



# JUDICIAL COUNCIL OF CALIFORNIA

EXECUTIVE AND  
PLANNING COMMITTEE

[www.courts.ca.gov/epmeetings.htm](http://www.courts.ca.gov/epmeetings.htm)  
[executiveandplanning@jud.ca.gov](mailto:executiveandplanning@jud.ca.gov)

## EXECUTIVE AND PLANNING COMMITTEE

### OPEN MEETING WITH CLOSED SESSION AGENDA

Open to the Public Unless Indicated as Closed (Cal. Rules of Court, rule 10.75(c)(1)) and (d)(1))

OPEN PORTION OF THIS MEETING IS BEING RECORDED

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**Date:** March 1, 2018  
**Time:** 9:00 a.m. – 1:00 p.m.  
**Location:** 455 Golden Gate Avenue, San Francisco, California 94102-3688  
Third Floor, Redwood Room  
**Public Call-In Number** 877-820-7831; passcode 846-8947 (listen only)

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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.

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

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##### **Call to Order and Roll Call**

##### **Approval of Minutes**

Approve minutes of the February 8, 2018, Executive and Planning Committee meeting.

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#### II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(2))

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##### **Public Comment**

Members of the public requesting to speak during the public comment portion of the meeting must place the speaker's name, the name of the organization that the speaker represents if any, and the agenda item that the public comment will address, on the public comment sign-up sheet. The sign-up sheet will be available at the meeting location at least 30 minutes prior to the meeting start time. The Chair will establish speaking limits at the beginning of the public comment session. While the advisory body welcomes and encourages public comment, time may not permit all persons requesting to speak to be heard at this meeting.

##### **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 [executiveandplanning@jud.ca.gov](mailto:executiveandplanning@jud.ca.gov) or mailed or delivered to Judicial Council of California, 2860 Gateway Oaks Drive, Suite 400, Sacramento, California, 95833, attention: Donna Ignacio. Only written comments received by 9:00 a.m. on Wednesday, February 28, 2018, will be provided to advisory body members prior to the start of the meeting.

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### III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1-2)

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#### Item 1

##### **2018 Advisory Body Annual Agenda Discussions (Action Required)**

Review 2018 annual agendas with advisory body chairs and staff for the following advisory bodies with the order subject to change:

- Language Access Plan Implementation Task Force
- Collaborative Justice Courts Advisory Committee
- Trial Court–State Court Forum
- Court Interpreters Advisory Panel
- Court Security Advisory Committee
- Governing Committee of the Center for Judicial Education and Research
- Sargent Shriver Civil Counsel Act Implementation Committee
- Court Facilities Advisory Committee
- Trial Court Facility Modification Advisory Committee
- Workload Assessment Advisory Committee
- Trial Court Presiding Judges Advisory Committee and Court Executives Advisory Committee (revisions to annual agendas)

Presenters: Various

#### Item 2

##### **Subordinate Judicial Officer Conversion – Request from the Superior Court of Los Angeles County (Action Required)**

Review request from the Superior Court of Los Angeles County to convert one vacant subordinate judicial officer position to a judgeship.

Presenters: Ms. Leah Rose-Goodwin and Mr. David Smith

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### IV. ADJOURNMENT

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**Adjourn to Closed Session**

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**V. CLOSED SESSION (CAL. RULES OF COURT, RULE 10.75 (D))**

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**Item 1**

**Pursuant to California Rules of Court, rule 10.75(d)(1)**

***Recommendation for Advisory Committee Subcommittee Appointment***

Review material and develop a recommendation to be sent to the committee chair regarding a subcommittee appointment.

**Adjourn Closed Session**



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## EXECUTIVE AND PLANNING COMMITTEE

### MINUTES OF OPEN MEETING

Thursday, February 8, 2018

12:10 to 1:10 p.m.

Teleconference

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**Committee Members Present:** Justice Douglas P. Miller (Chair); Judge Marla O. Anderson, (Vice Chair); Justice Harry E. Hull, Jr., Presiding Judges Patricia M. Lucas and Gary Nadler; Judges Stacy Boulware Eurie, Samuel K. Feng, and David M. Rubin; Ms. Kimberly Flener and Ms. Gretchen Nelson

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**Other Attendees:** Hon. Charles Margines, Ms. Rodina Catalano, and Mr. Neal Taniguchi

**Committee Staff Present:** Ms. Millicent Tidwell

**Staff Present:** Ms. Suzanne Blihovde, Mr. Mike Courtney, Ms. Kimberly DaSilva, Ms. Nicole Davis, Mr. Mike Courtney, Mr. Robert Downs, Ms. Marcela Eggleton, Ms. Angela Guzman, Ms. Donna Ignacio, Ms. Jamel Jones, Mr. Doug Kauffroath, Mr. Greg Keil, Ms. Shelley La Botte, Ms. Mona Lawson, Mr. Chris Magnusson, Ms. Anna Maves, Mr. Jason Mayo, Ms. Susan McMullan, Ms. Donna Newman, Mr. Patrick O'Donnell, Ms. Anne Ronan, Ms. Leah Rose-Goodwin, Ms. Robin Seeley, Mr. Brian Simeroth, Mr. David Smith, Ms. Laura Speed, Mr. Greg Tanaka, Mr. Zlatko Theodorovic, Mr. John Wordlaw, and Ms. Josely Yangco-Fronza

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### OPENING MEETING

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#### Call to Order and Roll Call

The chair called the meeting to order at 12:10 p.m. and committee staff took roll call.

#### Approval of Minutes

The committee voted to approve the following minutes:

- December 14, 2017, Executive and Planning Committee open meeting with closed session
- January 4, 2018, Executive and Planning Committee closed meeting

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**DISCUSSION AND ACTION ITEMS**

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**Item 1**

**Subordinate Judicial Officer Exception – Request from the Superior Court of Orange County (Action Required)**

Review request from the Superior Court of Orange County for a one-year extension to the temporary exception to the conversion of three vacant subordinate judicial officer positions to judgeships.

***Action: The committee voted to approve the request from the Superior Court of Orange for a one-year extension to the temporary exception to conversion of three vacant subordinate judicial positions to judgeships.***

**Item 2**

**Subordinate Judicial Officer Exception – Request from the Superior Court of San Mateo County (Action Required)**

Review request from the Superior Court of San Mateo County for a one-year extension to the temporary exception to the conversion of two vacant subordinate judicial officer positions to judgeships.

***Action: The committee voted to approve the request from the Superior Court of San Mateo for a one-year extension to the temporary exception to conversion of two vacant subordinate judicial officer positions to judgeships.***

**Item 3**

**Agenda Setting for the March Judicial Council Meeting (Action Required)**

Review draft reports and set the agenda for the Judicial Council meeting in March.

***Action: The committee reviewed draft reports and set the agenda for the Judicial Council meeting in March, which will be a one-day meeting held on March 2.***

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**A D J O U R N M E N T**

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There being no further business, the meeting was adjourned at 12:32 p.m.

Approved by the advisory body on \_\_\_\_\_.

**Language Access Plan Implementation Task Force**  
**Annual Agenda<sup>1</sup>—2018**  
**Approved by Executive and Planning Committee:**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Mariano-Florentino Cuéllar, Justice, California Supreme Court
<b>Lead Staff:</b>	Ms. Olivia Lawrence, Principal Manager; Mr. Douglas G. Denton, Supervising Analyst; Ms. Elizabeth Tam-Helmuth, Senior Analyst, Court Operations Services

**Committee’s Charge/Membership:**

Established in 2015, the Judicial Council's Language Access Plan Implementation Task Force advises the council on implementation of the recommendations issued by the Joint Working Group for California's Language Access Plan (2013–2015) in the *Strategic Plan for Language Access in the California Courts* (adopted by the council on January 22, 2015). The Task Force includes representatives of the key stakeholders in the provision of language access services in the courts, including, but not limited to, judicial officers, court administrators, court interpreters, legal services providers, and community leaders. The task force's charge is to turn the Language Access Plan (LAP) into a practical roadmap for courts by creating a plan for full implementation in all 58 superior courts. Additional responsibilities of the task force include:

- Create an implementation plan for the LAP to present to the Judicial Council and to guide the work of the Task Force and the courts to make the strategic plan a reality;
- Develop cost estimates of implementing the recommendations;
- Assess the feasibility of the phasing process outlined in the plan based upon resources available and operational feasibility, and adjust where necessary;
- Propose rules of court, forms, and Judicial Council–sponsored legislation for the council and its internal committees to consider;
- Create and distribute work products (including bench guides, tool kits, and others);
- Coordinate with related advisory groups on implementation efforts where appropriate; and
- Develop mechanisms to oversee and monitor the implementation of the plan.

The Task Force currently has 26 members. The current task force [roster](#) is available on the task force’s web page.

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

## Subcommittees/Working Groups<sup>2</sup>:

The Task Force established four ad hoc subcommittees:

1. **Budget and LAP Monitoring (Chaired by Judge Steve Austin):** This Subcommittee is charged with supporting implementation of LAP recommendations regarding funding and monitoring. A major priority among these is securing adequate funding for expanded use of court interpreters in civil cases and for all court-ordered, court-operated programs, services and events.
2. **Technological Solutions (Chaired by Associate Justice Terrence Bruiniers):** This Subcommittee is charged with supporting implementation of LAP recommendations regarding technology, including 1) data collection in CMSs to identify language access needs, and 2) appropriate use of video-remote technology.
3. **Translation, Signage, and Tools for Courts (Chaired by Associate Justice Laurie Zelon and Mr. Jose Varela):** This Subcommittee is charged with supporting implementation of LAP recommendations regarding translation, signage and other tools to assist the trial courts and limited English proficient (LEP) court users, including development of templates for multilingual signs and notices, and translation protocols. Note: The LAP recommended that the Judicial Council create a translation committee to develop and formalize a translation protocol for Judicial Council translation of forms, written materials, and audiovisual tools (see LAP Recommendation #36). The Task Force's Translation, Signage, and Tools for Courts Subcommittee is serving in and fulfilling that function for Phase 1 and Phase 2 of LAP implementation, and the Subcommittee and Task Force Chairs plans to recommend to the council at a future date whether an ongoing and separate standing translation advisory committee should be established.
4. **Language Access Education and Standards (Chaired by Judge Manuel Covarrubias and Ms. Ana Maria Garcia):** This Subcommittee is charged with supporting implementation of LAP recommendations regarding language access education and standards, including education and standards to assist judges, court staff and court interpreters with successful implementation of LAP policies and procedures, and creation of multilingual videos to assist LEP court users with navigating the court system.

Note: The **Court Interpreters Advisory Panel (CIAP)** is charged with supporting implementation of the LAP recommendations regarding court interpreters in the areas of interpreter complaints, waiver policy, interpreter standards and provisional qualification requirements, amending California Rule of Court, rule 2.893, and updating interpreter-related forms. In 2018, the CIAP anticipates that it will work on LAP Recommendations #64 (complaints regarding court interpreters) and #75 (development of a court interpreter waiver policy), and has included these projects in its 2018 Annual Agenda.

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<sup>2</sup> California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>3</sup>	
1.	<b>Project Title:</b> Language Access BCP for FY 2019–20	<b>Priority 1<sup>4</sup></b>
<p><b>Project Summary<sup>5</sup>:</b> The Task Force is developing and completing a Budget Change Proposal (BCP) for 2019–20 for the council to increase trial court and Judicial Council funding to support LAP implementation. Among other LAP recommendations, this project supports implementation of LAP Recommendations #8 (expansion of court interpreters to all civil proceedings); #12–16 (video remote interpreting); and #56 (advocacy for sufficient funding).</p> <p><b>Status/Timeline:</b> September 2018 to submit FY 2019–20 BCP to Department of Finance.</p> <p><b>Fiscal Impact/Resources:</b> This project will use current Judicial Council staffing and resources from Court Operations Services (COS) and Budget Services, to develop and submit the BCP.</p> <p><b>Internal/External Stakeholders:</b> Trial courts.</p> <p><b>AC Collaboration:</b> Task Force’s Budget and LAP Monitoring Subcommittee; Trial Court Budget Advisory Committee; Advisory Committee on Financial Accountability and Efficiency for the Judicial Branch.</p>		
2.	<b>Project Title:</b> Interim Guidance Memorandum to Courts on Data Collection	<b>Priority 1<sup>4</sup></b>
<p><b>Project Summary:</b> Prior to completion of Ongoing Project #7 (see p. 11), the Budget and LAP Monitoring and Technological Solutions Subcommittees will develop an interim guidance memorandum for courts on recommended guidelines for data collection under the LAP, which will include an inventory of features available with the three main Case Management Systems (CMSs). This project supports LAP Recommendations #1 (court to identify and document language access needs); and #2 (court to track and record denial of language services).</p>		

<sup>3</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>4</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 the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>5</sup> A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.



#	New or One-Time Projects <sup>3</sup>	
	<p><b>Status/Timeline:</b> By June 2018, produce memorandum to courts with recommended guidelines for data collection under the LAP, which will include an inventory of features and functionalities in the three main CMSs.</p> <p><b>Fiscal Impact/Resources:</b> This project will use current Judicial Council staffing and resources from COS and Information Technology (IT), to develop and share the memorandum.</p> <p><b>Internal/External Stakeholders:</b> Trial courts.</p> <p><b>AC Collaboration:</b> Task Force’s Budget and LAP Monitoring and Technological Solutions Subcommittees.</p>	
3.	<p><b>Project Title:</b> Guidelines for Remote Technology to Enhance Availability of Bilingual Staff Outside of Court Proceedings</p>	<b>Priority 2<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> The Translation, Signage and Tools for Courts Subcommittee completed a draft report in September 2017 that provides a survey of remote technology programs and approaches helpful in facilitating the work of bilingual staff outside of court proceedings in the California courts and throughout the United States. This report will form the basis of specific policy recommendations that will be developed during Fall 2017/Winter 2018 and will be presented to the Task Force later in 2018. This project supports implementation of LAP Recommendation #30 (remote technology for out-of-court services).</p> <p><b>Status/Timeline:</b> Present recommended guidelines to the Task Force by Spring 2018 for review and approval.</p> <p><b>Fiscal Impact/Resources:</b> This project will use current Judicial Council staffing and resources from COS and Center for Families Children &amp; the Courts (CFCC), to develop and share the guidelines.</p> <p><b>Internal/External Stakeholders:</b> Trial courts.</p> <p><b>AC Collaboration:</b> Task Force’s Translation, Signage and Tools for Courts Subcommittee.</p>	
4.	<p><b>Project Title:</b> Develop Rule of Court Regarding Best Practices for Judges when Ordering LEP Parties to Participate in Programs that Require Appropriate Language Access Services</p>	<b>Priority 2<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> The Translation, Signage and Tools for the Courts Subcommittee will develop a new rule of court regarding best practices when courts order LEP court users to appropriate language access service programs, including appropriate language service providers and court-appointed professionals. This project supports implementation of LAP Recommendations #11 (consideration of language accessibility of service providers in making court orders); and #33 (qualifications of court-appointed professionals).</p>	

#	<b>New or One-Time Projects<sup>3</sup></b>	
	<p><b>Status/Timeline:</b> By November 2018, complete preliminary process to develop a new rule of court (for effective date of January 1, 2020).</p> <p><b>Fiscal Impact/Resources:</b> This project will use current Judicial Council staffing and resources from COS, CCFC, and Legal Services, to develop the new rule of court.</p> <p><b>Internal/External Stakeholders:</b> Trial courts.</p> <p><b>AC Collaboration:</b> Task Force’s Translation Subcommittee; Rules and Projects Committee (RUPRO); and Executive and Planning Committee.</p>	
5.	<b>Project Title:</b> Develop Public Outreach to Non-English Communities Regarding Language Access Resources	<b>Priority 2<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> The Budget and LAP Monitoring Subcommittee will develop public outreach mechanisms to promote and share the Task Force’s language access resources. This project supports implementation of the Task Force’s efforts to reach out to non-English speaking communities (target audiences) and disseminate resources that LEP courts users can use. This project supports implementation of LAP Recommendations #5 (notice of available language access services); #53 (work with local community-based organizations to gather feedback and disseminate information throughout the community); #54 (use multilingual audio and/or video recordings as part of outreach efforts); and #55 (collaborate with local media/ethnic media outlets to disseminate language access services information).</p> <p><b>Status/Timeline:</b> By December 2018, develop a planned campaign for public outreach regarding language access resources for LEP court users for implementation in 2019.</p> <p><b>Fiscal Impact/Resources:</b> This project will use current Judicial Council staffing and resources from COS, CFCC, and Public Affairs, to develop public outreach efforts. The project may also use COS consultant monies for a 2018 RFP/Consultant Contract that would enable a language access consultant to assist Language Access Services staff with certain language access projects, including public outreach efforts.</p> <p><b>Internal/External Stakeholders:</b> Trial courts.</p> <p><b>AC Collaboration:</b> Task Force’s Budget and LAP Monitoring and Translation, Signage and Tools for Courts Subcommittees.</p>	
6.	<b>Project Title:</b> Develop Widget for Local Courts to Link to Language Access Toolkit	<b>Priority 2<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> The Translation, Signage and Tools for Courts Subcommittee will develop a widget for courts’ intranet sites that will link to the Language Access Toolkit. This project supports implementation of LAP Recommendation #51 (information on local court</p>	

