial Council. There was a common misperception that the Administrative Office of the Courts was a separate entity from the council having independent policymaking authority, when in fact, the members of the Judicial Council set policy, and staff, by whatever name, support the work of the council under the members' direction and oversight. The confusion about the role of the Administrative Office of the Courts impeded the council's ability to advance the interests of the judicial branch.

To allow the council to better achieve its mission, it decided in 2014 to retire the name "Administrative Office of the Courts." This adjustment underscored the unity of identity of the Judicial Council and its staff, and clarified that there has always been only a single entity. The retirement conformed the Judicial Council's practice with that of other state government entities, which do not assign a separate name to their staffs.

The 2014 amendments to this rule are intended to implement the retirement of the name "Administrative Office of the Courts" and clarify that in retiring the name no substantive legal change has occurred. The Judicial Council and its staff will continue to discharge any legal obligations and duties they may have, regardless of the discontinuance of the use of the name "Administrative Office of the Courts."



# ORGANIZATIONAL STRUCTURE OF STAFF TO THE JUDICIAL COUNCIL OF CALIFORNIA



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**Judicial Council of California**  
**CONTACTS FOR SPECIFIC TOPICS**

Topic	Name	Contact Information
Judicial Council Meeting Materials and Scheduling	<b>Ms. Cristina Foti</b> Judicial Council Support	415-865-7455 cristina.foti@jud.ca.gov
Hotel Accommodations and Travel for Judicial Council Meetings	<b>Ms. Kathy Josen</b> Judicial Council Support	916-643-7045 kathy.josen@jud.ca.gov
Public Affairs Director	<b>Mr. Peter Allen</b> Public Affairs	415-865-7451 peter.allen@jud.ca.gov
Questions Regarding Ethics, Vendors, or Other Judicial Council–Related Legal Matters	<b>Ms. Deborah Brown</b> (See Legal Services Contact List)	415-865-7667 deborah.brown@jud.ca.gov
Public Information Regarding the Judicial Council and the Courts	<b>California Courts website</b>	<a href="http://www.courts.ca.gov/">www.courts.ca.gov/</a>
Password-Protected Information for Judicial Branch Leaders	<b>Judicial Resources Network website</b>	<a href="http://jrn.courts.ca.gov/">http://jrn.courts.ca.gov/</a>
Security-Related Matters	<b>Captain Aron Ching</b>	415-865-7900 aron.ching@jud.ca.gov
Judicial Council Conference Center	<b>Receptionist</b>	415-865-4200



# JUDICIAL COUNCIL OF CALIFORNIA

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## Legal Services and Contact List (as of February 20, 2018)

For general information or questions, please call 415-865-7446.

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Patrick O'Donnell, Principal Managing Attorney	415-865-7665	patrick.o'donnell@jud.ca.gov

Below is a list of supervising attorneys in Legal Services to contact for assistance. Please see the links for each unit under the "Individual units and projects" section of the Legal Services home page on the Judicial Resources Network for more details.

<b>Unit</b>	<b>Contact</b>	<b>Phone</b>	<b>E-mail Address</b>
Labor and Employment	Patti L. Williams, Supervising Attorney	415-865-4608	patti.williams@jud.ca.gov
Legal Opinion	Charles Perkins, Supervising Attorney	415-865-4609	charles.perkins@jud.ca.gov
Litigation Management	Lyle Nishimi, Supervising Attorney	415-865-4222	lyle.nishimi@jud.ca.gov
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Rules and Projects	Heather Anderson, Supervising Attorney	415-865-7691	heather.anderson@jud.ca.gov
Transactions and Business Operations	John Prestianni, Supervising Attorney	415-865-7591	john.prestianni@jud.ca.gov

**SUPREME COURT**

- ❖ Hears oral arguments in San Francisco, Los Angeles, and Sacramento
- ❖ Has discretionary authority to review decisions of the Courts of Appeal and direct responsibility for automatic appeals after death penalty judgments

**COURTS OF APPEAL**

- ❖ Are composed of six districts, 16 divisions, and nine court locations
- ❖ Review the majority of appealable orders or judgments from the superior courts

**SUPERIOR COURTS**

- ❖ Are composed of 58 courts, one in each county, with from 1 to 39 locations
- ❖ Administer state and local laws that define crimes and specify punishments