#	New or One-Time Projects <sup>3</sup>	
	<p>intranets).</p> <p><b>Status/Timeline:</b> By July 2018, develop widget link to the Toolkit, and promote to local courts for placement on their intranet sites.</p> <p><b>Fiscal Impact/Resources:</b> This project will use current Judicial Council staffing and resources from COS, CCFC, and IT, to develop the widget.</p> <p><b>Internal/External Stakeholders:</b> Trial courts.</p> <p><b>AC Collaboration:</b> Task Force’s Translation, Signage and Tools for Courts Subcommittee.</p>	
7.	<b>Project Title:</b> Identify Solutions for Remote Language Access Services (Outside Courtroom)	<b>Priority 2<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> The Technological Solutions Subcommittee will identify existing practices for remote services (provided outside the courtroom at counters and self-help centers), including software and hardware technology tools. This project supports implementation of LAP Recommendations #31 (pilot for remote interpreter services at counters and self-help centers); and #32 (pilot for inter-court remote trainings, workshops, etc.).</p> <p><b>Status/Timeline:</b> By December 2018, Judicial Council staff will provide a memorandum to courts that identifies various existing programs and technological tools (software and hardware) to assist LEP court users with outside of courtroom remote services. The memorandum will also include resource information for courts that are interested in remote technology for non-courtroom use, such as the SHARP program, which leverages video conferencing to support self-represented litigants, including LEP court users, remotely.</p> <p><b>Fiscal Impact/Resources:</b> This project will use existing Judicial Council staff from COS and IT, to identify and share best practices. The Task Force anticipates it will develop this into an item to include in the FY 2019–20 Language Access BCP to specifically fund courts that would like to do future local piloting/experimenting of various remote solutions to assist court users at counters or at self-help centers.</p> <p><b>Internal/External Stakeholders:</b> Trial courts.</p> <p><b>AC Collaboration:</b> Task Force’s Technological Solutions Subcommittee.</p>	
8.	<b>Project Title:</b> Identify Potential Translation Devices for Courts’ Out of Courtroom (Counter) Translation Needs	<b>Priority 2<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> The Technological Solutions Subcommittee will evaluate and develop recommendations for software and hardware technology tools to assist in facilitation of non-courtroom translations (e.g., at counters or self-help centers). This project supports</p>	

#	New or One-Time Projects <sup>3</sup>
	<p>implementation of LAP Recommendations #31 (pilot for remote interpreter services at counters and self-help centers); and #32 (pilot for inter-court remote trainings, workshops, etc.).</p> <p><b>Status/Timeline:</b> By December 2018, produce a memorandum for courts that identifies recommended potential devices for courts to use for translation devices for counters or self-help centers.</p> <p><b>Fiscal Impact/Resources:</b> This project will use current Judicial Council staffing and resources from IT, to experiment various technology tools.</p> <p>For the FY 2019–20 Language Access BCP, a request for funding to support piloting/experimenting of various technology tools will be included.</p> <p><b>Internal/External Stakeholders:</b> Trial courts.</p> <p><b>AC Collaboration:</b> Task Force’s Technological Solutions and Translation, Signage and Tools for Courts Subcommittees.</p>

#	Ongoing Projects and Activities <sup>3</sup>	
1.	<p><b>Project Title:</b> Develop and Establish Guidelines and Best Practices for Video Remote Interpreting (VRI), Including Minimum Technical Standards</p>	<p><b>Priority 1<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> The COS, IT, and Technological Solutions Subcommittee will continue to develop and establish guidelines for VRI (spoken-language interpreters) and minimum technology requirements. This project supports LAP Recommendations #12 (preference for in-person interpreters); #13 (remote interpreting in the courtroom); #14 (remote interpreting minimum technology requirements); and #15 (use of video for remote interpreting).</p>		
<p><b>Status/Timeline:</b> The VRI pilot will commence in three courts in January 2018 for six months. By August/September 2018, a report will be produced for the council on VRI guidelines, including minimum technology requirements. End product/outcome: VRI for spoken language guidelines, including remote interpreting minimum technology requirements, functional guidelines, and training guidelines.</p>		
<p><b>Fiscal Impact/Resources:</b> This project was provided with \$352,000 in the Governor’s 2017 Budget. Monies are being used to assist the three pilot courts (Merced, Sacramento, and Ventura) with VRI pilot implementation. This project will likely use a small portion of those funds for a consultant in 2018 to assist Judicial Council staff with establishing an online VRI Resource Center for courts, and/or establishing minimum technical standards for courts following the pilot. Current Judicial Council staffing and resources include a time-limited Senior Analyst (through July 2018) from COS to act as Project Manager for the VRI pilot, with other council staffing from IT and HR-LERU, helping as available with establishing VRI guidelines and minimum technology requirements. San Diego State University (SDSU) is helping to evaluate the pilot under an existing contract. A new contract for any additional consultant help following conclusion of the VRI Pilot, for example, for an online VRI Resource Center, would go out to bid via an RFP in Spring 2018. Additional monies for courts to purchase VRI equipment, following the VRI pilot, will be included in the FY 2019–20 Language Access BCP.</p>		
<p><b>Internal/External Stakeholders:</b> Trial courts; court interpreter groups (both court employees and independent contractors); attorneys and legal services providers.</p>		
<p><b>AC Collaboration:</b> Task Force’s Technological Solutions Subcommittee; Information Technology Advisory Committee.</p>		
2.	<p><b>Project Title:</b> Design and Conduct a Video Remote Interpreting (VRI) Pilot, and Collect Relevant Data</p>	<p><b>Priority 1<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> The COS, IT, and Technological Solutions Subcommittee will continue to design and conduct a VRI spoken-language pilot. This project supports LAP Recommendations #16 (pilot for video remote interpreting).</p>		
<p><b>Status/Timeline:</b> The VRI pilot will commence in three courts in January 2018, and run through at least June 2018. End product/outcome: Report for the council on best practices for VRI, pilot findings and recommendations, and data collected.</p>		

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
	<p><b>Fiscal Impact/Resources:</b> This project was provided with \$352,000 in the Governor’s 2017 Budget. Monies are being used to assist three pilot courts with pilot implementation. Current Judicial Council staffing and resources include a time-limited Senior Analyst (through July 2018) from COS for the VRI pilot, with other council staffing from IT and HR-LERU, helping as available to establish VRI guidelines and minimum technology requirements. SDSU is helping to evaluate the pilot under an existing contract. A new contract for additional consultant help following conclusion of the VRI Pilot (e.g., to develop an online VRI Resource Center and/or establish technical guidelines for courts) would go out to bid via an RFP in Spring 2018. Additional monies for courts to purchase VRI equipment, following the VRI pilot, will also be included in the FY 2019–20 Language Access BCP.</p> <p><b>Internal/External Stakeholders:</b> Trial courts; court interpreter groups (both court employees and independent contractors); attorneys and legal services providers.</p> <p><b>AC Collaboration:</b> Task Force’s Technological Subcommittee; Information Technology Advisory Committee.</p>	
3.	<p><b>Project Title:</b> Develop a Detailed Work Plan and Cost Estimates for Full LAP Implementation</p>	<p><b>Priority 1<sup>4</sup></b></p>
	<p><b>Project Summary<sup>5</sup>:</b> The Budget and LAP Monitoring Subcommittee will continue to develop a detailed work plan with cost estimates for full implementation of the Language Access Plan. Among other LAP recommendations, this project supports implementation of #8 (expansion of court interpreters in all civil proceedings); #10 (provision of qualified interpreters in all court-ordered/court-operated proceedings); #28 (recruitment of bilingual staff); #56 (advocacy for sufficient funding); #58 (pursuit by the Judicial Council of other funding opportunities); #59 (pursuit by courts of other funding opportunities); and #60 (language Access Implementation Task Force).</p> <p><b>Status/Timeline:</b> Ongoing. As of June 2016, the Task Force consultant, National Center for State Courts (NCSC), worked with the Subcommittee to develop rough cost estimates regarding implementation of the various LEP recommendations to assist the council with preparation of future BCPs and other funding requests. BCP requests will be ongoing to support LAP implementation.</p> <p><b>Fiscal Impact/Resources:</b> This project will use current Judicial Council staffing and resources from COS and Budget Services for ongoing development of the detailed work plan and cost estimates.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> The Task Force’s Budget and LAP Monitoring Subcommittee; Trial Court Budget Advisory Committee; Advisory Committee on Financial Accountability and Efficiency for the Judicial Branch.</p>	

#	Ongoing Projects and Activities <sup>3</sup>	
4.	<b>Project Title:</b> Complete a Statewide Complaint Form and Process, Including Interaction with Local Trial Courts	<b>Priority 1<sup>4</sup></b>
<p><b>Project Summary<sup>5</sup>:</b> The Budget and LAP Monitoring Subcommittee will continue to implement and improve a statewide complaint process. This project supports implementation of LAP Recommendations #62 (single complaint form); and #63 (complaints at local level regarding language access services).</p> <p><b>Status/Timeline:</b> In September 2016, the Task Force distributed a model complaint form and procedures to courts and posted these documents to the Language Access Toolkit. The model packet is being updated to conform to new California Rules of Court, rule 2.851, which will become effective January 1, 2018, and will require each court to establish a language access services complaint form and process by December 31, 2018.</p> <p><b>Fiscal Impact/Resources:</b> This project will use current Judicial Council staffing and resources from COS and Legal Services, to develop training and related efforts to support courts with implementation of rule 2.851.</p> <p><b>Internal/External Stakeholders:</b> Trial courts.</p> <p><b>AC Collaboration:</b> Task Force’s Budget and LAP Monitoring Subcommittee; CIAP.</p>		
5.	<b>Project Title:</b> Sponsor Legislation to Amend Government Code Section 68560.5(a) and Civil Code of Procedure Section 116.550 Dealing with Court Interpreters in Small Claims Actions	<b>Priority 1<sup>4</sup></b>
<p><b>Project Summary<sup>5</sup>:</b> The Task Force and Civil and Small Claims Advisory Committee submitted a joint proposal in November 2017 to PCLC that recommends that the Judicial Council sponsor legislation to amend Government Code section 68560.5(a) and Civil Code of Procedure section 116.550 dealing with court interpreters in small claims actions. This project supports implementation of LAP Recommendations #71 (legislation to delete exception for small claims proceedings); #72 (legislation to require credentialed interpreters for small claims).</p> <p><b>Status/Timeline:</b> January 2019 for the effective date of new legislation. During 2018, Judicial Council staff will work on preparing notices, training, and other support for courts in anticipation of the new statutes.</p> <p><b>Fiscal Impact/Resources:</b> This project will use current Judicial Council staffing and resources from COS, Governmental Affairs, and Legal Services for Judicial Council–sponsored legislation for upcoming legislative year 2018, effective date January 1, 2019.</p>		

#	Ongoing Projects and Activities <sup>3</sup>	
	<p><b>Internal/External Stakeholders:</b> Trial courts.</p> <p><b>AC Collaboration:</b> Task Force and Civil and Small Claims Advisory Committee.</p>	
6.	<p><b>Project Title:</b> Establish Guidelines for Courts to Early Identify and Document Language Access Needs in Their CMSs and/or Case Record/File</p>	<b>Priority 1<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> The Technological Solutions Subcommittee (with input from the Translation Subcommittee) will establish guidelines for courts to early identify and document language access needs in their CMSs and/or case record/file. This includes guidelines to track provisions and the denial of language access services. This project supports implementation of LAP Recommendations #1 (language access needs identification); and #2 (requests for language services).</p> <p><b>Status/Timeline:</b> December 2018 for guidelines. This project is likely to require ongoing updates to case management systems including future upgrades. End product/outcome: Guidelines regarding documenting language access needs identification and requests for language services.</p> <p><b>Fiscal Impact/Resources:</b> This project will use current Judicial Council staffing and resources from CFCC, COS, and IT, to develop guidelines. The target date to finish the guidelines under these recommendations is December 2018.</p> <p><b>Internal/External Stakeholders:</b></p> <p><b>AC Collaboration:</b> Task Force’s Technological Solutions and Translation, Signage and Tools for Courts Subcommittees.</p>	
7.	<p><b>Project Title:</b> Evaluate Interpreter Act</p>	<b>Priority 2<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> The Budget and LAP Monitoring Subcommittee will evaluate the Interpreter Act. This project supports implementation of the LAP Recommendation #74 (evaluation of Trial Court Interpreter Employment and Labor Relations Act).</p> <p><b>Status/Timeline:</b> By January 2020. Due to the scope of the Act, this review and development of any recommendations is likely to be a long-term project. End product/outcome: An evaluation, and possible recommendations, for the council.</p> <p><b>Fiscal Impact/Resources:</b> This project will use current Judicial Council staffing and resources from COS; Human Resources Labor Employment Relations Unit (HR-LERU), Legal Services, and Governmental Affairs, for review and development of any recommendations to the Interpreter Act on appropriate language access services. Since inception, the Task Force has not worked on bargaining issues.</p>	



#	Ongoing Projects and Activities <sup>3</sup>	
	<p>Therefore, it is recommended that as a separate project, the Judicial Council’s HR-LERU work with the Regional Bargaining Chairs regarding any proposed amendments to the Interpreter Act sections that cover regional or statewide bargaining. It will need to determine which advisory body would move those court interpreter bargaining recommendations (for potential changes in the Act that would impact regional or statewide bargaining) forward to the council.</p> <p><b>Internal/External Stakeholders:</b> Trial courts; court interpreter groups (both court employees and independent contractors); and legal services providers.</p> <p><b>AC Collaboration:</b> Task Force’s Budget and LAP Monitoring Subcommittee; Policy Coordination and Liaison Committee (PCLC); and Regional Chairs of the Bargaining Regions.</p>	
8.	<b>Project Title:</b> Protocols for Bilingual Volunteers or Staff	<b>Priority 2<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> The Translation, Signage and Tools for Courts Subcommittee will develop protocols for bilingual volunteers, in conjunction with the implementation of online training for bilingual staff (curriculum for the online course was developed by NCSC working with the Education Subcommittee in 2017; the online training course will be developed and implemented by CJER in 2018). This project supports LAP Recommendations #34 (bilingual volunteer protocols); and #48 (standards and online training for bilingual staff) and responds to a priority of the Task Force to enhance the capacity of courts to meet the language access needs of the public outside the courtroom in fulfillment of Recommendation #30 (remote technology for out-of-court services).</p> <p><b>Status/Timeline:</b> As part of the 2016 Annual Agenda, a draft protocol document was completed by the Translation Subcommittee and circulated to Task Force members in June 2016. Both the protocol and online training would be made available to the courts, if possible, by December 2018.</p> <p><b>Fiscal Impact/Resources:</b> This project will use current Judicial Council staffing and resources from COS, CFCC, and Center for Judicial Education &amp; Research (CJER), to develop protocols for bilingual volunteers. The creation of the online training for bilingual staff can be accomplished in-house by the council’s CJER staff or through a Task Force consultant, using secured COS consultant monies for a 2018 RFP.</p> <p><b>Internal/External Stakeholders:</b> Trial courts.</p> <p><b>AC Collaboration:</b> Task Force’s Translation, Signage and Tools for Courts Subcommittee.</p>	
9.	<b>Project Title:</b> Points of Contact Document and Implement Online Training	<b>Priority 2<sup>4</sup></b>

#	Ongoing Projects and Activities <sup>3</sup>	
	<p><b>Project Summary:</b> The Judicial Council and/or Language Access Education and Standards Subcommittee will produce a points of contact document and develop new online training programs for bilingual staff and court interpreters. This project supports implementation of LAP Recommendations #26 and #47 (points of contact document including recommended level of language proficiency); #46 (training for interpreters on civil cases and remote interpreting); and #48 (standards and online training for bilingual staff).</p> <p><b>Status/Timeline:</b> By March 2018, the Education Subcommittee will complete a points of contact document. By December 2018, Judicial Council staff will take the curricula created by the NCSC consultant in 2017 and develop online training for bilingual staff and court interpreters on civil cases. Staff will determine how best to disseminate this online training to courts and court interpreters. Training for court interpreters regarding remote interpreting is being developed in conjunction with the VRI Pilot Project. As noted, in 2018, a COS consultant may be used to help develop an online VRI Resource Center for Courts, which will include training materials.</p> <p><b>Fiscal Impact/Resources:</b> This project will use current Judicial Council staffing and resources from COS, CFCC, IT, and CJER, to develop the online training programs, or through a Task Force consultant, using secured COS consultant monies for a 2018 RFP/Consultant Contract.</p> <p><b>Internal/External Stakeholders:</b> Trial courts; bilingual staff and court interpreters.</p> <p><b>AC Collaboration:</b> Task Force’s Budget and LAP Monitoring and Education Subcommittees; CJER Governing Committee.</p>	
10.	<p><b>Project Title:</b> Development and Maintenance of the Web-Based <i>Language Access Toolkit</i></p>	<p><b>Priority 2<sup>4</sup></b></p>
	<p><b>Project Summary:</b> The Translation, Signage and Tools for the Courts Subcommittee will continue to develop, maintain, and expand, if resources are available, the online <i>Language Access Toolkit</i>.</p> <p><b>Status/Timeline:</b> Ongoing for build out and improvements of the Toolkit.</p> <p><b>Fiscal Impact/Resources:</b> This project will use current Judicial Council staffing and resources from COS, CFCC, and IT, to develop and maintain the Toolkit. A request for funding for continued development, maintenance, and expansion of the Toolkit was included in the BCP FY 2018–19. The Task Force plans to make the same request for monies if this BCP item is not included in the Governor’s proposed 2018 Budget. The program may be able to use COS consultant monies for a 2018 RFP to have a language access consultant assist with certain language access projects, including the buildout of the Toolkit.</p> <p><b>Internal/External Stakeholders:</b> Trial courts; LEP court users.</p> <p><b>AC Collaboration:</b> Task Force’s Translation, Signage and Tools for Courts Subcommittee.</p>	

### III. LIST OF 2017 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p><b>Develop and complete a Budget Change Proposal (BCP) for 2018–19 to increase trial court and Judicial Council funding to support LAP implementation.</b></p> <p>Completed. The Task Force submitted a BCP for FY 2018–19 to the Department of Finance in September 2017. The BCP for FY 2018–19 includes a request for an additional \$4 million, ongoing, to support the provision of court interpreters in all civil matters. As of December 31, 2016, more than 80% of courts now provide court interpreters for critical civil cases, which include domestic violence, unlawful detainer, and termination of parental rights. In September 2015, only nine courts provided interpreters in all civil case types. In 2017, pursuant to a prior BCP request for FY 2017–18, the Legislature and Governor provided \$352,000 for the Video Remote Interpreting (VRI) Spoken Language Pilot, and a one-time \$490,000 augmentation to the Court Interpreters’ Fund to help fulfill various Court Interpreters Program mandates.</p>
2.	<p><b>Develop and complete a statewide complaint form and process, including interaction with local trial court complaint processes.</b></p> <p>In progress. The Task Force developed new California Rules of Court, rule 2.851, which will become effective January 1, 2018, and will require each superior court to establish a language access services complaint form and process by December 31, 2018. The Task Force also developed rule 2.850, also effective January 1, 2018, which requires each superior court to designate a Language Access Representative (LAR). The LAR will serve as the language access resource for court users, judges and court staff, and his/her duties will include receiving and responding to any court user complaints or suggestions regarding the language access services provided by the court.</p>
3.	<p><b>Adoption of LAP by the California Courts of Appeal and California Supreme Court.</b></p> <p>Completed. The Task Force approved a report with recommendations in October 2016. The Task Force submitted a report on the report’s recommendations to the Judicial Council in May 2017, with a supplemental report regarding implementation status to be presented to the council at a future meeting.</p>
4.	<p><b>Sponsor legislation to amend Government Code section 68560.5(a) and Civil and Code of Procedure section 116.550 dealing with court interpreters in small claims actions.</b></p> <p>In progress. The Task Force and Civil and Small Claims Advisory Committee submitted a joint proposal in November 2017 to PCLC that recommends that the Judicial Council sponsor legislation to amend Government Code section 68560.5(a) and Civil Code of Procedure section 116.550 dealing with court interpreters in small claims actions. Status/Timeline: January 2019 for the effective date of new legislation. During 2018, Judicial Council staff will work on preparing notices, training, and other support for courts in anticipation of the new statutes.</p>

#	<b>Project Highlights and Achievements</b>
5.	<p><b>Design and conduct a video remote interpreting (VRI) pilot with spoken-language court interpreters and collect relevant data.</b></p> <p>In progress. In 2017, the foundation was laid for the VRI Pilot with spoken-language court interpreters. As of December 2017, the two equipment vendors have almost finished equipment installation in all three pilot courts (Merced, Sacramento, and Ventura). Training has been scheduled for January 2018. The pilot will then go live for six months (January–July 2018), data will be collected, and the pilot will be evaluated by the San Diego State University Research Foundation. Following the VRI pilot, findings and recommendations will be developed for the Judicial Council.</p>
6.	<p><b>Develop recommendations to expand the existing formal regional coordination system to improve efficiencies in interpreter scheduling for court proceedings and cross-assignments between courts throughout the state, and methods for calendaring and coordination of court interpreters.</b></p> <p>Completed. The NCSC, in consultation with Judicial Council staff developed an internal report with findings and recommendations on the expansion of the regional coordination of interpreter cross-assignments, and methods for calendaring and coordination of court interpreters. The report and recommendations were shared and discussed with the Regional Bargaining Chairs in October 2017. Judicial Council staff in HR-LERU and COS will work with the Regional Bargaining Chairs and courts to make any necessary improvements to the cross-assignment system and methods for calendaring and coordinating court interpreters. At the local court level, courts should ensure that their case calendaring practices do not have a chilling effect on LEP court users' access to court services. The Task Force will continue evaluating whether improvements are feasible in this area.</p>
7.	<p><b>Develop a new Judicial Council policy stating that when and where appropriate, new or revised Judicial Council forms should include a data field regarding court user language access needs to (1) assist courts with early identification of LEP court users and (2) ensure that LEP court users receive appropriate language access services and that the proposed data fields would also be transferable to document assembly programs or perhaps case management systems.</b></p> <p>Completed. In consultation with Judicial Council/RUPRO staff, it was determined that rather than altering existing forms, court users should be advised to use the local court's interpreter request form or the INT-300 Form to request an interpreter in civil matters. A notification box has been posted on the Judicial Council forms web page in both English and Spanish. Legal Services staff will advise other advisory bodies to consider a link to form INT-300 when developing or revising initial filing forms and/or instructions to court users. Transferring information on data fields in Judicial Council forms was not possible at this time. This may be a future area for the Judicial Council to explore at a later date using automated document assembly programs.</p>
8.	<p><b>Provide a glossary of terms in plain language and translated into eight languages for the most common and relevant signs likely to be used in a courthouse, and provide guidance on the use of internationally recognized symbols to limit need for text.</b></p> <p>Completed. In June 2017, a glossary of signage terms and recommended icons that are used in most courthouses was completed, which has been edited for plain language and translated into eight languages, and placed on the Toolkit:  <a href="http://www.courts.ca.gov/lap-toolkit-courts.htm">http://www.courts.ca.gov/lap-toolkit-courts.htm</a>.</p>

#	Project Highlights and Achievements
9.	<p><b>Develop best practices for courts to follow to ensure LEP court users obtain adequate language access services when bilingual staff are not available.</b></p> <p>Completed. In June 2017, best practices/protocols were completed for courts when bilingual staff are not available in various points of contacts in the courthouse: <a href="http://www.courts.ca.gov/33868.htm">http://www.courts.ca.gov/33868.htm</a>.</p>
10.	<p><b>Work with courts, educational providers, community-based organizations, and interpreter organizations to develop and implement recruitment strategies, including consideration of market conditions, to encourage bilingual individuals to pursue the interpreting profession or employment opportunities in the courts as bilingual staff.</b></p> <p>Completed. The NCSC assisted the Task Force and the Judicial Council’s Court Interpreters Program (CIP) regarding development of recruitment strategies, which were shared with the public at the Task Force's March 2017 Community Outreach Meeting. Efforts are underway for the CIP to take the recommendations and develop a more robust statewide recruitment initiative. Recruitment of qualified bilingual staff and court interpreters will be an ongoing responsibility for the judicial branch. Individual courts are recruiting and hiring bilingual staff and court interpreters as needed to support LAP implementation.</p>

**Collaborative Justice Courts Advisory Committee**  
**Annual Agenda<sup>1</sup>—2018**  
**Approved by Executive and Planning Committee:**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Richard Vlavianos (Chair), Judge, Superior Court of San Joaquin County Hon. Rogelio Flores (Vice-Chair), Judge, Superior Court of Santa Barbara County
<b>Lead Staff:</b>	Ms. Francine Byrne, Manager, Criminal Justice Services Ms. Carrie Zoller, Supervising Attorney, Center for Families, Children & the Courts
<b>Committee’s Charge/Membership:</b>	
<p><a href="#">Rule 10.56</a> of the California Rules of Court charges the Collaborative Justice Courts Advisory Committee to make recommendations to the Judicial Council on criteria for identifying and evaluating collaborative justice courts and for improving the processing of cases in these courts, which include drug courts, mental health courts, domestic violence courts, youth courts, and other collaborative justice courts. Those recommendations include ‘best practices’ guidelines and methods for collecting data to evaluate the long-term effectiveness of collaborative justice courts. <a href="#">Rule 10.56(b)</a> sets forth additional duties of the committee.</p> <p>The committee currently has 24 members (nine judicial officers, two court administrators, one district attorney, one criminal defense attorney, one law enforcement officer, one treatment court coordinator, one probation officer, one treatment provider, one treatment court graduate, one representative from the mental health field, one social services representative, one non-profit community organization representative, and three public members). The current committee <a href="#">roster</a> is available on the committee’s web page.</p>	
<b>Subcommittees/Working Groups<sup>2</sup>:</b>	
<ul style="list-style-type: none"> <li>Juvenile Collaborative Justice Courts Subcommittee</li> <li>Mental Health Subcommittee</li> <li>Policy Subcommittee</li> <li>Veterans Courts and Military Families Subcommittee</li> </ul>	

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

<sup>2</sup> California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>3</sup>	
1.	<b>Project Title: Propose Standards of Judicial Administration that Define Collaborative Courts and Update Current Standards Related to Drug Court Diversion</b>	<b>Priority 1<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> California’s Standards of Judicial Administration regarding collaborative and drug courts needs to be updated to reflect changes in criminal law and collaborative court practices following changes in criminal justice policy including Public Safety Realignment and Proposition 47. The Committee will review current standards (Standard 4.10), as well as existing national standards, and propose revisions to existing standards or new standards to define collaborative courts in order to provide clear guidance to trial courts regarding the definitions and effective practices in these courts. This project supports ongoing activity/project #4.</p> <p><b>Status/Timeline:</b> March 2019, deadline to complete proposal draft.</p> <p><b>Fiscal Impact/Resources:</b> The project, including staff costs, is partially funded by external earmarked funding for collaborative courts and mental health. Resources include Judicial Council staff from the Center for Children, Family &amp; the Courts (CFCC) and Criminal Justice Services (CJS) as well as Legal Services who would be part of review and preparation of proposal for RUPRO cycle.</p> <p><b>Internal/External Stakeholders:</b> Local courts, justice partners, statewide and national professional organizations, such as the California Association of Collaborative Courts and California Association of Youth Courts.</p> <p><b>AC Collaboration:</b> Policy Subcommittee, Criminal Law Advisory Committee, and Rules and Projects Committee (RUPRO).</p>	
2.	<b>Project Title: Conduct Study of Veterans and Veterans Treatment Court as Directed by SB 339</b>	<b>Priority 1<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> As directed by Senate Bill 339, initiate statewide study of Veterans and Veterans Treatment Courts (VTC) that includes a survey of VTCs that are currently in operation as well as an assessment of counties that do not operate VTCs. The study will evaluate the impact of VTCs on a number of outcomes for veterans including but not limited to recidivism, mental health and substance use disorders, and employment outcomes. In addition, the study will include an assessment of counties that do not operate VTCs and identify barriers to program</p>	

<sup>3</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>4</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 the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>5</sup> A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	<b>New or One-Time Projects<sup>3</sup></b>	
	<p>implementation as well as potential alternative methods for addressing the needs of veterans in the criminal justice system. The committee will provide guidance identifying issues of relevance and reviewing report. Project supports ongoing project/activity #3, 4, and 5.</p> <p><b>Status/Timeline:</b> Project completion date: June 2020.</p> <p><b>Fiscal Impact/Resources:</b> Project is supported by funding provided to the Judicial Council specifically for the completion of this project. Resources include council staff from Governmental Affairs.</p> <p><b>Internal/External Stakeholders:</b> Department of Veterans Affairs, California State Legislature, local courts, justice system partners, and public.</p> <p><b>AC Collaboration:</b> Veterans Courts and Military Families Subcommittee.</p>	
3.	<p><b>Project Title: Effective Practices in Juvenile Collaborative Justice Courts: Juvenile Collaborative Court Briefing; Girls’ Court Study; STAR Court Evaluation</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
	<p><b>Project Summary<sup>5</sup>:</b> Project will identify the efficacy of applied collaborative court principles in juvenile court, by preparing an overview of current findings for collaborative courts in multiple types of juvenile collaborative courts, and by conducting original studies on innovative, emerging court types addressing human trafficking cases in juvenile court. The studies include a descriptive study of Girls’ Courts and an evaluation of the STAR Court in Los Angeles, one of the first such courts in the state. The committee will provide guidance identifying issues of relevance and review the report. The projects fulfill the committee charge and Judicial Council partnerships with policymaking bodies, including the Mental Health Services Oversight and Accountability Commission and the Child Welfare Council’s Commercial Sexual Exploitation of Children (CSEC) Action Team Committee. This project supports ongoing projects/activities #3, 4 and 6.</p> <p><b>Status/Timeline:</b> Project completion date: November 2018.</p> <p><b>Fiscal Impact/Resources:</b> Staff and project partially funded by earmarked funding for collaborative justice and mental health. Projects are designed to assist trial courts in assessing the fiscal impacts and benefits of collaborative court projects in juvenile justice.</p> <p><b>Internal/External Stakeholders:</b> Violence Against Women Project, Trial Courts, Mental Health Services Oversight and Accountability Commission, and the Child Welfare Council’s Commercial Sexual Exploitation of Children (CSEC) Action Team Committee.</p> <p><b>AC Collaboration:</b> Juvenile Subcommittee, Family and Juvenile Law Advisory Committee, and Violence Against Women Education Project (VAWEP).</p>	



4.	<p><b>Project Title: Finalize Veterans Treatment Court Website Redesign and Assess the Usability of Site in Disseminating Information on Effective Practices and Services for Veterans and Military Families: Apply user-center design principles identified in the study to all Judicial Council collaborative court webpages to ensure that the website is a useful resource for the courts and the public.</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> Finalize a redesign of Veterans Treatment Courts webpage and implement findings from user-center design research., This is an identified need cited by the Veterans Courts and Military Families subcommittee, local courts, and veteran’s organizations to improve access to information and resources for veterans, justice system partners, and the public. Assess the applicability of employing this user-centered design approaches in all Judicial Council Collaborative Court webpages and modify website accordingly. The objective of this project is to ensure that information provided to the public and the courts is easily accessible and useful. Project supports ongoing project/activity # 4 and 5.</p> <p><b>Status/Timeline:</b> Website redesign and study completion date November 2018.</p> <p><b>Fiscal Impact/Resources:</b> The project, including staff costs, is partially funded by external earmarked funding for collaborative courts and mental health; Judicial Council resource demands expected to be reduced with more accessible website, thus reducing direct requests for assistance to council staff. Judicial Council’s Information Technology and Public Affairs staff to partner in website redesign.</p> <p><b>Internal/External Stakeholders:</b> Local courts, justice system partners, and public. Design elements provide prototype of possible future Web modifications by council staff, which is primarily funded through external funding with contractor.</p> <p><b>AC Collaboration:</b> Veterans Courts and Military Families Subcommittee.</p>		
5.	<p><b>Project Title: Conduct an Assessment to Determine Efficacy of Homeless Courts</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> Project will identify efficacy of applied collaborative court principles in homeless courts by preparing an overview of current research, and by conducting an original study on innovative, emerging best practices in addressing the homeless population, including the potential impact on families, veterans, and women. The assessment will look at the evolution of homeless courts over the last 30 years, compile a specific roster of program models, and evaluate costs and benefits of these courts. This project supports the ongoing projects/activities #3 and 4.</p> <p><b>Status/Timeline:</b> The study will be completed by the fall of 2018.</p> <p><b>Fiscal Impact/Resources:</b> The project, including staff costs, is partially funded by external earmarked funding for collaborative courts and mental health. No additional fiscal impact to Judicial Council staff is anticipated. The project will assist trial courts in assessing the efficacy of homeless courts.</p>		

	<p><b>Internal/External Stakeholders:</b> External stakeholders include judges and court staff, the American Bar Association (ABA) Commission on Homelessness and Poverty, justice partners, and the Mental Health Services Oversight and Accountability Commission.</p> <p><b>AC Collaboration:</b> Mental Health Subcommittee, Veterans Courts and Military Families Subcommittee, Family and Juvenile Law Advisory Committee, and CJER Governing Committee and Curriculum Committees.</p>	
6.	<p><b>Project Title: Homeless Court Summit</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
	<p><b>Project Summary<sup>5</sup>:</b> The Homeless Court Summit will be held to commemorate the establishment of homeless courts 30 years ago and to provide information regarding outcomes and effectiveness of homeless courts. The Summit is to be co-sponsored by the committee and the ABA Commission on Homelessness and Poverty. It will coincide with completion of an assessment of the efficacy of Homeless Courts. The Summit fulfill the committee charge and meet the objectives of the Mental Health Services Oversight and Accountability Commission. This project supports the ongoing projects/activities #4, 5, and 6.</p> <p><b>Status/Timeline:</b> The Summit will be completed by the fall of 2018.</p> <p><b>Fiscal Impact/Resources:</b> The project, is funded by external earmarked funding for collaborative courts and mental health. No additional fiscal impact to Judicial Council staff is anticipated. The project will assist trial courts in assessing the efficacy of homeless courts.</p> <p><b>Internal/External Stakeholders:</b> Judicial Council staff will work with staff from the ABA Commission on Homelessness and Poverty, as well as members of the Collaborative Justice Courts Advisory Committee. External stakeholders include judges and court staff, the ABA Commission on Homelessness and Poverty, justice partners, and the Mental Health Services Oversight and Accountability Commission.</p> <p><b>AC Collaboration:</b> Mental Health Subcommittee, Veterans Courts and Military Families Subcommittee, Family and Juvenile Law Advisory Committee, and CJER Governing Committee and Curriculum Committees.</p>	
7.	<p><b>Project Title: Identify Effective Practices and Policy Options to Address Incompetent to Stand Trial Cases in adults and Juveniles</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
	<p><b>Project Summary:</b> This project focuses on identifying and documenting existing and promising practices related to Incompetent to Stand Trial (IST) cases. These cases are creating a backlog in jails and juvenile justice facilities that has been attributed, in part, to lack of local options for competency restoration. Juvenile IST cases were the subject of legislation proposed in the prior year cycle, but in October, the Governor vetoed <a href="#">Assembly Bill 935</a> due to concerns regarding the most serious, violent juvenile IST cases. As part of the work on this bill, the committee would like to consider competency restoration for juveniles in local communities. Adult misdemeanor IST cases lack local or statewide options for competency restoration and there has been a backlog in State hospitals for felony IST cases. Judicial Council staff from CJS and CFCC will survey and/or interview key stakeholders in local jurisdictions to identify current processes and local solutions that</p>	

	<p>appear to be effective, as well as potential policy options to support effective practices, if applicable. This project supports ongoing activities/projects #1, 4, 5, 6, and 7.</p> <p><b>Status/Timeline:</b> November 2018, for proposals and policy options.</p> <p><b>Fiscal Impact/Resources:</b> The project, including staff costs, is partially funded by external earmarked funding for mental health. CFCC and CJS staff will conduct research to identify local solutions and policy options. Resources include council staff from the Governmental Affairs and Legal Services.</p> <p><b>Internal/External Stakeholders:</b> Local trial courts, policymakers, Mental Health Services Oversight and Accountability Commission.</p> <p><b>AC Collaboration:</b> Mental Health Subcommittee, Policy Subcommittee, Family and Juvenile Law Advisory Committee and Criminal Law Advisory Committee. Policy Coordination and Liaison Committee (PCLC) and RUPRO could become involved if policy proposals are generated.</p>	
8.	<p><b>Project Title: Identify and Develop Needed Resources for Establishing Collaborative Courts and Implementing Effective Practices</b></p>	<p><b>Priority 2<sup>4</sup></b></p>
	<p><b>Project Summary<sup>5</sup>:</b> This project involves identifying resources available to support collaborative court types in adult and juvenile cases and providing guidance to develop job aids for establishing these courts and implementing effective practices, as needed. The project will be initiated by researching currently available resources that have been developed for collaborative courts, including toolkits for <a href="#">mental health courts</a> and <a href="#">reentry courts</a>, and the recently developed <a href="#">Human Trafficking Toolkit</a>. The collaborative justice website will be updated with links to relevant resources. This project supports ongoing activity/project #3 and 4.</p> <p><b>Status/Timeline:</b> Completion date: November 2019.</p> <p><b>Fiscal Impact/Resources:</b> The project, including staff costs, is partially funded by external earmarked funding for collaborative courts and mental health. CFCC and CJS staff, and Collaborative Justice Courts Advisory Committee (CJCAC) members will conduct legal and educational content review.</p> <p><b>Internal/External Stakeholders:</b> Trial court judges and staff, as well as partner agencies such as the Mental Health Services Oversight and Accountability Commission and statewide organizations such as the California Association of Collaborative Courts are external stakeholders for these products.</p> <p><b>AC Collaboration:</b> Mental Health, Juvenile, and Veterans Courts and Military Families Subcommittee, CJER Governing and Curriculum Committees, and Family and Juvenile Law Advisory Committee</p>	