**Court System**

**California Judicial Branch**

**Governance Structure**

**Other Administrative Entities**

**STATE BAR OF CALIFORNIA**

- ❖ Serves as an arm of the Supreme Court in developing the law, regulating the professional conduct of the state’s lawyers, and providing access to legal services

**HABEAS CORPUS RESOURCE CENTER**

- ❖ Represents indigent men and women sentenced in death penalty cases in California
- ❖ Provides training and resources for private attorneys who take these cases

**COMMISSION ON JUDICIAL PERFORMANCE**

- ❖ Is responsible for the censure, removal, retirement, or private admonishment of judges and commissions (decisions subject to review by the Supreme Court)

**COMMISSION ON JUDICIAL APPOINTMENTS**

- ❖ Confirms gubernatorial appointments to the Supreme Court and appellate courts

**JUDICIAL COUNCIL**

- ❖ Is the constitutionally created policymaking body of the California courts, comprised of 21 voting members
- ❖ Is supported by the Judicial Council staff

## **Abbreviations & Acronyms Commonly Used by Judicial Council Staff**

2GEFS	Second Generation Electronic Filing Specifications
ACCMS	Appellate Court Case Management System
ACS	Appellate Court Services ( <i>Judicial Council office</i> )
ACTF	Appellate Court Trust Fund
ADA	Americans with Disabilities Act ( <i>federal</i> )
ADR	alternative dispute resolution ( <i>no caps</i> )
A&E	Advisory Committee on Financial Accountability and Efficiency for the Judicial Branch ( <i>Judicial Council advisory body</i> )
AED	automated external defibrillator
AIDOAC	Appellate Indigent Defense Oversight Advisory Committee ( <i>special committee of the Chief Justice</i> )
AJN	assessed judicial need
AJPs	authorized judicial positions
ASFA	Adoption and Safe Families Act ( <i>federal</i> )
ASL	American Sign Language
ASTAR	Advanced Science and Technology Adjudication Resource Center ( <i>national</i> )
BAJI	<i>Book of Approved Jury Instructions (California Jury Instructions, Civil; replaced by CACI)</i>
BARJ	balanced and restorative justice
BBC	Bench-Bar Coalition
BCP	budget change proposal ( <i>after Judicial Council approval</i> )/budget concept proposal ( <i>before Judicial Council approval</i> )
BGSF	building gross square feet
BJA	Bureau of Justice Assistance ( <i>part of U.S. Department of Justice</i> )
BSA	Bureau of State Audits ( <i>replaced by CSA, California State Auditor</i> )
BSCC	Board of State and Community Corrections
CAAL	California Academy of Appellate Lawyers
CACC	California Association of Collaborative Courts ( <i>formerly California Association of Drug Court Professionals, CADCP</i> )
CACI	<i>California Civil Jury Instructions (Judicial Council civil jury instructions; italicized when it stands alone; roman when followed by No. as in CACI No. 209)</i>
CAFM	Computer Aided Facilities Management
CAFR	Comprehensive Annual Financial Report
CalCASA	California Court Appointed Special Advocate Association
CALCRIM	<i>California Criminal Jury Instructions (Judicial Council criminal jury instructions; italicized when it stands alone; roman when followed by No. as in CALCRIM No. 852)</i>
CalDOG	California Dependency Online Guide ( <i>website</i> )
Cal EMA	California Emergency Management Agency ( <i>part of/succeeded by Governor's Office of Emergency Services, Cal OES</i> )
CALJIC	<i>California Jury Instructions, Criminal (replaced by CALCRIM)</i>