#	Ongoing Projects and Activities <sup>3</sup>	
1.	<p><b>Project Title: Mental Health: Continued Implementation of Assigned Recommendations of Mental Health Issues Implementation Task Force and Identification of Priority Issues and Best Practices in Mental Health</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> Review the recommendations from the Mental Health Issues Implementation Task Force (MHIITF) that were identified as within Judicial Council purview and in need of continuing work for implementation, and were assigned, individually or in collaboration with other Judicial Council advisory bodies, to the CJCAC. The recommendations may be found at <a href="#">this link</a>.</p> <ul style="list-style-type: none"> <li>• Ongoing development and active implementation in coordination with advisory committees that are also assigned to review and work on the recommendations: <ul style="list-style-type: none"> <li>- 13, 16: Mental health protocols/information sharing; Encourage collaborative justice courts for MH issues/local protocols for MH CJ courts;</li> <li>- 17: Develop teaching tool on how MH should guide case processing;</li> <li>- 21: Video based linkages;</li> <li>- 18: Develop Supervised Release programs;</li> <li>- 28, 36, 65 (Recommendations related Incompetent to Stand Trial (IST) issues): Dedicated competency calendars; legislative work to give judicial officers hearing competency matters access to a variety of alternative procedural and dispositional tools; JOs should avoid fixed sentences that mandate state prison for probation violations for offenders with mental illness ;</li> <li>- 35: Encourage courts to reopen a finding of incompetence to stand trial when new evidence is presented that the person is no longer incompetent. If the defendant is deemed competent he or she should not be transferred to a state hospital;</li> <li>- 67: Use specialized reentry courts based on collaborative justice principles;</li> <li>- 95, 96: Experts in juvenile law, psychology, and psychiatry should further study the issue of juvenile competence; Existing legislation should be modified or new legislation should be created to refine definitions of competency to stand trial for juveniles in delinquency matters and outline legal procedures and processes;</li> <li>- 97: Youth exiting the juvenile delinquency system should receive appropriate reentry and aftercare services;</li> <li>- 107: Education and training related to juvenile development, mental health issues, co-occurring disorders, developmental disabilities, special education, and cultural competency related to these topics should be provided to all judicial officers, et al.;</li> <li>- 111: Assessments and evaluations of the current data, processes, and outcomes of juvenile competence to stand trial in California should be conducted; and,</li> <li>- 132: California Courts website should include links to national and international research on collaborative justice and mental health issues, information regarding mental health court and calendar best practices, and subject matter experts available to assist the courts.</li> </ul> </li> </ul>		

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
	<ul style="list-style-type: none"> <li>• Identify priority policy issues and best practices regarding mental health in areas such legislation tracking, and continued support for education, research, and the improved dissemination of information including increasing the accessibility of mental health resources on the Judicial Council website.</li> <li>• Assist in identifying emerging issues and needs for litigants with mental health issues, such as accommodation needs, issues related to incompetence to stand trial, and confidentiality. Identify opportunities for collaboration with mental health initiatives and programs (e.g., Stepping Up Initiative).</li> </ul> <p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> The project, including staff costs, is partially funded by external earmarked funding for collaborative courts and mental health. Judicial Council staff from CFCC and CJS will work with CJER and LS staff, as appropriate</p> <p><i>Internal/External Stakeholders:</i> Local courts, California Association of Collaborative Courts, and California Association of Youth Courts.</p> <p><i>AC Collaboration:</i> Veterans Courts and Military Families Subcommittee and Juvenile Collaborative Justice Courts Subcommittee</p>	
2.	<b>Project Title: Substance Abuse Focus Grant Allocations</b>	<b>Priority 1<sup>4</sup></b>
<p><i>Project Summary<sup>5</sup>:</i> Make recommendations to, and carry out the directives of the Judicial Council regarding allocations and administration of the Collaborative Justice Substance Abuse Focus Grant (SAFG), a legislatively mandated grant program, distributing funds from the State budget that are earmarked for collaborative and drug court projects and are available to support local collaborative justice and drug courts throughout California, as well as supplementing dependency drug courts with federal funding from the Court Improvement Project.</p> <ul style="list-style-type: none"> <li>• Report to the Judicial Council on grant activities from fiscal year (FY) 2017–18;</li> <li>• Recommend to the Judicial Council grant allocations to local courts based on allocation method approved by the Judicial Council in FY 2016–17;</li> <li>• Review biannual reports regarding funding distribution, invoicing, and deliverables reports from local courts;</li> <li>• Recommend methods of allocation and grants administration for next annual funding cycle using Judicial Council approved allocation methodology; and,</li> <li>• Identify methods to increase funding through the SAFG program.</li> </ul> <p><i>Status/Timeline:</i> Ongoing.</p>		

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
	<p><b>Fiscal Impact/Resources:</b> Funded through external earmarked funding for collaborative and drug courts. Resources include staff from Judicial Council’s Budget Services.</p> <p><b>Internal/External Stakeholders:</b> Local Courts, California Association of Collaborative Courts, California Association of Youth Courts.</p> <p><b>AC Collaboration:</b> Veterans Courts and Military Families Subcommittee; Juvenile Collaborative Justice Courts Subcommittee; Mental Health Subcommittee.</p>	
3.	<p><b>Project Title: Assist Local Courts to Obtain Funding and In-Kind Assistance, such as Federal or State Grants and Intern and Mentor Programs for Local Collaborative Court Projects</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
	<p><b>Project Summary<sup>5</sup>:</b> Assist local courts, upon their request, to obtain funding and other assistance such as developing intern and mentor programs for local collaborative court projects.</p> <ul style="list-style-type: none"> <li>• Identify funding and support Judicial Council efforts to increase funding for courts in collaboration with partners that may include, but are not limited to the California State Legislature, Department of Corrections and Rehabilitation, California Office of Traffic Safety, Substance Abuse and Mental Health Services Administration, Office of Juvenile Justice and Delinquency Prevention, Juvenile Court Improvement Program, and the Bureau of Justice Assistance to support existing and planned collaborative courts;</li> <li>• Assist local courts in identifying appropriate federal grant opportunities and preparing applications for funding of collaborative courts through the federal funding cycle;</li> <li>• Share findings from collaborative court outcome and cost studies as well as compiled reports and studies from local collaborative courts with collaborative court coordinators in quarterly meetings to assist local courts in seeking local, federal, and private funding; and,</li> <li>• Share effective practices among courts that use intern programs involving law schools or graduate schools for human services professionals or mentor programs involving program graduates or support persons, such as veterans, to improve outcomes for collaborative court participants.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Increases funding for local courts; Judicial Council staff resources partially funded by external earmarked funds for Collaborative and Drug Courts. Resources include council staff from CFCC, CJS, Budget Services, and Governmental Affairs.</p>	

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
	<p><b>Internal/External Stakeholders:</b> Local collaborative courts, local courts, California Association of Collaborative Courts, California Association of Youth Courts, Homeless Court Network, National Center for State Courts</p> <p><b>AC Collaboration:</b> Family and Juvenile Law Advisory Committee, Criminal Law Advisory Committee.</p>	
4.	<p><b>Project Title: Conduct multidisciplinary education to support effective practices and beneficial outcomes in collaborative courts. Identify and distribute information on new or pending policy changes as well as the relevant promising practices developed in response to such changes</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
	<p><b>Project Summary<sup>5</sup>:</b> Continue execution of a multi-prong outreach, educational and training approach that supports the development of effective practices and beneficial outcomes in collaborative courts. Outreach activities include notifying collaborative courts of policy changes that may be of impact (such as Proposition 47, mental health or competency issues, legalization of marijuana, diversion, or human trafficking, etc.) and identifying promising practices developed in response to the change. Educational and training activities include developing educational recommendations and assisting in implementation of judicial and multi-disciplinary education curricula in areas related to collaborative justice.</p> <ul style="list-style-type: none"> <li>• Continue to create, in consultation/collaboration with Center for Judicial Education and Research (CJER), in-person and virtual trainings and educational materials in topic areas relevant to collaborative court programs such as best practices for high risk/high need cases, mental health, substance use disorders and treatment access for adults and youth, veterans and military families, military sexual trauma, truancy, bullying, reentry, family reunification, children of incarcerated parents, DUI, human trafficking, health care, and relevant policy/legislative changes;</li> <li>• Continue to collaborative with justice system partners on training activities. Partners may include, but are not limited to, California Association of Collaborative Courts (CACC), National Association of Drug Court Professionals (NADCP, NDCI, NCDC, Justice for Vets), the California Association of Youth Courts (CAYC), the California Department of Corrections and Rehabilitation (CDCR), the Department of Veterans Affairs, California Judges Association (CJA), and the American Bar Association (ABA) including Standing Committee on Armed Forces Law, Commission on Homelessness and Poverty, and ABA Judicial Committee on Human Trafficking; and,</li> <li>• Continue to work with the CJER Governing Committee to make recommendations for and assist in implementation of judicial and multidisciplinary education curricula in the area of collaborative justice. This includes providing guidance to committee staff regarding preparation of collaborative justice related educational toolkits and job aids and identification of faculty.</li> <li>• Continue to distribute information on effective practices through regular webinars, and the creation and hosting of a listserv for collaborative court professionals.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p>	

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
	<p><b>Fiscal Impact/Resources:</b> Provides distance and in person education for local courts at reduced cost; provides information regarding effective/efficient court practices to reduce case processing costs and recidivism. Judicial Council staff resources funded by external funds earmarked for collaborative and drug courts. Resources include council staff from CJER and Public Affairs.</p> <p><b>Internal/External Stakeholders:</b> Local courts, State Bar, Department of Veterans Affairs, California Association of Collaborative Courts, California Association of Youth Courts, Homeless Court Network, National Drug Court Institute, Center for Court Innovation, National Center for State Courts, National Highway Traffic Safety Administration.</p> <p><b>AC Collaboration:</b> CJER Governing Committee and curriculum committees in criminal law, family and juvenile law, probate and mental health law.</p>	
5.	<b>Project Title: Veterans and Military Families: Identify Priority Issues and Best Practices</b>	<b>Priority 1<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> Identify priority policy issues and best practices regarding Veterans and Military Families in areas such legislation tracking, continued implementation of the MIL-100 form, and continued support for education, research, and the improved dissemination of information as outlined below.</p> <ul style="list-style-type: none"> <li>• Track and review proposed legislation regarding court involved veterans and military families;</li> <li>• Work toward implementing legislation and develop education job aids involving court involved veterans and military families in judicial education programs, including “Veterans in Criminal Court: A decision map of Penal Code section 1170.9” to assist veterans courts, homeless courts, and others in the court system to implement Penal Code section 1170.9 and 1170.91;</li> <li>• Make recommendations for implementing broad use of the form MIL-100, <i>Notification of Military Status</i>, to assist the courts in the identification of veterans involved in cases within the court system, with modifications developed in accord with policy changes;</li> <li>• Identify educational materials and, at the request of relevant committees, serve as subject matter experts for preparation of toolkit for areas pertaining to military families and veterans courts, such as implementation of Penal Code sections 1170.9, 1170.91, 1001.3, and 1001.80; military sexual trauma; family reunification issues; trauma informed services and court programs; and reentry issues for incarcerated veterans by providing guidance to committee staff during each stage of content development, dissemination, and review;</li> <li>• In collaboration/communication with CJER and the CJER Governing Committee or relevant judicial education educational programs, assist in implementation of educational programs through organizations of panels, identification of faculty, and content review for educational programs, such as Military Families and Veterans Court programs at the Juvenile Law Institute and Family Law Institute. Provide guidance to committee staff during each stage of content development, dissemination, and review;</li> <li>• Provide advisement by reviewing and analyzing the recommendations from the survey of Veteran’s Treatment Courts, addressing needs of veterans in the criminal justice system. Topic areas may include domestic violence, mental health issues, and substance use</li> </ul>	



#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
	<p>disorders, dependent on available resources;</p> <ul style="list-style-type: none"> <li>• Assist in improvement of the user-experience of the website for veterans and military families;</li> <li>• Provide advisement and review to ensure an up to date and publicly accessible roster of Veterans Treatment Courts is maintained;</li> <li>• In coordination with the California State Bar, ABA, the Department of Veterans Administration, Federal Department of Defense, local Veteran’s agencies, Veterans’ advocacy groups, county bar organizations, researchers, veterans groups and homeless groups follow trends and developments regarding court involved veterans and military families; and,</li> <li>• Research and provide information on the website related to best practices for addressing the needs of women veterans and military families (i.e., domestic violence) in our courts to improve treatment and case processing outcomes.</li> </ul> <p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> Staff partially funded through external earmarked funding for collaborative and drug courts. Resources include council staff from CFCC, CJS, and Budget Services.</p> <p><i>Internal/External Stakeholders:</i> Local courts and California Association of Collaborative Courts.</p> <p><i>AC Collaboration:</i> Veterans Courts and Military Families Subcommittee; Mental Health Subcommittee; and CJER Governing Committee.</p>	
6.	<b>Project Title: Juvenile Collaborative Justice Courts: Identify Priority Issues and Best Practices</b>	<b>Priority 1<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> Identify priority policy issues and best practices regarding juvenile collaborative justice courts in areas such as juvenile mental health courts, truancy, youth courts, trafficking, girls’ court, and delinquency and dependency drug court. Continue to assist in efforts to address juvenile competency through legislation and implementation of policy changes in this area. The project fulfills the committee charge and Mental Health Services Oversight and Accountability Commission objectives.</p> <ul style="list-style-type: none"> <li>• To enrich recommendations to the council and avoid duplication of effort, members of the committee will collaborate with members of the Family and Juvenile Law Advisory Committee, to consider developing recommendations to the Judicial Council and for committee staff to develop content, and follow up activities for the Youth Summit in partnership with the California Association of Youth Courts;</li> <li>• Continue to provide subject matter expertise and guidance to committee staff in developing and maintaining updates of briefing papers on evidence-based practices on assessments, girls’ court, and human trafficking, including a briefing on juvenile collaborative court models, including development of a ‘dash board’ for juvenile court judges regarding effective practices in juvenile cases;</li> </ul>	

#	Ongoing Projects and Activities <sup>3</sup>
	<ul style="list-style-type: none"> <li>• Provide subject matter expertise and guidance and coordinate with staff to other groups in the area of human trafficking, which will include an evaluation of the Los Angeles STAR Court;</li> <li>• Continue to provide subject matter expertise on educational and training programs that focus on substance use disorders and enhanced educational support in delinquency and dependency cases;</li> <li>• Assist in the branch coordination of efforts to support work done by the Child Welfare Council’s Commercial Sexual Exploitation of Children (CSEC) Action Team and other branch entities, including the CJER Governing Committee and the Violence Against Women Education Project (VAWEP) Planning Committee; and,</li> <li>• Assist in branch coordination efforts to address permanency for children in foster care by providing subject matter expertise and guidance and coordinate with the Permanency Committee of the Child Welfare Council to promote and expand the use of Dependency Drug Courts as a best practice model. The work will include developing literature and data, improving data collection efforts, and increasing outreach efforts to courts that do not currently use Dependency Drug Courts. Continue to coordinate efforts with the Family and Juvenile Law Advisory Committee and the CJER Governing Committees, as well as relevant education and curriculum committees and to partner with Children and Family Futures, the federal technical assistance provider in this subject area, which has agreed to provide technical support for this project. Continue support of the child welfare system and dependency drug courts by exploring the issue of women in prison and the impact of parental incarceration on children.</li> </ul> <p><i>Status/Timeline:</i> Ongoing,</p> <p><i>Fiscal Impact/Resources:</i> Funded through external earmarked funding for collaborative and drug courts. Resources include council staff from Budget Services.</p> <p><i>Internal/External Stakeholders:</i> Local courts, California Association of Collaborative Courts, California Association of Youth Courts.</p> <p><i>AC Collaboration:</i> Veterans Courts and Military Families Subcommittee; Juvenile Collaborative Justice Courts Subcommittee; Mental Health Subcommittee, and CJER Governing Committee.</p>
7.	<p><b>Project Title: Juvenile Competency Legislation</b> <span style="float: right;"><b>Priority 1<sup>4</sup></b></span></p> <p><b>Project Summary<sup>5</sup>:</b> Support revisions of the legislative proposal process for proposed juvenile competency legislation, in coordination with Governmental Affairs, and assist in implementation of any legislative changes, as well as assisting courts in identifying and implementing effective practices in juvenile competency and juvenile mental health courts. The need for amending the juvenile competency legislation was suggested as part of the ruling of the California Court of Appeal in re <i>Albert C.</i> (2015) 241 Cal. App.4th 1436.</p>

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
	<p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> Funded through external earmarked funding for collaborative and drug courts and mental health. Resources include council staff from CFCC, CJS, Governmental Affairs, and Budget Services.</p> <p><i>Internal/External Stakeholders:</i> Local courts, California Association of Collaborative Courts, and California Association of Youth Courts.</p> <p><i>AC Collaboration:</i> Juvenile Collaborative Justice Courts Subcommittee; Mental Health Subcommittee; Family and Juvenile Law Advisory Committee; and PCLC, if policy proposals move forward.</p>	
8.	<b><i>Project Title: Non-criminal Mental Health Cases</i></b>	<b><i>Priority 2<sup>4</sup></i></b>
	<p><b><i>Project Summary:</i></b> Develop a plan to identify and address mental health issues through application of collaborative court principles in noncriminal case types, including civil, probate, family, and juvenile.</p> <p><i>Status/Timeline:</i> Ongoing.</p> <p><b><i>Fiscal Impact/Resources:</i></b> Funded through external earmarked funding for mental health. Resources include council staff from CFCC and Budget Services.</p> <p><b><i>Internal/External Stakeholders:</i></b> Local courts, California Association of Collaborative Courts, and California Association of Youth Courts.</p> <p><b><i>AC Collaboration:</i></b> Veterans Courts and Military Families Subcommittee; Juvenile Collaborative Justice Courts Subcommittee; Mental Health Subcommittee; and Family and Juvenile Law Advisory Committee.</p>	