CalPERS	California Public Employees' Retirement System
CalRAPP	California Risk Assessment Pilot Project
CalTech	California Department of Technology ( <i>formerly</i> California Technology Agency (CTA) <i>and, before that,</i> Office of the State Chief Information Officer (OCIO))
CalVet	California Department of Veterans Affairs ( <i>compare with VA below</i> )
CalWORKS	California Work Opportunity and Responsibility to Kids
CAPS	Contacts and Positions System ( <i>database</i> )
CAPTA	Child Abuse Prevention and Treatment Act ( <i>federal</i> )
CARI	California Alliance of Rehabilitation Industries
CARM	<i>Court Administration Reference Manual</i>
CARPOS	California Restraining and Protective Order System ( <i>formerly</i> Domestic Violence Restraining Order System)
CARS	Court Accounting and Reporting System ( <i>now part of Phoenix Financial System</i> )
CART	communication access real-time translation ( <i>accommodation for persons with hearing loss</i> )
CASA	Court Appointed Special Advocate
CASCI	California Association of Superior Court Investigators
CAYC	California Association of Youth Courts
CCA	California Court Association, Inc. ( <i>formerly</i> CCCA, California Court Clerks Association)
CCASDHH	California Coalition of Agencies Serving the Deaf and Hard of Hearing, Inc.
CCBA	Conference of California Bar Associations
CCF	courthouse construction funds
CCLEA	California Coalition of Law Enforcement Associations
CCPOR	California Courts Protective Order Registry
CCTC	California Courts Technology Center
CCTI	Court Clerk Training Institute
CDAA	California District Attorneys Association
CDCR	California Department of Corrections and Rehabilitation
CDPH	California Department of Public Health ( <i>successor to</i> California Department of Health Services (CDHS), <i>for certain functions; see</i> DHCS)
CDSS	California Department of Social Services
CEAC	Court Executives Advisory Committee ( <i>Judicial Council advisory body</i> )
CEB	Continuing Education of the Bar
CEFTS	California Electronic Filing Technical Standards
CEP	Coordinated Enforcement Plan ( <i>related to JABG</i> )
CEQA	California Environmental Quality Act
CFCC	Center for Families, Children & the Courts ( <i>Judicial Council office</i> )
CFP	county facility payments
CFSR	Child and Family Services Reviews
CFTF	Court Facilities Trust Fund ( <i>maintenance funds</i> )
CGSF	component gross square feet
CIAP	Court Interpreters Advisory Panel ( <i>Judicial Council advisory body</i> )
CIDCS	Court Interpreter Data Collection System

CII	Criminal Identification and Information ( <i>database</i> )
CIMCE	Court Interpreter Minimum Continuing Education
CIP	Court Improvement Project ( <i>states, including California</i> )
CIP	Court Improvement Program ( <i>federal</i> )
CITOC	Court Information Technology Officers' Consortium
CJA	California Judges Association
CJCL	California Judicial Center Library
CJER	Center for Judicial Education and Research ( <i>Judicial Council office</i> )
CJP	Commission on Judicial Performance
CJS	Criminal Justice Services ( <i>Judicial Council office</i> )
CJSP	Continuing Judicial Studies Program
CLASP	Court Language Access Support Program ( <i>Judicial Council staff unit, formerly Court Interpreters Program (CIP)</i> )
CLETS	California Law Enforcement Telecommunications System
CMAR	construction manager at risk ( <i>no hyphens for both noun and adjective uses</i> )
CMAS	California Multiple Award Schedules
COMET	Court Online Mentoring, Education, and Training ( <i>website</i> )
COMIO	Council on Mentally Ill Offenders
Comm/Comm	Communications About Committees ( <i>Judicial Council staff entity</i> )
COBCP	capital-outlay budget change proposal
COOP	Continuity of Operations Plan
COS	Court Operations Services ( <i>Judicial Council office</i> )
COSCA	Conference of State Court Administrators
CPDA	California Public Defenders Association
CPOC	Chief Probation Officers of California
CPPCA	California Probation, Parole and Correctional Association
CRF	Constitutional Rights Foundation
CRT	Collections Reporting Template
CSA	California State Auditor ( <i>formerly Bureau of State Audits (BSA)</i> )
CSAC	California State Association of Counties
CSCR	California State Contracts Register
CSMA	California State Marshals' Association
CSSA	California State Sheriffs' Association
CTAC	Court Technology Advisory Committee ( <i>Judicial Council advisory body</i> )
CTCCA	Coalition of Trial Court Clerk Associations
CWS/CMS	Child Welfare Services/Case Management System
CYA	California Youth Authority ( <i>renamed Division of Juvenile Justice, California Department of Corrections and Rehabilitation</i> )
DA, DAs	district attorney, district attorneys
DBB	design, bid, build
DBFO	design, build, finance, operate
DBFOM	design, build, finance, operate, and maintain
DCSS	California Department of Child Support Services