### III. LIST OF [PREVIOUS YEAR] PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p>Prioritized and implemented recommendations from the Mental Health Issues Implementation Task Force as noted below, identifying Incompetent to Stand Trial cases in both adult and juvenile courts as a priority.</p> <ul style="list-style-type: none"> <li>Assigned MHIITF completed and implemented recommendations: 22, 32, 67, 90, 93, 96, 107, 108, 109, 110, 114, 115, 116, 117, 118, 119, 122, 124, 131.</li> <li>Deferring until such time resources allow initiation of recommendation, or if out of purview, referring to partner agencies: 1, 14, 15, 37, 38, 55, 56, 57, 58, 59, 61, 62, 64, 66, 71,72, 26, 80, 84, 89, 92, 94, 99, 101, 102, 103, 106, 113, 134.</li> </ul>
2.	<p>Developed a Human Trafficking Toolkit for judicial officers, consisting of briefing papers on evidence based practices, bench cards for judicial officers, sample scripts, a description of validated assessment and screening tools for trafficking victims, and a discussion of girls' courts and specialized human trafficking courts. <a href="#">This product</a> was so well received that local judges and committee members recommended that the committee work with staff to develop toolkits that address other collaborative courts and effective practices.</p>
3.	<p>Launched a Website redesign to assist Veterans and Military Families in accessing Veteran's Courts and services. The site was launched on Veteran's Day 2017 and has been well received by veterans, families, and the courts.</p>
4.	<p>Hosted the Annual Youth Court Summit that was attended by 300 youth and adults from 25 youth courts from 10 counties. Held in partnership with the California Association of Youth Courts at the University of Redlands, this year's summit featured a session with youth and local police discussing approaches to improve youth/law enforcement interactions. This program at the Summit was held as a research focus group and was featured in the <a href="#">San Bernardino Sun newspaper</a>. The Summit was highlighted at the Judicial Council's September 15 meeting.</p>
5.	<p>Partnered with the California Association of Collaborative Courts and the National Association of Drug Court Professionals to provide educational programs for DUI Courts, Mentors in Veterans Courts, and a Collaborative Justice and Mental Health track for adult and juvenile collaborative courts at the Beyond the Bench 2017 Conference.</p>
6.	<p>Developed and broadcast a monthly Drug Court Standard Webinar series that focused each month one of the National Association of Drug Court Professionals Drug Court Standards. The webinars featured California judicial officer, court staff and justice system partners and focused on a different standard each month. The webinars have received over 1000 views.</p>

**Tribal Court–State Court Forum**  
**Annual Agenda<sup>1</sup>—2018**  
**Approved by Executive and Planning Committee:**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Abby Abinanti, Chief Judge, Yurok Tribal Court Hon. Dennis M. Perluss, Presiding Justice, Court of Appeal, Second Appellate District, Division Seven
<b>Lead Staff:</b>	Ms. Ann Gilmour, Attorney, Center for Families, Children & the Courts
<b>Committee’s Charge/Membership:</b>	
<p><a href="#">Rule 10.60</a> of the California Rules of Court states the charge of the Tribal Court–State Court Forum (Forum), which is to make recommendations to the Judicial Council for improving the administration of justice in all proceedings in which the authority to exercise jurisdiction by the state judicial branch and the tribal justice systems overlap. <a href="#">Rule 10.60(b)</a> sets forth additional duties of the Forum.</p>	
<p>The Forum currently has 25 members, (with three vacancies – a representative from the Civil and Small Claims Advisory Committee; a representative of the Executive Branch and a trial court judge from a county with a tribal court).</p> <ul style="list-style-type: none"> <li>• Thirteen tribal court judges (nominated by their tribal leadership, representing 16 of the 23 tribal courts currently operating in California; these courts serve approximately 27 tribes)</li> <li>• Director of the California Department of Social Services Office of Tribal Affairs.</li> <li>• One appellate justice</li> <li>• Seven chairs or their designees of the following Judicial Council advisory committees: <ul style="list-style-type: none"> <li>○ Advisory Committee on Providing Access and Fairness</li> <li>○ Governing Committee of the Center for Judicial Education and Research</li> <li>○ Civil and Small Claims Advisory Committee (this position is currently vacant)</li> <li>○ Criminal Law Advisory Committee</li> <li>○ Family and Juvenile Law Advisory Committee</li> <li>○ Probate and Mental Health Advisory Committee</li> <li>○ Traffic Advisory Committee</li> </ul> </li> <li>• Five trial court judicial officers (currently one of these positions is vacant)</li> </ul>	

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

- One retired judge (advisory)

The current [roster](#) is available on the committee's web page.

**Subcommittees/Working Groups<sup>2</sup>:**

**Existing from the 2017 Annual Agenda**

Participate in the joint ad hoc rules and forms subcommittee to implement Tactical Plan for Technology, 2017–2018.

**New for the 2018 Annual Agenda**

Subcommittee on the Indian Child Welfare Act (ICWA) to review and respond to California ICWA Compliance Task Force Report (new project #1) and newly adopted federal *Regulations for State Courts and Agencies in Indian Child Custody Proceedings and Guidelines for Implementing the Indian Child Welfare Act* (ongoing project #2), 2018–2019.

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<sup>2</sup> California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>3</sup>	
1.	<b>Project Title: Review and respond to California ICWA Compliance Task Force Report and Recommendations</b>	<b>Priority 2<sup>4</sup></b>
<p><b>Project Summary<sup>5</sup>:</b> In March of 2017, the California ICWA Compliance Task Force presented its report to California Attorney General Xavier Becerra<sup>6</sup>. The report includes a number of issues and recommendations related to compliance with the Indian Child Welfare Act in California. A number of the findings and recommendations relate to the work of the judicial branch.</p> <p><b>Status/Timeline:</b> The Forum will undertake a review of the report recommendations related to the work of the Judicial Branch and make recommendations for action to the Judicial Council by January 1, 2019.</p> <p><b>Fiscal Impact/Resources:</b> Judicial Council’s Center for Family, Children &amp; the Courts (CFCC), Governmental Affairs, Legal Services, and Center for Judicial Education and Research (CJER) staff.</p> <p><b>Internal/External Stakeholders:</b> External stakeholders include the California Department of Social Services, the California Attorney General’s Office and the California Tribal Families Coalition.</p> <p><b>AC Collaboration:</b> Family and Juvenile Law Advisory Committee, Probate and Mental Health Advisory Committee, and the Governing Committee of the Center for Judicial Education and Research, with respect to recommendations that impact the work of those bodies.</p>		

<sup>3</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>4</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 the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>5</sup> A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

<sup>6</sup> Available at <https://www.caltribalfamilies.org/news/ICWAComplianceTaskForceFinalReport2017.pdf/view>

#	New or One-Time Projects <sup>3</sup>	
2.	<p><b>Project Title:</b> Develop a legislative proposal to facilitate recognition of tribal court orders regarding the division of marital assets as “qualified domestic relations order” within the meaning of 29 USC §1056(d)(3)(B) for the purpose of dividing pensions and other benefits within the scope of the Employee Retirement Income Security Act (ERISA).</p>	<p><i>Priority 2b<sup>4</sup></i></p>
<p><b>Project Summary<sup>5</sup>:</b> As part of its charge under Rule 10.60(b)(2) the Forum is to make recommendations relating to the recognition and enforcement of court orders that cross jurisdictional lines. Domestic relations is an area where tribal courts in California are increasingly exercising jurisdiction. The effectiveness of these orders is undermined when they are not fully recognized and enforced. Tribal courts report that some of their clients are having difficulty having division of marital assets orders issued with respect to pension benefits subject to ERISA recognized by plan administrators. As part of its statute governing the recognition and enforcement of foreign money judgements, Oregon has adopted a provision to recognize qualifying tribal court orders as domestic relations orders for ERISA purposes. The Judicial Council sponsored legislation in 2014 to establish the Tribal Court Civil Money Judgement Act (Code of Civ. Proc. §§1730-1742). A provision could be added, similar to the Oregon provision, to clarify that qualifying tribal court orders must be considered as domestic relations orders for ERISA purposes under California law.</p> <p><b>Status/Timeline:</b> Subject to approval by Judicial Council and Legislature: likely effective date would be January 1, 2020.</p> <p><b>Fiscal Impact/Resources:</b> CFCC, Legal Services, and CJER staff.</p> <p><b>Internal/External Stakeholders:</b> External stakeholders could potentially include members of the family law bar and pension plan administrators.</p> <p><b>AC Collaboration:</b> Civil and Small Claims Advisory Committee.</p>		



#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
1.	<b><i>Project Title: Policy Recommendations: Revise Pro Hac Vice Requirements for Attorneys Representing Indian Tribes and Indian Parents in Indian Child Welfare Act Cases</i></b>	<b><i>Priority 2b<sup>4</sup></i></b>
<p><b><i>Project Summary<sup>5</sup>:</i></b> This project was on the 2017 annual agenda as item 8(ii) at page 10. The issue gained new urgency with the release of the California ICWA Compliance Task Force Report in March of 2017 which addressed pro hac vice rules in its recommendations.<sup>7</sup></p> <p><b><i>Status/Timeline:</i></b> Anticipate that a proposal to amend rule 9.40 will circulate during the Spring 2018 RUPRO cycle. If approved by the Judicial Council, the amendment would come into effect January 1, 2019.</p> <p><b><i>Fiscal Impact/Resources:</i></b> CCFC staff.</p> <p><b><i>Internal/External Stakeholders:</i></b> Internal stakeholders include the liaison from the Supreme Court to the State Bar. External stakeholders include the State Bar and the California Tribal Families Coalition.</p> <p><b><i>AC Collaboration:</i></b> None.</p>		
2.	<b><i>Project Title: Policy Recommendations: Review of newly adopted federal Regulations for State Courts and Agencies in Indian Child Custody Proceedings and Guidelines for Implementing the Indian Child Welfare Act</i></b>	<b><i>Priority 2<sup>4</sup></i></b>
<p><b><i>Project Summary<sup>5</sup>:</i></b> Review the newly adopted <i>Regulations for State Courts and Agencies in Indian Child Custody Proceedings</i> (as published in the Federal Register on June 14, 2016 (Vol. 81 FR No. 114 38778) and the updated <i>Bureau of Indian Affairs Guidelines for Implementing the Indian Child Welfare Act</i> (as published in the Federal Register on December, 30, 2016 (Vol. 81 FR No. 251 96476), for possible recommendations to the Judicial Council for sponsored legislation or legislative positions on bills that will be introduced to implement the new regulations and guidelines in California.</p> <p><b><i>Status/Timeline:</i></b> This is an ongoing item from the Forum’s 2017 Annual Agenda. During the past year staff to the Forum have prepared analysis of the implications of the regulations and guidelines for California law and practice and have prepared an alert concerning the regulations.<sup>8</sup> Several members of the Forum have volunteered to work with staff to prepare initial recommendations for interpretation and implementation of the regulations and guidelines. Those discussions are ongoing. The Forum expects to have final recommendations for the Judicial Council by January 1, 2019.</p>		

<sup>7</sup> The report of the California ICWA Compliance Task Force is available at <https://www.caltribalfamilies.org/news/ICWAComplianceTaskForceFinalReport2017.pdf/view>. See recommendation 1 at page 95.

<sup>8</sup> Available at [http://www.courts.ca.gov/documents/ICWA\\_New-federal-regulation.pdf](http://www.courts.ca.gov/documents/ICWA_New-federal-regulation.pdf)

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
	<p><b>Fiscal Impact/Resources:</b> CFCC staff.</p> <p><b>Internal/External Stakeholders:</b> Internal stakeholders include the Forum, Family and Juvenile Law Advisory Committee, and the Probate and Mental Health Advisory Committee.</p> <p><b>AC Collaboration:</b> Staff are coordinating with the Family and Juvenile Law Advisory Committee, and the Probate and Mental Health Advisory Committee and staff to those committees as the Indian Child Welfare Act affects the work of those committees as well.</p>	
3.	<p><b>Project Title: Policy Recommendations: Judge to Judge communication between state and tribal court judges.</b></p>	<p><b>Priority 2<sup>4</sup></b></p>
	<p><b>Project Summary<sup>5</sup>:</b> As part of the Forum’s charge under rule 10.60(1) and (2), the Forum considers whether, in different case types, it is necessary and appropriate to facilitate judge to judge communication between state and tribal courts in order to promote the recognition and enforcement of orders across jurisdictional lines. Provision for such communication is included in California Code of Civil Procedure section 1740 and in Family Code section 3410. As tribal courts in California expand their activities, it may be appropriate to include such provisions in relation to other case types.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> CFCC staff.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None.</p>	
4.	<p><b>Project Title: Policy Recommendations: Legislation to improve the recognition and enforcement of tribal court orders.</b></p>	<p><b>Priority 2<sup>4</sup></b></p>
	<p><b>Project Summary:</b> As part of its mandate under rule 10.60(b)(2) to make recommendations relating to the recognition and enforcement of court orders that cross jurisdictional lines, the Forum continuously looks for areas where legislative action would be appropriate. In the past the Forum has partnered with the Civil and Small Claims Advisory Committee to recommend legislation (SB 406) which established the Tribal Court Civil Money Judgement Act (Code of Civ. Proc. §§1730-1742). As originally passed, that Act was to sunset on January 1, 2018. This past year the Forum worked with staff of the Judicial Council’s Governmental Affairs to provide information to the California</p>	

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
	<p>Law Revision Commission studying the effect of the Act and other statutes governing recognition and enforcement of foreign orders. Legislation was finalized that lifted the sunset.</p> <p>This coming year the Forum will further this objective through item 3 in new projects above and will work with the Traffic Advisory Committee to determine if it would be feasible to create a proposal to improve the recognition and enforcement of tribal court traffic orders.</p> <p><i>Status/Timeline:</i> January 1, 2019.</p> <p><i>Fiscal Impact/Resources:</i> CFCC and Governmental Affairs staff.</p> <p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> Traffic Advisory Committee.</p>	
5.	<b>Project Title: Policy recommendations: Ethics</b>	<b>Priority 2<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> State and tribal court judges may sit on each other's benches and hear cases in the other jurisdiction through a joint-jurisdiction court or on an ad hoc or ongoing basis. The Forum will continue to work with the California Supreme Court's Advisory Committee on the Code of Judicial Ethics and make recommendations and request advisory opinions or amendments to the canons as appropriate and necessary to facilitate such collaborations.</p> <p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> CFCC staff.</p> <p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> Advisory Committee on the Code of Judicial Ethics.</p>	
6.	<b>Project Title: Policy Recommendation: Tribal Access to the Child Abuse Central Index</b>	<b>Priority 2<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> The Tribal Access to the Child Abuse Central Index (Index) is used to aid law enforcement investigations and prosecutions, and to provide notification of new child abuse investigation reports involving the same suspects and/or victims. Information is</p>	

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
	<p>also used to help screen applicants for licensing or employment in child care facilities, foster homes, and adoptive homes. The purpose of allowing access to this information on a statewide basis is to quickly provide authorized agencies, including tribal agencies, with relevant information regarding individuals with a known or suspected history of abuse or neglect.</p> <p>While tribal agencies can obtain information from the Index, they cannot readily submit information to the Index.</p> <p>This practice poses several problems:</p> <ol style="list-style-type: none"> <li>(1) Suspected or known abusers may remain in the home of a child posing safety risks;</li> <li>(2) Unnecessary duplication of effort by agencies;</li> <li>(3) Delays in entry into the Index due to double investigations; and</li> <li>(4) Barriers to sharing information among tribal and nontribal agencies that should be working together to protect children. The forum will explore consulting with the Department of Justice to consider executive branch action to permit tribal access to the Index.</li> </ol> <p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> CFCC staff.</p> <p><i>Internal/External Stakeholders:</i> The California Department of Justice.</p> <p><i>AC Collaboration:</i> Family and Juvenile Law Advisory Committee.</p>	
7.	<b>Project Title: Policy Recommendation: Technological Initiatives</b>	<b>Priority 2<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b></p> <p>(A) Both federal and state law require mutual full faith and credit for domestic violence restraining orders issued by tribal and state courts. A crucial aspect of promoting the mutual recognition and enforcement of such court orders is facilitating knowledge between state and tribal courts as to the protective orders issued by their respective courts. The Forum and staff have worked to provide tribal courts with the ability to read orders contained in the California Courts Protective Order Registry (CCPOR) and to facilitate entry of appropriate orders issued by tribal courts into CCPOR.</p> <p><i>Status/Timeline:</i> In 2017, one tribal court was trained on accessing CCPOR.</p> <p><i>Fiscal Impact/Resources:</i> CFCC staff, CJER staff, and Information Technology (IT) staff.</p>	

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
	<p><i>Internal/External Stakeholders:</i> External stakeholders include tribal courts.</p> <p><i>AC Collaboration:</i> None.</p> <hr/> <p>(B) Since its inception the Forum has been exploring ways to improve and simplify the process of doing inquiry and providing notice in cases governed by the Indian Child Welfare Act (ICWA). The Forum will continue to explore these opportunities, including whether document assembly programs might be helpful in reducing the time required and errors in ICWA inquiry and populating forms with the information gathered. The Forum will also monitor any ongoing e-notice pilot programs or other technological advances in other jurisdictions and make recommendations to the Judicial Council on replicating those in California.</p> <p><i>Status/Timeline:</i> This is an ongoing Forum charge.</p> <p><i>Fiscal Impact/Resources:</i> Information Technology staff and Center for Families, Children &amp; the Courts (CFCC) staff with document assembly expertise.</p> <p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> None.</p>	
8.	<b>Project Title: Policy Recommendation: Funding for Innovative Practices and System Improvements</b>	<b>Priority 2<sup>4</sup></b>
	<p><i>Project Summary<sup>5</sup>:</i> The Forum seeks to support innovative practices and system improvements including seeking funding for such initiatives as a pilot program to facilitate tribal participation and improve outcomes in ICWA cases by providing appointed counsel for tribes in these cases.</p> <p><i>Status/Timeline:</i> Last year the Judicial Council submitted a federal grant application which would have provided inter alia funding for a pilot project to provide appointed counsel to tribes in ICWA cases. The Forum and Tribal/State Programs Unit staff will continue to seek out available funding.</p> <p><i>Fiscal Impact/Resources:</i> CFCC staff.</p> <p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> None.</p>	

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
9.	<b>Project Title: Increase Tribal/State Partnerships: Sharing Resources and Communicating Information About Partnerships</b>	<b>Priority 2<sup>4</sup></b>
<p data-bbox="191 326 1988 399"><b>Project Summary<sup>5</sup>:</b> One of the guiding principles of the Forum is to improve access to justice by providing tribal and state courts access to resources for capacity building and collaboration on an equal basis, sharing resources, and seeking out additional resources.</p> <ol data-bbox="191 440 1988 1019" style="list-style-type: none"> <li>1. Identify Judicial Council and other resources that may be appropriate to share with tribal courts.</li> <li>2. Identify tribal justice resources that may be appropriate to share with state courts.</li> <li>3. Identify grants for tribal/state court collaboration.</li> <li>4. Share resources and information about partnerships through Forum E-Update, a monthly electronic newsletter.</li> <li>5. Publicize these partnerships at conferences, on the Innovation Knowledge Center (IKC), and at other in-person or online venues.</li> <li>6. Disseminate information to tribal court judges and state court judges on a monthly basis through the Forum E-Update, a monthly electronic newsletter with information on the following: <ul style="list-style-type: none"> <li>o Grant opportunities;</li> <li>o Publications;</li> <li>o News stories; and</li> <li>o Educational events.</li> </ul> </li> <li>7. Foster tribal court/state court partnerships, such as the Superior Court of Los Angeles County’s Indian Child Welfare Act Roundtable and the Bay Area Collaborative of American Indian Resources—court-coordinated community response to ICWA cases in urban areas and the providing technical assistance to the joint-jurisdiction collaborations between the Yurok Tribe and the Superior Court of California, County of Humboldt and the Shingle Springs Band of Miwok Indians and the Superior Court of California, County of El Dorado.</li> </ol> <p data-bbox="191 1060 1988 1166"><b>Status/Timeline:</b> Ongoing. During this year the Northern California Intertribal Court System was provided with access to a number of unlocked Judicial Council Juvenile, Family, Probate and Domestic Violence forms that the staff of the Northern California Intertribal Court System adapted for use by member courts. The adapted forms have been posted and made available to other tribal courts.</p> <p data-bbox="191 1206 701 1239"><b>Fiscal Impact/Resources:</b> CFCC staff.</p> <p data-bbox="191 1271 709 1304"><b>Internal/External Stakeholders:</b> None.</p> <p data-bbox="191 1344 533 1377"><b>AC Collaboration:</b> None.</p>		

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
10.	<b>Project Title: Increase Tribal/State Partnerships: Tribal/State Collaborations that Increase Resources for Courts</b>	<b>Priority 2<sup>4</sup></b>
<p><b>Project Summary<sup>5</sup>:</b> A primary goal of the Forum is to improve relationships between state and tribal courts and foster collaboration between those courts. There are currently two active joint-jurisdiction projects ongoing between Forum member state and tribal courts – the Superior Court of California, County of El Dorado collaborative with the Shingle Springs Band of Miwok Indians Tribal Court and the Superior Court of California, County of Humboldt collaboration with the Yurok Tribal Court.</p> <p><b>Status/Timeline:</b> Ongoing. This year the JCC staff are supporting these collaborations by sharing resources and agreements, and offering technical assistance on collaborations. Humboldt Superior Court also received an innovation grant from the Judicial Council for the joint-jurisdiction court project.</p> <p><b>Fiscal Impact/Resources:</b> Collaboration and joint-jurisdiction courts should provide fiscal savings by improving the sharing of resources across jurisdictions. CFCC staff will continue to provide support to this project.</p> <p><b>Internal/External Stakeholders:</b> External stakeholders include superior courts and tribal courts.</p> <p><b>AC Collaboration:</b> None.</p>		
11.	<b>Project Title: Increase Tribal/State Partnerships: Education and Technical Assistance to Promote Partnerships and Understanding of Tribal Justice Systems</b>	<b>Priority 2<sup>4</sup></b>
<p><b>Project Summary<sup>5</sup>:</b> The Forum will continue to develop educational events, resources and tools, and provide technical assistance to promote partnerships and understanding between state and tribal justice systems including:</p> <ol style="list-style-type: none"> <li>1. Make recommendation to Judicial Council staff to continue providing educational and technical assistance to local tribal and state courts to address domestic violence and child custody issues in Indian country.</li> <li>2. Make recommendation to Judicial Council staff to provide technical assistance to evaluate the joint jurisdictional court and to courts wishing to replicate the model.</li> <li>3. Make recommendation to the Judicial Council staff to continue developing civic learning opportunities for youth that exposes them to opportunities and careers in tribal and state courts.</li> <li>4. Make recommendation to explore, at the option of tribes, opportunities for state and federal court judges to serve as a tribal court judge.</li> <li>5. Develop and implement strategy to seek resources for tribal/state collaborations.</li> </ol>		

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
	<p>6. Continue to provide the <a href="#">State/Tribal Education, Partnerships, and Services (S.T.E.P.S.) to Justice—Domestic Violence</a> and <a href="#">Child Welfare</a> programs and provide local educational and technical assistance services.</p> <p>7. Continue the first joint jurisdictional court in California. The Superior Court of El Dorado County, in partnership with the Shingle Springs Band of Miwok Indians, is operating a family wellness court and next year will provide technical assistance to evaluate the joint jurisdictional court. (See <a href="#">Court Manual</a>).</p> <p>8. Establish partnership between the Superior Court of Humboldt County and the Yurok Tribal Court to develop a civics learning opportunity for youth in the region.</p> <p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> CFCC staff and CJER staff.</p> <p><i>Internal/External Stakeholders:</i> Center for Judicial Education and Research.</p> <p><i>AC Collaboration:</i> Governing Committee of the Center for Judicial Education and Research.</p>	
12.	<b>Project Title: Education: Judicial Education</b>	<b>Priority 2</b>
<p><b>Project Summary<sup>5</sup>:</b> CJER toolkits, located on the Judicial Resources Network, will be updated to include federal Indian law. Develop 10-minute educational video to be posted online and shared statewide with justice partners. In collaboration with the CJER Curriculum Committees, consult on and participate in making recommendations to revise the CJER online toolkits so that they integrate resources and educational materials from the forum’s online federal Indian law toolkit. Forum judges are working together with committee representatives from the following curriculum committees: (1) Access, Ethics, and Fairness, (2) Civil, (3) Criminal, (4) Family, (5) Juvenile Dependency and Delinquency, and (6) Probate.</p> <p><i>Status/Timeline:</i> Ongoing. This year and next, Forum members and staff of the Tribal/State Programs Unit are collaborating with CJER to create a “Continuing the Dialogue” episode on the Indian Civil Rights Act of 1968. When completed, that video will be screened by CJER and housed on the Judicial Resources Network.</p> <p><i>Fiscal Impact/Resources:</i> CFCC staff and CJER staff.</p> <p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> Governing Committee of the Center for Judicial Education and Research.</p>		



#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
13.	<b>Project Title: Education: Truth and Reconciliation</b>	<b>Priority 2<sup>4</sup></b>
<p><b>Project Summary<sup>5</sup>:</b> Consider collaboration among the three branches of state government in partnership with tribal governments to promote a truth and reconciliation project that acknowledges California’s history, as described in Professor Benjamin Madley’s book, <i>An American Genocide: The United States and the California Indian Catastrophe</i>, with respect to indigenous peoples, fosters an understanding of our shared history, and lays a foundation for reconciliation, which promotes a call to action.</p> <p><b>Status/Timeline:</b> Ongoing. As a step towards the goal of Statewide Truth and Reconciliation, Forum members and staff of the Tribal/State Programs Unit are participating in a civic engagement project in Humboldt County which will infuse curriculum with an understanding of local Indian history.</p> <p><b>Fiscal Impact/Resources:</b> CFCC staff.</p> <p><b>Internal/External Stakeholders:</b> External stakeholders include Tribal Governments and Humboldt County Civic Engagement Project.</p> <p><b>AC Collaboration:</b> None.</p>		

### III. LIST OF 2017 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p><b>Education: Documentary-Judicial Education</b>            JCC staff consulted on a documentary on tribal courts in California and tribal court – state court collaboration which featured a number of Forum members. That documentary “Tribal Justice” was completed in February of 2017 and was widely screened at film festivals and on PBS Point of View. <a href="http://www.pbs.org/pov/tribaljustice/">http://www.pbs.org/pov/tribaljustice/</a>.</p>
2.	<p><b>Education: Information Bulletin and Video on Duty to Recognize and Enforce Tribal Court Protective Orders</b>            Forum members collaborated with the California Office of the Attorney General and the Sheriffs Association to develop a 10-minute mentor video on the Information Bulletin relating to the recognition and enforcement of tribal protection orders, issued by the California Office of the Attorney General. This Information Bulletin was the culmination of work by the forum in partnership with the California Department of Justice (DOJ), the California State Sheriffs’ Association, the U.S. Attorney General’s Office, and other justice partners. Both the Information Bulletin and the explanatory video have been widely shared with justice partners and are now posted on the Tribal/State Programs Unit website <a href="#">here</a>.</p>
3.	<p><b>Policy Recommendation: Rules and Forms – Juvenile Records</b>            The Forum worked with the Family and Juvenile Law Advisory Committee to propose an amendment to California Rules of Court, rule 5.552 to conform to the requirements of subdivision (f) of section 827 of the Welfare and Institutions Code, which was added effective January 1, 2015, to clarify the right of an Indian child’s tribe to have access to the juvenile court file of a case involving that child. At that time, no changes were made to rule 5.552, which implements section 827 of the Welfare and Institutions Code. Contrary to section 827 as amended, rule 5.552, continued to require that representatives of an Indian child’s tribe petition the juvenile court if the tribe wanted access to the juvenile court file. This inconsistency created confusion. The proposal was approved by the Judicial Council and the amended rule will come into effect January 1, 2018.</p>
4.	<p><b>Policy Recommendation: Rules and Forms – Child Support</b>            Revise California Rule of Court, rule 5.372 in response to the need for consistent procedures for determining the orderly transfer of title IV-D child support cases from the state court to the tribal court when there is concurrent subject matter jurisdiction. Since implementation of the rule of court, over 40 cases have been considered for transfer between the state courts in Humboldt and Del Norte counties and the Yurok Tribal Court. The Yurok Tribe intends to seek transfer of cases currently under the jurisdiction of state court in the following counties: Lake, Mendocino, Shasta, Siskiyou, and Trinity. In addition, at least one other tribe located in Southern California is expected to soon begin handling title IV-D child support cases. Based on the experience with the transfers that have taken place so far, the participants of a cross-court educational exchange have suggested amendments to rule 5.732 to streamline the process, reduce confusion, and ensure consistency and efficient use of court resources. The amended rule will come to effect January 1, 2018.</p>
5.	<p><b>Policy Recommendations: Recognition and Enforcement of Tribal Court Orders.</b>            The Forum partnered with the Civil and Small Claims Advisory Committee to sponsor legislation (Sen. Bill 406) which established the Tribal Court Civil Money Judgement Act (Code of Civ. Proc. §§ 1730-1742). As originally passed, that Act was to sunset on January 1,</p>

#	<b>Project Highlights and Achievements</b>
	<p>2018. This past year the Forum worked with staff of the Judicial Council’s Governmental Affairs to provide information to the California Law Revision Commission studying the effect of the Act and other statutes governing recognition and enforcement of foreign orders. Assembly Bill 905, Money Judgements of Other Jurisdictions, signed by the Governor on August 7, 2017, lifted the sunset on the Tribal Court Civil Money Judgement Act.</p>

DRAFT

**Court Interpreters Advisory Panel**  
**Annual Agenda<sup>1</sup>—2018**  
**Approved by Executive and Planning Committee:**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Brian McCabe, Trial Court Judge, Superior Court of Merced County
<b>Vice-Chair:</b>	Mr. Shawn Landry, Court Executive Officer, Superior Court of Yolo County
<b>Lead Staff:</b>	Ms. Sonia Sierra Wolf, Analyst, Court Interpreters Program, Court Operations Services
<b>Committee's Charge/Membership:</b> <a href="#">Rule 10.51</a> of the California Rules of Court states the charge of the Court Interpreters Advisory Panel (CIAP), which is: To assist the council in performing its duties under Government Code sections 68560 through 68566 and to promote access to spoken-language interpreters and interpreters for deaf and hearing-impaired persons, the advisory panel is charged with making recommendations to the council on: <ol style="list-style-type: none"><li>(1) Interpreter use and need for interpreters in court proceedings; and</li><li>(2) Certification, registration, renewal of certification and registration, testing, recruiting, training, continuing education, and professional conduct of interpreters.</li></ol> <a href="#">Rule 10.51(b)</a> sets forth additional duties of the committee. <a href="#">Rule 10.51(c)</a> sets forth the membership position of the committee. The Court Interpreters Advisory Panel currently has 15 members, consisting of: 11 voting members; and, 4 non-voting advisory members. The current committee <a href="#">roster</a> is available on the committee's web page.	
<b>Subcommittees/Working Groups<sup>2</sup>:</b> <ol style="list-style-type: none"><li>1) Professional Standards and Ethics Subcommittee</li><li>2) Language Access Subcommittee</li></ol>	

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

<sup>2</sup> California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>3</sup>	
1.	<p><b>Project Title:</b> Develop and Implement Court Interpreter Post-Credential Discipline Process (From 2017 Annual Agenda) Currently referred to as: California Court Interpreter Review Procedures. Overseen by the Professional Standards and Ethics Subcommittee</p>	<p><b>Priority 1<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> This project encompasses two distinct phases.</p> <p><b>PHASE 1</b> Completion of the post credential discipline process, known as the California Court Interpreter Review Procedures, through which the quality and accuracy of an interpreter’s skills and adherence to ethical requirements can be reviewed. Project includes recommending an amendment to existing rule 2.891, Periodic review of court interpreter skills and professional conduct, established in 1979, which calls for a biennial review by the courts to review all court interpreter skills. The newly revised rule of court amends the rule and directs courts to the procedures.</p> <p><b>Key Objectives:</b> To fulfill the mandate of Government Code section 68562(d) that the Judicial Council shall adopt standards and requirements for interpreter proficiency, continuing education, certification renewal, and discipline. The Judicial Council shall adopt standards of professional conduct for court interpreters.</p> <p>To provide trust and confidence to the public and maintain the integrity of the profession.</p> <p><b>Origin of Project:</b> LAP recommendation #64. Rule 2.890 (Professional conduct for interpreters), effective January 1, 1999 (this project has been attempted several times, as far back as 1999).</p>		

<sup>3</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>4</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 the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>5</sup> A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

**# New or One-Time Projects<sup>3</sup>**

**Status/Timeline:** CIAP votes in January 2018 to recommend the proposed procedures and revised rule 2.891 proceed to RUPRO for circulation for public comment in April 2018. After public comment review, in June 2018, and anticipating no major challenges, CIAP will recommend approval and adoption of the rule of court and procedures from the Judicial Council, effective date will January 1, 2019. A full communication roll-out will be implemented that will include operational guidance materials for court leadership, Judicial Council staff and court personnel.

As indicated in 2017 Annual Agenda, costs of implementing this process may be substantial. The proposal will include an analysis of likely costs and potential funding sources, as well as additional staffing needs necessary to implement the proposal.

**Fiscal Impact/Resources:** Legal review (Judicial Council Legal Services) of allegations: \$7,500-\$10,000 per review  
Prosecuting attorney fees: (if outsourced by Legal Services with existing contracts) \$10,000- \$25,000 each case  
Office of Admin Hearings: Filing fee: \$100; ALJ \$810 (est. 4 hrs. per hearing). Cost per case: @\$18,410-\$35,910  
Estimated 10 cases per year: @ \$184,100-\$359,100 (May be other contractual fees or costs, not reflected here)  
Anticipate will need additional staffing resources to manage additional workload generated by this new task: Analyst level, est. .50 FTE

**Internal/External Stakeholders:** LEP community, interpreters, and justice partners

**AC Collaboration:** Language Access Plan Implementation Task Forces; Trial Court Presiding Judges Advisory Committee (TCPJAC); and Court Executives Advisory Committee (CEAC)

**PHASE 2**

**Skills Assessment Research and Recommended Protocols:** Concurrent with the final stages and review of the California Court Interpreter Credential Review, the next step is to research and explore the best available methods for:

- 1) Courts to assess a court interpreter’s technical interpreting skills; and,
- 2) The Judicial Council to assess a credential review allegation that alleges gross incompetence. The research and assessment of tools and protocols will involve, with assistance from the National Center for State Courts (NCSC), the following **key objectives:**
  - Conduct a survey and analysis of court interpreter skills assessment issues with select stakeholders, including court executive officers, court personnel, and interpreters.
  - The survey and analysis will be followed up with an NCSC facilitated workshop, including a psychometrician, in order to develop recommendations regarding the development of a skills assessment tool, the use of an existing tool, and/or a hybrid approach. (This will necessitate an in-person session with the Professional Standards and Ethics Subcommittee.