(Decd.)	Deceased ( <i>in parentheses, after person's name</i> )
DGS	Department of General Services ( <i>California</i> )
DHCS	Department of Health Care Services ( <i>California; successor to California Department of Health Services (CDHS), for certain functions; see CDPH</i> )
DOF	Department of Finance ( <i>California</i> )
DOJ	Department of Justice ( <i>U.S. or California</i> )
DRAFT	Dependency Representation, Administration, Funding, and Training ( <i>court-appointed dependency counsel program</i> )
DSA	Division of the State Architect
DUI	driving under the influence ( <i>used interchangeably with DWI (driving while intoxicated)</i> )
DVBE	Disabled Veteran Business Enterprise
DV-FLIP	Domestic Violence—Family Law Interpreter Program
DVPA	Domestic Violence Prevention Act
DVSP	Domestic Violence Safety Partnership ( <i>project</i> )
EEOC	U.S. Equal Employment Opportunity Commission
EGG	Editing and Graphics Group ( <i>Judicial Council staff, part of JCS</i> )
E&P	Executive and Planning Committee ( <i>Judicial Council internal committee</i> )
EBPs	evidence-based practices
EFSPs	electronic filing service providers
EIA	CSAC Excess Insurance Authority
EIS	environmental impact study ( <i>required under CEQA</i> )
ELAN	Executive Legislative Action Network
ESIP	Extended Service Incentive Program
FAPE	free, appropriate public education
FEO	financial evaluation officer ( <i>related to JDCCP</i> )
FLEXCOM	State Bar of California, Family Law Section executive committee
FLSA	Fair Labor Standards Act ( <i>federal</i> )
FLTF	Family Law Trust Fund
FMLA	Family and Medical Leave Act ( <i>federal</i> )
FTB-COD	Franchise Tax Board Court-Ordered Debt
FTB-IIC	Franchise Tax Board Interagency Intercept Collection
FTE	full-time equivalent
GAAP	Generally Accepted Accounting Principles
GED	general educational development ( <i>but OK to use acronym alone</i> )
HCRC	Habeas Corpus Resource Center
HIPAA	Health Insurance Portability and Accountability Act ( <i>federal</i> )
HREMS	Human Resources and Education Management System
HRMIS	Human Resources Management Information System
HR	Human Resources ( <i>Judicial Council office</i> )
IBR	Incremental Budget Request
I-CAN	Interactive Community Assistance Network
ICM	Institute for Court Management
ICNA	Immediate and Critical Needs Account ( <i>SB 1407 funds</i> )

ICWA	Indian Child Welfare Act ( <i>federal</i> )
IEP	individualized education program
IMF	State Trial Court Improvement and Modernization Fund ( <i>sometimes referred to as STCIMF; combines former JAEMF (or Mod Fund) and TCIF</i> )
IOLTA	Interest on Lawyers' Trust Accounts
ISB	Integrated Services Backbone
IT	Information Technology ( <i>Judicial Council office</i> )
ITC	invitation to comment
JABG	Juvenile Accountability Block Grants ( <i>federal</i> )
JAEMF	Judicial Administration Efficiency and Modernization Fund ( <i>more commonly called Modernization Fund or Mod Fund; replaced by IMF</i> )
JAG	Judge Advocate General
JAIC	Judicial Administration Institute of California ( <i>former administrative education department of the Judicial Council's staff agency; part of CJER since 1994</i> )
JBCL	Judicial Branch Contract Law ( <i>California</i> )
JBCM	<i>Judicial Branch Contracting Manual</i>
JBSIS	Judicial Branch Statistical Information System
JCAR	Judicial Council Agenda Request form
JCCC	Judicial Council Conference Center ( <i>full name is William C. Vickrey Judicial Council Conference Center</i> )
JCS	Judicial Council Support ( <i>Judicial Council office, combines Editing and Graphics Group (EGG) and former Secretariat</i> )
JCTC	Judicial Council Technology Committee ( <i>Judicial Council internal committee</i> )
JDCCP	Juvenile Dependency Counsel Collections Program
JEF	Judicial Education Fund
JILL	Judicial Image Library and Locator ( <i>database</i> )
JLBC	Joint Legislative Budget Committee ( <i>California</i> )
JNE	Commission on Judicial Nominees Evaluation of the State Bar ( <i>informally referred to as the "Jenny" Commission</i> )
JRN	Judicial Resources Network ( <i>extranet formerly known as Serranus</i> )
JPE	judicial position equivalent
JRS	Judges' Retirement System
JRTA	Judicial Resources and Technical Assistance ( <i>project</i> )
JXDD	Justice XML Data Dictionary
Kin-GAP	Kinship Guardianship Assistance Payment program
LAIF	Local Agency Investment Fund ( <i>California</i> )
LAO	Legislative Analyst's Office
LAP	language access plan
LBJP	Long Beach Judicial Partners ( <i>formerly California Judicial Partners</i> )
LEA	local educational agency; law enforcement agency
LEED	Leadership in Energy and Environmental Design
LEP	limited English proficiency ( <i>noun</i> ); limited-English-proficiency ( <i>adjective</i> )

LERU	Labor and Employee Relations Unit ( <i>former name of unit within Judicial Council Human Resources office; now called Labor and Employee Relations Services</i> )
LEU	Labor and Employment Unit ( <i>within Judicial Council Legal Services office</i> )
LLC	limited liability company
LLEA	Local Law Enforcement Assistance
LLP	limited liability partnership
MCLE	Minimum Continuing Legal Education
MEPA	Multiethnic Placement Act of 1994 ( <i>federal</i> )
MMCC	Milton Marks Conference Center
MND	mitigated negative declaration
Mod Fund	Judicial Administration Efficiency and Modernization Fund ( <i>replaced by IMF</i> )
MOE	maintenance of effort
MOU/MOUs	memorandum of understanding/memoranda of understanding
NACM	National Association for Court Management
NADCP	National Association of Drug Court Professionals
NAJIT	National Association of Judiciary Interpreters and Translators
NASJE	National Association of State Judicial Educators
NASPO	National Association of State Procurement Officials
NCSC	National Center for State Courts
NEO	New Employee Orientation ( <i>for Judicial Council staff</i> )
NJO	New Judge Orientation ( <i>CJER</i> )
NSF	net square feet
OCJP	Office of Criminal Justice Planning ( <i>California department, dismantled in 2004</i> )
OCR	Office of Court Research ( <i>Judicial Council staff unit</i> )
OJJDP	U.S. Office of Juvenile Justice and Delinquency Prevention
OPS	oral proficiency screening ( <i>of court interpreters</i> )
OSDS	Office of Small Business and Disabled Veteran Business Enterprise Services ( <i>California</i> )
PACER	Public Access to Court Electronic Records ( <i>federal service</i> )
PAF	Advisory Committee on Providing Access and Fairness ( <i>Judicial Council advisory body</i> )
PAJAR	public access to judicial administrative records ( <i>see Cal. Rules of Ct., rule 10.500</i> )
PBI	performance-based infrastructure ( <i>used interchangeably with PPP</i> )
PCLC	Policy Coordination and Liaison Committee ( <i>Judicial Council internal committee</i> )
PDF	portable document format
PDQ	position description questionnaire
PERB	Public Employment Relations Board ( <i>California</i> )
PFR	probation failure rate
PORAC	Peace Officers Research Association of California
PPP	public-private partnership ( <i>also known as P3</i> )
PRCS	postrelease community supervision
RAR	RUPRO Action Request form
RAS	Resource Allocation Study

RCP	Review of Capital Project
REFM	Real Estate and Facilities Management ( <i>Judicial Council office</i> )
RFI	request for information
RFP	request for proposals
RFQ	request for qualifications
RID	Registry of Interpreters for the Deaf, Inc.
RVP	remote video proceedings ( <i>for traffic infractions</i> )
RUPRO	Rules and Projects Committee ( <i>Judicial Council internal committee</i> )
SC:L	Specialist Certificate: Legal
SABRC	State Agency Buy Recycled Campaign ( <i>California</i> )
SAIL	Secure Access Internet Login
SAL	state appropriations limit
SAM	State Administrative Manual
SAP	systems, applications, and products software
SARB	School Attendance Review Board
SARMS	Substance Abuse Recovery Management System
SCFCF	State Court Facilities Construction Fund ( <i>SB 1732 funds</i> )
SCM	State Contracting Manual
SCO	State Controller's Office
SDU	State Disbursement Unit ( <i>for child support collection by DCSS</i> )
SEBS	Statewide Electronic Business Services
SEC	Strategic Evaluation Committee ( <i>special committee of the Chief Justice</i> )
SELPA	special education local plan area
SIJ	Special Immigrant Juvenile
SJI	State Justice Institute
SJO	subordinate judicial officer
SLAPP	strategic lawsuit against public participation
SMEs	subject-matter experts
SMIF	Surplus Money Investment Fund
SNAP	Supplemental Nutrition Assistance Program ( <i>federal government name for program formerly known as Food Stamps; in California CalFresh is the new name</i> )
SPWB	State Public Works Board
SUSRS	Statewide Uniform Statistical Reporting System
T&D	training and development position
TANF	Temporary Assistance for Needy Families ( <i>replaced AFDC</i> )
TCAS	Trial Court Administrative Services ( <i>Judicial Council office</i> )
TCBAC	Trial Court Budget Advisory Committee ( <i>Judicial Council advisory body</i> )
TCIF	Trial Court Improvement Fund ( <i>replaced by IMF</i> )
TCL	Trial Court Liaison ( <i>Judicial Council office</i> )
TCPJAC	Trial Court Presiding Judges Advisory Committee ( <i>Judicial Council advisory body</i> )
TCRM	Trial Court Records Manual
TCTF	Trial Court Trust Fund
TDD	telecommunications device for the deaf