#	New or One-Time Projects <sup>3</sup>	
	<ul style="list-style-type: none"> <li>• Analysis of costs to develop recommended tools.</li> </ul> <p><b>Origin of project:</b> LAP Recommendation #64 and Government Code section 68564(g): The Judicial Council shall establish a procedure for Judicial Council and local court review of each court interpreter's skills and for reporting to the certification entity the results of the review.</p> <p><b>Status/Timeline:</b> Research to commence January 2018 and anticipated completion is <b>September 30, 2018</b>.</p> <p><b>Fiscal Impact:</b> \$38,000 contract amount with NCSC; cost of developing tool TBD, based on needs, tool selected, and feasibility.</p> <p><b>Resources:</b> Court interpreter program staff, NCSC contract consultants, and a psychometrician.</p> <p><b>Internal/External Stakeholders:</b> Interpreter community, judicial officers, justice partners, and court personnel who routinely interact with California court interpreters.</p> <p><b>AC Collaboration:</b> Language Access Plan Implementation Task Force, TPJAC, and CEAC.</p>	
2.	<p><b>Project Title:</b> Develop Limited English Proficient (LEP) Party Waiver of Court Appointed Interpreter Services— Overseen by the Language Access Subcommittee (From 2017 Annual Agenda)</p>	<b>Priority 1<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> Develop a policy and process for an LEP litigant's right to waive the services of a court appointed interpreter; and assess if a corresponding rule of court is needed in order to implement the recommended waiver policy.</p> <p><b>Origin of Project:</b> LAP Recommendation #75</p> <p><b>Status/Timeline:</b> Commence in 2018; for effective/completion by January 1, 2020.</p> <p><b>Fiscal Impact/Resources:</b> May require Court Interpreter Program analytical staff .25–.50 FTE; Staff resources from Legal Services and Labor and Employment Relations Unit</p> <p><b>Internal/External Stakeholders:</b> LEP litigants, courts, justice partners, such as the state bar and/or legal services providers.</p> <p><b>AC Collaboration:</b> None anticipated.</p>	

#	New or One-Time Projects <sup>3</sup>	
3.	<p><b>Project Title:</b> Update Guidelines for Approval of Certification Programs for Interpreters for Deaf and Hard of Hearing Persons (From 2017 Annual Agenda)</p>	<p><b>Priority</b> 1e<sup>4</sup></p>
<p><b>Project Summary<sup>5</sup>:</b> California is currently reviewing options for testing American Sign Language (ASL) related court interpreters. The Language Access Subcommittee will review options and may recommend or provide input on an approach to staff. A review and modification of the underlying ASL court interpreter testing related guidelines must be done concurrently with the plan being developed.</p> <p><b>The plan being developed includes:</b></p> <ul style="list-style-type: none"> <li>• Partnering with national stakeholders to develop and adopt a list of nationally accepted Knowledge, Skills, and Abilities (KSAs) for ASL interpreters that can be used to inform test development or to develop a credentialing process.</li> <li>• Mapping KSAs to a credentialing process that includes a variety of testing, training and educational requirements.</li> <li>• Developing remote interpreter training on how bias affects court interpreters, as needed, and as part of a credentialing process.</li> <li>• Partnering with national stakeholders to develop and implement a credentialing process, including any necessary exams or exam modifications that will be in line with the updated Guidelines for Approval of Certification Programs.</li> </ul> <p><b>Origin of Project:</b> The Registry of Interpreters for the Deaf (RID) is the approved testing entity for ASL court interpreter testing for California. In August 2015, RID stopped testing for legal interpreters. Changes in testing accommodations (provided by RID prior to stopping testing) requires a review of our underlying testing guidelines. It will be challenging to recommend a viable solution for testing ASL interpreters. Subcommittee input will be required to recommend any changes to the underlying testing guidelines.</p> <p><b>Status/Timeline:</b> Revised guidelines: December 2018; recommendation to approve guidelines by Judicial Council approval will follow plan for credentialing ASL interpreters: Anticipate implementation in December 2020.</p> <p><b>Fiscal Impact/Resources:</b> Development of a new ASL legal interpreter performance exam estimated \$200,000–\$450,000.  Ongoing maintenance and/or administration of a nationally standardized credentialing process: \$80,000–\$125,000  Additional CIP staff analyst may be required: .50–.75 FTE= \$45,000–\$67,500  Explore if costs may be shared by NCSC/CLAC member states and/or the local or national bar associations.</p> <p><b>Internal/External Stakeholders:</b> Legal services staff; local and national deaf community representatives, local and national legal certified interpreters and interpreter trainers, federal and state courts nationally, Registry of Interpreters for the Deaf (RID).</p> <p><b>AC Collaboration:</b> May include the Advisory Committee on Providing Access and Fairness.</p>		



#	New or One-Time Projects <sup>3</sup>	
	<p><b>Other Collaboration:</b></p> <ol style="list-style-type: none"> <li>1) Secured partnership with Deaf Hope to develop a model program and deaf community outreach program, which includes consulting with 3 pilot courts, and the development of an ASL recruitment video (\$25,000 allocated).</li> <li>2) Secured partnership with the Ohio Chapter of the Registry of Interpreters for the Deaf, to develop training modules for judges and court personnel on subjects including bias, barriers to justice, and qualifying sign language interpreters (\$25,000 allocated).</li> <li>3) Secured partnership with Deaf Community Services of San Diego to sponsor 3 ASL mock trial trainings (\$25,000 allocated).</li> <li>4) Secured partnership with the University of Arizona to develop a finalized listing of ASL Knowledge, Skills, and Abilities (KSAs), and develop/administer a Job Task Analysis survey for ASL court interpreters (\$25,000 allocated).</li> </ol>	
4.	<p><b>Project Title:</b> Update Recommended Guidelines for the Use of Deaf Intermediary Interpreters (From 2017 Annual Agenda) Overseen by the Language Access Subcommittee</p>	<b>Priority 1e<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> Updating these guidelines may require a change to the underlying ASL court interpreter testing related guidelines identified in Project 3 above. To assure consistency, both sets of updates should be done concurrently or in close proximity to each other. The <i>Recommended Guidelines on the Use of Deaf Intermediary Interpreters</i> (DI Guidelines) will be reviewed by the entire CIAP panel. Changes to the testing related guidelines would need to be recommended to the Judicial Council.</p> <p><b>Origin of Project:</b> California began accepting applications for a new category of interpreter: the Enrolled Deaf interpreter. This change requires an updating of the DI Guidelines. This may also require a change to the underlying ASL court interpreter testing related guidelines.</p> <p><b>Status/Timeline:</b> Completion December 2018.</p> <p><b>Fiscal Impact/Resources:</b> May require additional staffing (see project 3).</p> <p><b>Internal/External Stakeholders:</b> Legal Services, ASL hearing and deaf court interpreters and deaf community representatives.</p> <p><b>AC Collaboration:</b> May include Advisory Committee on Providing Access and Fairness.</p>	
5.	<p><b>Project Title:</b> Develop and implement policy for de-designation of certified languages whose use in the courts has declined (From 2017 Annual Agenda)</p>	<b>Priority 2<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> Recommend the Judicial Council adopt a policy for the de-designation of previously designated languages whose use in the courts has declined.</p>	

#	<b>New or One-Time Projects<sup>3</sup></b>	
	<p><b>Key objectives:</b></p> <ul style="list-style-type: none"> <li>• Expand the current designation policy for languages to be certified to include de-designation of a language.</li> <li>• Recommend the Judicial Council adopt a policy for de-designation of a language, and delegate future authority to the Administrative Director to de-designate a language. Administrative Director currently has delegation of authority to designate a language.</li> </ul> <p><b>Origin of project:</b> A de-designation policy is needed in order to consider de-designating a currently certified language. Designation and de-designation of a language is based on recommendations made in the Language Need and Interpreter Use Study that is conducted every five years, as mandated by Government Code section 68562. A de-designation policy was considered initially in 2015, and the direction by CIAP was to revisit this in the future.</p> <p>On October 27, 2000 the Judicial Council approved designation of Armenian, Cambodian, Mandarin, Russian, and Punjabi as certified languages, and delegated authority to the Administrative Director to designate languages in the future for inclusion in the Court Interpreter Certification Program.</p> <p>A de-designation policy is needed to respond to changes in language use and need in the courts, and projected future trends that may necessitate de-designation of a language. Once de-designated the affected language is re-classified as a registered language.</p> <p><b>Status/Timeline:</b> Completion date: De-designation Policy to be completed by Spring 2018, place on May 24 Judicial Council meeting agenda.</p> <p><b>Fiscal Impact:</b> None <b>Resources:</b> Court Interpreter Program staff.</p> <p><b>Internal/External Stakeholders:</b> Courts and LEP litigants.</p> <p><b>AC Collaboration:</b> None.</p>	
6.	<p><b>Project Title:</b> Review and Update Compliance Requirements for Certified Court and Registered Interpreters (New) Overseen by Professional Standards and Ethics Subcommittee</p>	<p><b>Priority 2<sup>4</sup></b></p>
	<p><b>Project Summary<sup>5</sup>:</b> Review, update, and if required, recommend policy changes to the Compliance Requirements for Certified Court and Registered Interpreters. (Last major update in 2011, minor changes in 2013)</p>	

#	New or One-Time Projects <sup>3</sup>
	<p><b>Origin of Project:</b> Staff has identified several areas of improvement and identified points of clarification based on feedback from the interpreter community, providers and the courts. Government Code 68562(d) requires that all certified court and registered interpreters of spoken languages meet annual renewal/continuing education requirements, specifically the code states: The Judicial Council shall adopt standards and requirements for interpreter proficiency, continuing education, certification renewal, and discipline. The Judicial Council shall adopt standards of professional conduct for court interpreters.</p> <p><b>Key objectives:</b></p> <ul style="list-style-type: none"> <li>• Provide simplified and easy to navigate compliance requirements for court interpreters and continuing education providers.</li> <li>• Review and make policy changes, if required, to address gaps in the current requirements.</li> </ul> <p>Updating, clarifying, and organizing the current requirements in an easy to understand document will address many of the continuing misunderstanding regarding the requirements to maintain credentialing status. Articulating compliance requirements in a more simplified manner provides a much needed service to the interpreter community and education providers, as well as closing gaps in the current compliance requirements. We anticipate that we may have fewer late submissions of annual renewal requirements if the key communication tool is simplified and easier to understand.</p> <p><b>Status/Timeline:</b> Completion date: Spring 2019. Approval of policy changes to compliance were delegated to the Administrative Director by the Judicial Council on August 24, 2000.</p> <p><b>Fiscal Impact:</b> None <b>Resources:</b> If available, Court Interpreter Program staff/1-2 CIAP interpreters consult.</p> <p><b>Internal/External Stakeholders:</b> Interpreter community, Court Interpreter Minimum Continuing Education providers, and court HR/Training Managers.</p> <p><b>AC Collaboration:</b> Professional Standards and Ethics Subcommittee will be the initial reviewing body.</p>

### III. LIST OF 2017 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<b>Completed:</b> Revise California Rules of Court, rule 2.893, <i>Use of Noncertified and Nonregistered Spoken Language Interpreters</i> Also updated related interpreter forms and developed a new form: The new provisional qualification requirements include a path to credentialing status. Approved by Judicial Council for in September 2017 for an effective date: January 1, 2018.
2.	<b>On Schedule:</b> Develop court interpreter post-credential discipline process: Expect full CIAP vote for phase 1 and then to RUPRO; public comment and to the council in September 2018. We are on track for January 1, 2019 implementation.
3.	<b>On Schedule:</b> Develop policy for de-designation of certified languages. Reintroduce policy and language reclassification. CIAP to take action January 2018.

**Court Security Advisory Committee**  
**Annual Agenda<sup>1</sup>—2018**  
**Approved by Executive and Planning Committee:**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Charlaine F. Olmedo, Judge, Superior Court of Los Angeles County
<b>Lead Staff:</b>	Mr. Edward Ellestad, Supervisor, Security Operations, Facilities Services
<b>Committee's Charge/Membership:</b> <a href="#">Rule 10.61(a)</a> of the California Rules of Court states the charge of the Court Security Advisory Committee, which is to make recommendations to the council for improving court security, including personal security and emergency response planning.  Rule 10.61(b) sets forth the membership position categories of the committee. The Court Security Advisory Committee currently has 10 members. The current committee <a href="#">roster</a> is available on the committee's web page.	
<b>Subcommittees/Working Groups<sup>2</sup>:</b> None.	

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

<sup>2</sup> California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

## II. COMMITTEE PROJECTS

#	Ongoing Projects and Activities <sup>3</sup>	
1.	<b>Project Title: Emergency- and Security-Related Concerns for the Branch</b>	<b>Priority 1<sup>4</sup></b>
<p><b>Project Summary<sup>5</sup>:</b> Consider new and continuing emergency- and security-related concerns for the branch, and make additional recommendations as needed. The <u>origin</u> of this project is the committee’s charge under rule 10.61. The project supports a key <u>objective</u> to make recommendations on the necessary emergency response and security functions for the branch. It <u>aligns</u> with the Judicial Council’s Goal III Objective 3 to improve safety, security, and disaster preparedness—e.g., through emergency preparedness/continuity of operations plans—as well as Goal VI Part A (facilities infrastructure) and Part B (technology infrastructure) via safety and security guidelines, practices, operations, projects, and technologies. The <u>outcome</u> would be reports to Judicial Council, which may include recommendations that the council direct its facilities and budget advisory committees on specific or urgent priorities.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Recommendations that may have a fiscal impact will be discussed with appropriate Judicial Council staff and advisory bodies first. This project will use current Judicial Council staffing and resources from the Security Operations unit of the Facilities Services office.</p> <p><b>Internal/External Stakeholders:</b> Depending on recommendations, stakeholders could include Judicial Council offices (Governmental Affairs, Budget Services, Appellate Court Services, Center for Judicial Education &amp; Research, Court Operations Services, Judicial Council and Trial Court Leadership, and Legal Services). External stakeholders include the trial courts and appellate courts.</p> <p><b>AC Collaboration:</b> Depending on recommendations, collaborators could include the Court Executives Advisory Committee, Trial Court Presiding Judges Advisory Committee, Court Facilities Advisory Committee, Trial Court Facility Modification Advisory Committee, and the Governing Committee of Center for Judicial Education and Research (CJER).</p>		

<sup>3</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>4</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 the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>5</sup> A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	Ongoing Projects and Activities <sup>3</sup>	
2.	<b>Project Title: Trial Courts' Screening Equipment Replacement</b>	<b>Priority 1<sup>4</sup></b>
<p><b>Project Summary<sup>5</sup>:</b> Make recommendations to Judicial Council to support Security Operations unit's Screening Equipment Replacement Program for trial courts, which replaces and maintains x-ray machines and magnetometers. The <u>origin</u> of this project is our July 2015 report to the Judicial Council, which identifies this program as a necessary and appropriate function, and a lack of sufficient funding to support and improve the program. This project supports a key <u>objective</u> to advise on, and advocate for funding to support, existing emergency- and security-related programs. It <u>aligns</u> with the Judicial Council's Goal III Objective 3 to improve safety, security, and disaster preparedness—e.g., through emergency preparedness/continuity of operations plans—as well as Goal VI Part A (facilities infrastructure) and Part B (technology infrastructure) via safety and security guidelines, practices, operations, projects, and technologies. The <u>outcome</u> would be information about costs associated with this goal and related Budget Change Proposals (BCPs), for the Judicial Council's facilities and budget advisory committees and decision-makers.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> The program in project #2 has a budget of \$2.286 million funded annually through the Trial Court Trust Fund, and as the budget has not increased with costs, there is a shortfall that has resulted in a shift of some costs to the courts. Funding/cost changes could necessitate additional costs to courts. This project will use current Judicial Council staffing and resources from the Security Operations unit.</p> <p><b>Internal/External Stakeholders:</b> Trial courts (primary users).</p> <p><b>AC Collaboration:</b> None anticipated at this time.</p>		
3.	<b>Project Title: Trial Courts' Security Equipment and Systems</b>	<b>Priority 1<sup>4</sup></b>
<p><b>Project Summary<sup>5</sup>:</b> Make recommendations to Judicial Council to support Security Operations unit's Trial Court Security Grant Program for trial courts, which provides and maintains systems such as access, camera, duress, etc. The <u>origin</u> of this project is our July 2015 report to the Judicial Council, which identifies this program as a necessary and appropriate function, and a lack of dedicated funding to support and improve the program. The project supports a key <u>objective</u> to advise on, and advocate for funding to support, existing emergency- and security-related programs. It <u>aligns</u> with the Judicial Council's Goal III Objective 3 to improve safety, security, and disaster preparedness—e.g., through emergency preparedness/continuity of operations plans—as well as Goal VI Part A (facilities infrastructure) and Part B (technology infrastructure) via safety and security guidelines, practices, operations, projects, and technologies. The <u>outcome</u> would be information about costs associated with this goal and related BCPs, for the Judicial Council's facilities and budget advisory committees and decision-makers.</p>		

#	Ongoing Projects and Activities <sup>3</sup>	
	<p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> The program in project #3 had a budget of \$1.2 million funded through the State Trial Court Improvement and Modernization Fund, but that was redirected. One-time limited funding has been provided for maintenance and repairs each year, starting in FY 2015–16. Without a dedicated funding source, trial court needs for new equipment and systems may go unmet, and existing equipment and systems may age out, become unsupported by the manufacturers, and ultimately fail completely. Dedicated funding to maintain existing programs is preferable to making purchases and maintenance an additional court cost that may not be viable. This project will use current Judicial Council staffing and resources from the Security Operations unit.</p> <p><i>Internal/External Stakeholders:</i> Trial courts (primary users).</p> <p><i>AC Collaboration:</i> None anticipated at this time. The Judicial Branch Budget Committee reviews BCPs.</p>	
4.	<b>Project Title: Emergency and Continuity of Operations Planning</b>	<b>Priority 1<sup>4</sup></b>
	<p><i>Project Summary<sup>5</sup>:</i> Make recommendations to Judicial Council to support Security Operations unit’s Emergency and Continuity of Operations Planning Program, which provides and maintains online planning system and trainings. The <u>origin</u> of this project is our July 2015 report to the Judicial Council, which identifies this program as a necessary and appropriate function, and a lack of dedicated funding to support and improve the program. The project supports a key <u>objective</u> to advise on, and advocate for funding to support, existing emergency- and security-related programs. It <u>aligns</u> with the Judicial Council’s Goal III Objective 3 to improve safety, security, and disaster preparedness—e.g., through emergency preparedness/continuity of operations plans—as well as Goal VI Part A (facilities infrastructure) and Part B (technology infrastructure) via safety and security guidelines, practices, operations, projects, and technologies. The <u>outcome</u> would be information about costs associated with this goal and related BCPs, for the Judicial Council’s facilities and budget advisory committees and decision-makers.</p> <p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> The program in project #4, and related module in project #5, were originally funded through budget from the State Trial Court Improvement and Modernization Fund, but that was redirected. Limited funding for maintenance of the online planning system has since been paid by the General Fund budget of the Security Operations unit. While system training and exercises were originally provided, a lack of sufficient funding shifted that cost to the courts. This project will use current Judicial Council staffing and resources from the Security Operations unit.</p>	