TIFF	Tagged Image File Format
TILP	Transitional Independent Living Plan
TPTF	Technology Planning Task Force ( <i>Judicial Council advisory body</i> )
UCCJEA	Uniform Child Custody Jurisdiction and Enforcement Act ( <i>federal</i> )
UCF	Uniform Civil Fees and Standard Fee Schedule Act of 2005 ( <i>California</i> )
UFC	unified family court
USGBC	U.S. Green Building Council ( <i>administers LEED program</i> )
VA	U.S. Department of Veterans Affairs ( <i>before 1981 this stood for Veterans Administration; see also CalVet above</i> )
VAWA	Violence Against Women Act ( <i>federal</i> )
VAWEP	Violence Against Women Education Project
VfM	value for money
VoIP	Voice over Internet Protocol
VORP	victim offender reconciliation program
VRI	video remote interpreting ( <i>for American Sign Language</i> )
VSIP	Voluntary Separation Incentive Program
WAAC	Workload Assessment Advisory Committee ( <i>Judicial Council advisory body; replaces Judicial Branch Resource Needs Assessment Advisory Committee, which replaced the SB 56 Working Group</i> )
WAFM	Workload-Based Allocation and Funding Methodology
WAMS	Web access management system
WSCA	Western States Contracting Alliance



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## FACT SHEET

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August 2015

### California Courts Website [[www.courts.ca.gov](http://www.courts.ca.gov)]

The California Courts website provides information about judicial branch policies, programs, and services. The site includes information about the California courts, legal opinions, Rules of Court, Judicial Council forms, and resources to help Californians navigate the legal system. Highlights include:

#### California Courts

- Searchable Supreme Court and Court of Appeal opinions, 1850 to the present
- Summaries of Supreme Court cases accepted for review
- Oral argument calendars for the Supreme Court and Courts of Appeal
- Appellate case information lookup
- California Rules of Court
- Links to superior courts' websites

#### Judicial Council of California

- Downloadable Judicial Council forms
- Judicial Council meeting dates and agendas, audiocasts, and meeting materials
- Judicial Council programs and Chief Justice initiatives
- Official news releases, YouTube channel, Twitter feed, and other social media tools

#### Online Self-Help Center and Other Programs

- Access to comprehensive self-help legal resources in English and Spanish
- Statewide court interpreters program to increase access to the courts
- Jury service information for jurors and employers
- Criminal Justice and Realignment information
- Judicial branch job listings and online job application system
- Court-related legislation and branchwide initiatives

#### Contact:

Judicial Council Web Services, 415-865-4200, [websitefeedback@jud.ca.gov](mailto:websitefeedback@jud.ca.gov)

# CALIFORNIA COURTS

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## JUDICIAL COUNCIL OF CALIFORNIA

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### MEMORANDUM

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<b>Date</b> November 16, 2018	<b>Action Requested</b> Please Review
<b>To</b> Presiding Judges of the Juvenile Court	<b>Deadline</b> None
<b>From</b> Collaborative Justice Courts Advisory Committee	<b>Contact</b> Kerry Doyle, Attorney Center for Families, Children & the Courts 415-865-8791 phone kerry.doyle@jud.ca.gov
<b>Subject</b> Juvenile Court Reporting Requirements for Armed and Prohibited Persons System	

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Question presented: What offenses committed by juveniles must the court report to the Department of Justice for inclusion in the Armed and Prohibited Persons System?

Under Penal Code section 29820(a)–(d), any person who is adjudicated a ward of the juvenile court under section 602 because the person committed an offense listed in Welfare and Institutions Code section 707(b), an offense described in Penal Code section 1203.073(b),<sup>1</sup> any offense enumerated in Penal Code section 29805,<sup>2</sup> and any offense described in Penal Code

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<sup>1</sup> **Health & Saf. Code**, §§ 11351 or 11351.5 if 28.5 grams or more of cocaine or cocaine base, or 57 grams or more of a substance containing at least 5 grams of cocaine or cocaine base; **Health & Saf. Code**, §§ 11378 or 11379 if 28.5 grams or more of methamphetamine or 57 grams or more of a substance containing methamphetamine; **Health & Saf. Code**, § 11379.6; **Health & Saf. Code**, §§ 11353 or 11380 by using a minor to manufacture or sell heroin, cocaine base, cocaine, or methamphetamine.

<sup>2</sup> **Pen. Code**, §§ 71, 76, 136.1, 136.5, 140, 148(d), 148.5(f), 171b, 171c(a)(1), 171d, 186.28, 240, 241, 242, 243, 243.4, 244.5, 245, 245.5, 246.3, 247, 273.5, 273.6, 417, 417.6, 422, 422.6, 626.9, 646.9, 830.95, 17500, 17510, 25300, 25800, 30315, or 32625; **Welf. & Inst. Code**, §§ 26100(b) or (d), 27510, 8100, 8101, or 8103; any firearm-related offense under **Pen. Code**, § 871.5 or **Welf. & Inst. Code**, § 1001.5; **Pen. Code**, § 490.2 if the property taken was a firearm.

sections 25850,<sup>3</sup> 25400(a),<sup>4</sup> or 26100(a)<sup>5</sup> is prohibited from owning, having possession, or custody or control of any firearm until the age of 30 years, and the juvenile court must notify the Department of Justice (DOJ) of any person subject to this provision.

In addition, under Welfare and Institutions Code section 8103, superior courts must notify the DOJ of the court order finding a person to be described by one of five subdivisions. The chart below indicates which of these subdivisions has an equivalent description for children under the jurisdiction of the juvenile delinquency court, and whether the court must report a finding for that child to DOJ. Based on the references in section 8103, these reports to DOJ appear limited to (1) an adjudication under Welfare and Institutions Code section 6500(a)(1) that the child is a danger to self or others, and (2) an order for conservatorship of a child under Welfare and Institutions Code section 5350.

Courts can report juvenile offenses to DOJ using their current process with the Mental Health Reporting System.

In the following chart, all references are to the Welfare and Institutions Code unless referring specifically to the Penal Code.

<b>Welf. &amp; Inst. Code, § 8103, Subdivision</b>	<b>Order</b>	<b>Juvenile court equivalent</b>	<b>Report to DOJ?</b>	<b>Reason</b>
(a)(1)	Adjudicated to be danger to others as a result of mental disorder or illness, or a mentally disordered sex offender	§ 6500(a)(1) dangerousness to self or others § 6500(a)(2) developmental disability	§ 6500(a)(1)  No	Danger to others referenced in § 8103  Developmental disability not referenced in § 8103
(b)(1)	Found pursuant to Pen. Code, § 1026 not guilty by reason of insanity of specified crimes	§ 702.3	No	§ 8103 limits to Pen. Code, not Welf. & Inst. Code

<sup>3</sup> Carrying a loaded firearm in public, as defined.

<sup>4</sup> Carrying a concealed firearm, as defined.

<sup>5</sup> Possession of firearm in motor vehicle.

Welf. & Inst. Code, § 8103, Subdivision	Order	Juvenile court equivalent	Report to DOJ?	Reason
(c)(1)	Found pursuant to Pen. Code, § 1026 not guilty by reason of insanity of crimes not specified in (b)	§ 702.3	No	§ 8103 limits to Pen. Code, not Welf. & Inst. Code
(d)(1)	Found to be mentally incompetent to stand trial under Pen. Code, §§ 1370 or 1370.1	§ 709	No	§ 8103 limits to Pen. Code, not Welf. & Inst. Code; additionally, minor may be incompetent due to developmental immaturity
(e)(1)	Placed under conservatorship pursuant to § 5350	§ 5350	§ 5350	Section 5350(a) states, “A conservator may be appointed for a gravely disabled minor.”
(f)(1)	Taken into custody as provided in § 5150 because of danger to self or others, assessed within the meaning of § 5151, and admitted to a designated facility within the meaning of §§ 5151–5152 because of danger to self or others	§§ 5150–5152, inclusive	No	This report must be done by the facility, not the court.