#	Ongoing Projects and Activities <sup>3</sup>	
	<p><b>Internal/External Stakeholders:</b> Trial courts (primary users) and Judicial Council/appellate courts (secondary users).</p> <p><b>AC Collaboration:</b> None anticipated at this time.</p>	
5.	<b>Project Title: Trial Courts' Court Security Plans</b>	<b>Priority 1<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> Make recommendations to Judicial Council to support Security Operations unit's Court Security Plan services—specifically, through a module included in the online planning system mentioned in Project #4, and annual review of summary data by this committee under rule 10.172(e). The <u>origin</u> of this project is our July 2015 report to the Judicial Council, which identifies this service as a necessary and appropriate function, and rule 10.172 on Court Security Plans. This project supports a key <u>objective</u> to advise on, and advocate for funding to support, existing emergency- and security-related programs. It <u>aligns</u> with the Judicial Council's Goal III Objective 3 to improve safety, security, and disaster preparedness—e.g., through emergency preparedness/continuity of operations plans—as well as Goal VI Part A (facilities infrastructure) and Part B (technology infrastructure) via safety and security guidelines, practices, operations, projects, and technologies. The <u>outcome</u> would be information about costs associated with this goal and related BCPs, for the Judicial Council's facilities and budget advisory committees and decision-makers.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> The program in project #4, and related module in project #5, were originally funded through budget from the State Trial Court Improvement and Modernization Fund, but that was redirected. Limited funding for maintenance of the online planning system has since been paid by the General Fund budget of the Security Operations unit. A lack of sufficient funding has prevented staff from requesting changes to the module that would streamline work. This project will use current Judicial Council staffing and resources from the Security Operations unit.</p> <p><b>Internal/External Stakeholders:</b> Trial courts (primary users of module).</p> <p><b>AC Collaboration:</b> None at this time.</p>	

### III. LIST OF 2017 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p>Met objectives to make recommendations on the necessary emergency response and security functions for the branch, and to advocate for funding to support those functions/existing emergency- and security-related programs. For <i>ongoing</i> projects summarized as:</p> <ul style="list-style-type: none"> <li>• <b>Trial Courts’ Screening Equipment Replacement</b></li> </ul> <p>The related program has a budget of \$2.286 million funded annually through the <u>Trial Court Trust Fund</u>. However, the program budget has not increased since its inception in 2006, while costs for equipment and service have increased, which resulted in a shortfall, a delay in equipment replacement cycles, and an ongoing shift of the cost for service agreements to the courts starting in FY 2015–16. Committee actions were:</p> <ul style="list-style-type: none"> <li>• May 2017: we included information about program status, and trial court needs and priorities, in a letter (described in item 2, below).</li> </ul>
2.	<p>For <i>ongoing</i> projects summarized as:</p> <ul style="list-style-type: none"> <li>• <b>Trial Courts’ Security Equipment and Systems</b></li> <li>• <b>Emergency and Continuity of Operations Planning</b></li> <li>• <b>Trial Courts’ Court Security Plans</b></li> </ul> <p>Related programs had a budget from the <u>State Trial Court Improvement and Modernization Fund</u>. However, the Trial Court Security Grant Program was eliminated when its \$1.2 million budget was redirected effective FY 2015–16. Staff attempted to regain dedicated funding for trial court security system installation, maintenance, and replacement through the BCP process, but their BCPs for FY 2015–16, 2016–17, and 2017–18 were not successful. A limited amount of operations and maintenance funding was made available on a one-time basis to address minimum maintenance and repairs, but funding to continue limited service was not identified. As systems age, components become obsolete and cannot be repaired, and costs increase. Committee actions were:</p> <ul style="list-style-type: none"> <li>• March 2017: Provided input to the Judicial Branch Budget Committee regarding an Initial Funding Request (IFR). A \$3 million request was included in the Judicial Council’s FY 2018–19 BCP request to the State Department of Finance.</li> <li>• May 2017: Wrote and consulted with the chairs of the Trial Court Presiding Judges Advisory Committee and Court Executives Advisory Committee, with a copy to chairs of the Trial Court Facility Modification Advisory Committee, Trial Court Budget Advisory Committee, and Judicial Branch Budget Committee, to share information gathered from trial courts about their security needs and priorities for the next year. The committee focused on security equipment and systems (such as x-ray machines, magnetometers, video surveillance, access control, and duress alarm systems) that were affected by the underfunding of the Screening Equipment Replacement Program and elimination of funding for the Trial Court Security Grant Program. The information included statistics on the status of security equipment and systems, and presented an undeniable need for assistance—e.g., through support for established Judicial Council programs.</li> <li>• September 2017: Reviewed summary data on trial courts’ Court Security Plan submissions and notifications under rule 10.172(e).</li> </ul>

**Governing Committee of the Center for Judicial Education and Research**  
**Annual Agenda<sup>1</sup>—2018**

**Approved by Executive and Planning Committee:**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Theodore Weathers, Judge, Superior Court of California, County of San Diego
<b>Lead Staff:</b>	Dr. Mary Ann Koory, Senior Education Developer, Center for Judicial Education and Research
<b>Committee's Charge/Membership:</b> <p><a href="#">Rule 10.50(a)</a> of the California Rules of Court states the charge of the Governing Committee of the Center for Judicial Education and Research, is to make 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. <a href="#">Rule 10.50(b)</a> sets forth additional duties of the committee.</p> <p>The Governing Committee of the Center for Judicial Education and Research currently has 16 voting members and 3 advisory members. The current committee <a href="#">roster</a> is available on the committee's web page.</p>	
<b>Subcommittees/Working Groups:</b> <ol style="list-style-type: none"><li>1. Appellate Practice Curriculum Committee</li><li>2. Civil Law Curriculum Committee</li><li>3. Criminal Law Curriculum Committee</li><li>4. Family Law Curriculum Committee</li><li>5. Judicial Branch Access, Ethics &amp; Fairness Curriculum Committee</li><li>6. Judicial Branch Leadership Development Curriculum Committee</li><li>7. Juvenile Law Curriculum Committee</li><li>8. Probate Law Curriculum Committee</li><li>9. Trial and Appellate Court Operations Curriculum Committee</li><li>10. B.E. Witkin Judicial College Steering Committee</li><li>11. CJER Online User Group</li></ol>	

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

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>2</sup>	
1.	<b>Project Title: Launch the 2018–2020 Education Plan</b>	<b>Priority 1<sup>3</sup></b>
<p><b>Project Summary:</b> The 2018–2020 two-year education plan will be submitted to the Judicial Council for review and approval in January 2018. This education plan is dependent upon the availability of requisite staff and funding. The CJER Governing Committee will ensure that the recommendations from the Mental Health Implementation Task Force as well as the Language Access Implementation Task Force will continue to be implemented, as appropriate.</p> <p><b>Origin of Project:</b> Required pursuant to the CJER Governing Committee’s education development model.</p> <p><b>Key Objective:</b> To ensure that the educational needs of the judicial branch audiences served by the CJER Governing Committee are being met in a timely and effective manner.</p> <p><b>Status/Timeline:</b> The 2018–2020 Education will commence on July 1, 2018 and will be ongoing through June 30, 2020.</p> <p><b>Fiscal Impact/Resources:</b> CJER Contact: Karene Alvarado.</p> <p><b>Internal/External Stakeholders:</b> N/A.</p> <p><b>AC Collaboration:</b> N/A.</p>		
2.	<b>Project Title: Launch Certified California Court Leader Program</b>	<b>Priority 1<sup>4</sup></b>

<sup>2</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>3</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 the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

#	New or One-Time Projects <sup>2</sup>
	<p><b>Project Summary<sup>5</sup>:</b> A certification program for court leaders will (a) support the judicial branch goal of excellence in administration, (b) support succession planning in courts, (c) develop skills and abilities that relate to specific leadership competencies, and (d) build connections among courts. Will be presented to CEAC before launch.</p> <p><b>Origin of Project:</b> Suggested by the Judicial Branch Leadership Development Curriculum Committee.</p> <p><b>Status/Timeline:</b> Once launched in mid-2018 this program will be ongoing indefinitely.</p> <p><b>Fiscal Impact/Resources:</b> CJER Contacts: Rhonda Sharbono, Mary Ann Koory, and Kristine Van Dorsten.</p> <p><b>Internal/External Stakeholders:</b> N/A.</p> <p><b>AC Collaboration:</b> N/A.</p>

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#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
1.	<b>Project Title: 2016–2018 Education Plan</b>	<b>Priority 1<sup>4</sup></b>
<p><b>Project Summary<sup>5</sup>:</b> The CJER Governing Committee will continue to successfully execute the 2016–2018 Education Plan.</p> <p><b>Origin of Project:</b> Required pursuant to the CJER Governing Committee’s education development model.</p> <p><b>Key Objective:</b> To ensure that the educational needs of the judicial branch audiences served by the CJER Governing Committee are being met in a timely and effective manner.</p> <p><b>Status/Timeline:</b> The 2016–2018 Education Plan will be completed on June 30, 2018.</p> <p><b>Fiscal Impact/Resources:</b> CJER Contact: Karene Alvarado.</p> <p><b>Internal/External Stakeholders:</b> N/A.</p> <p><b>AC Collaboration:</b> N/A.</p>		
2.	<b>Project Title: Monitor and Revise Education Toolkits on CJER Online</b>	<b>Priority 1<sup>4</sup></b>
<p><b>Project Summary<sup>5</sup>:</b> The goal is to accommodate and account for advances in distance mediated education techniques and products and ensure that current and relevant content on the education website CJER Online continues to meet the needs of judicial officers. Curriculum Committees have completed their review of the products in the toolkits and have made recommendations for changes. The revisions to the toolkits is the next step. A new Toolkit, the Technology Toolkit, a curated set of resources vetted by judges for judges on technological resources and developments that impact work on the bench (including social media and judicial ethics, electronic evidence, and using software to improve judicial work flow), has been created by the CJER Online User Group and launched.</p> <p><b>Origin of Project:</b> Required pursuant to the CJER Governing Committee’s education development model.</p> <p><b>Status/Timeline:</b> To be completed by December 2018.</p> <p><b>Fiscal Impact/Resources:</b> CJER Contact: Mary Ann Koory.</p> <p><b>Internal/External Stakeholders:</b> N/A.</p> <p><b>AC Collaboration:</b> N/A.</p>		

## LIST OF 2017 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Delivered the first Advanced Judicial Studies Institute in June 2017, which contained education on electronic evidence, neuroscience, and other topics of interest to experienced judges. This program has been included in the next Education Plan and will be delivered again in 2 years.
2.	Design of the Certified California Court Leader Program is complete.
3.	Development of 2018–2020 Education Plan is complete.
4.	The recommendations from the Mental Health Implementation Task Force were implemented as appropriate.
5.	A subscribable e-mail alert service that helps judges keep up with new content in the Toolkits they select was launched at the end of 2016. As of October 2017, less than 12 months after the launch, the service has over 300 subscribers.
6.	The new Technology Toolkit (resources selected by judges for other judges to learn about and use technology as it impacts their work on the bench) was created and launched in December 2017.

# **Sargent Shriver Civil Counsel Act Implementation Committee**

## **Annual Agenda<sup>1</sup>—2018**

**Approved by Executive and Planning Committee:**

### **I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Earl Johnson, (Ret.)
<b>Lead Staff:</b>	Ms. Bonnie Hough, Principal Managing Attorney, Center for Families, Children & the Courts
<b>Committee's Charge/Membership:</b> The Sargent Shriver Civil Counsel Act Implementation Committee is required by <a href="#">Government Code section 68651(b)(5)</a> to implement the Sargent Shriver Civil Counsel Act ( <a href="#">Assem. Bill 590 [Feuer]</a> ; <a href="#">Stats. 2009 ch. 457</a> ). The act requires the Judicial Council to develop one or more model pilot projects in selected courts for three-year periods. The projects will provide legal representation to low-income parties on critical legal issues affecting basic human needs. At the direction of the Judicial Council, the implementation committee will make recommendations on which pilot projects will be selected and provide input into the design of the pilot projects evaluations, which are required by the authorizing legislation.  The Sargent Shriver Civil Counsel Act Implementation Committee currently has 15 members. These include: <ul style="list-style-type: none"><li>• 1 appellate justice</li><li>• 2 retired appellate justices</li><li>• 1 retired judge</li><li>• 2 law professors</li><li>• 7 attorneys with experience in legal aid programs</li><li>• 1 attorney with the State Bar of California</li><li>• 1 attorney with the California Chamber of Commerce</li></ul> The current committee <a href="#">roster</a> is available on the committee's web page.	

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



**Subcommittees/Working Groups<sup>2</sup>:**

None.

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<sup>2</sup> California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>3</sup>	
1.	<p><b>Project Title:</b>  <b>Review Recommendations from the Evaluation of the Sargent Shriver Civil Counsel Pilot Project</b></p>	<p><b>Priority 2<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> In its report to the Judicial Council regarding the Evaluation of the Sargent Shriver Civil Counsel Pilot Project, the Committee made recommendations for consideration by the Judicial Council. At the Judicial Council meeting of July 27, 2017, these recommendations were referred back to the committee for further development and referral to appropriate subject matter committees.</p> <p><b>Status/Timeline:</b> The committee has had initial discussions with staff from the collaborative committees and expects to be able to provide more detailed recommendations in the coming year.</p> <p><b>Fiscal Impact/Resources:</b> Center for Families, Children &amp; the Courts staff time and that of outside researchers is covered by the administrative funds set aside for the project.</p> <p><b>Internal/External Stakeholders:</b> Staff to the Shriver project will work with committee staff for the other committees to which recommendations may be made.</p> <p><b>AC Collaboration:</b> The committee will work with the Committee on Providing Access and Fairness, the Civil and Small Claims Committee, the Probate and Mental Health Committee, and the Family and Juvenile Law Advisory Committee regarding these recommendations.</p>		

<sup>3</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>4</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 the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>5</sup> A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	Ongoing Projects and Activities <sup>3</sup>	
1.	<p><b>Project Title:</b>  <b>Research and Data Collection.</b> Provide input on design of evaluation of the pilot projects.</p>	<p><b>Priority 1<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> Government Code section 68651 required that an evaluation of the pilot projects be submitted to Legislature on or before January 31, 2016. That evaluation was completed and a supplemental report was submitted in August 2017. The committee has identified key questions to research in the next phase of evaluation of the project in order to determine best practices in providing these services.</p> <p>This research supports the Judicial Council’s Strategic Goal II and III, Independency and Accountability and Modernization of Management and Administration, as well as Operational Plan Object 4, “Measure and regularly report branch performance...” and Operational Plan Objective 2, “Evaluate and improve management techniques, allocation of funds, internal operations, and services; support the sharing of effective management practices branchwide.”</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Judicial Council staff and contractor time is covered by an administrative allocation for the grant.</p> <p><b>Internal/External Stakeholders:</b> The Judicial Council will work closely with the pilot projects and contract with a research firm to assist in data collection and analysis.</p> <p><b>AC Collaboration:</b> None.</p>		
2.	<p><b>Project Title:</b>  <b>Implementation and Oversight of Pilot Projects.</b>  Provide oversight for pilot projects. If additional funds become available, make recommendations to the Judicial Council on distribution.</p>	<p><b>Priority 1<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> The committee will provide continuing oversight of the pilot projects that were approved by the Judicial Council at its July 2017 meeting. If additional funding becomes available from <i>cy pres</i> funds become available under revised Code of Civil Procedure section 384, or otherwise make recommendations regarding distribution.</p> <p>Revised Code of Civil Procedure section 384 provides that “3) Any unpaid cash residue or unclaimed or abandoned class member funds generally attributable to California residents, plus any accrued interest that has not otherwise been distributed pursuant to order of the court, shall be transmitted as follows:</p>		

**# Ongoing Projects and Activities<sup>3</sup>**

(A) Twenty-five percent to the State Treasury for deposit in the Trial Court Improvement and Modernization Fund, established in section 77209 of the Government Code, and subject to appropriation in the annual Budget Act for the Judicial Council to provide grants to trial courts for new or expanded collaborative courts or grants for Sargent Shriver Civil Counsel....”

The work is conducted pursuant to Government Code section 68651, which requires the Judicial Council to establish pilot projects and to form an advisory committee to review applications and oversee those projects.

This work supports the Judicial Council’s Strategic Goal I, Access, Fairness and Diversity as well as Operational Plan Objective 4: Expand the Availability of Legal Assistance, Advice and Representation for Litigants with Limited Financial Means.

**Status/Timeline:** Ongoing.

**Fiscal Impact/Resources:** Center for Families, Children & the Courts staff and committee expenses are covered by an administrative allocation of grant funds.

**Internal/External Stakeholders:** The pilot programs – legal services and their court partners are stakeholders.

**AC Collaboration:** The committee will work with the Collaborative Justice Courts Advisory Committee to make recommendations to the Trial Court Budget Advisory Committee regarding any distribution of *cy pres* funds received as a result of revised Code of Civil Procedure section 384 which provides that 25 percent of distributions of *cy pres* funds are to be distributed.

### III. LIST OF 2017 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	An RFP for funding was issued and applications were reviewed by the committee in the spring of 2017. Recommendations for funding for 2017–2020 were presented to the Judicial Council at their business meeting on July 27, 2017, and new grants were approved effective October 1, 2017.
2.	Supplemental report on the evaluation of the Shriver grantees was submitted to the Legislature on August 8, 2017. Comprehensive evaluation is ongoing.
3.	The committee continues to monitor grants awarded that provide representation and make court services more efficient and effective for those who remain unrepresented.

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**Court Facilities Advisory Committee**  
**Annual Agenda<sup>1</sup>—2018**  
**Approved by Executive and Planning Committee:**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Brad R. Hill, Administrative Presiding Justice, Court of Appeal, Fifth Appellate District
<b>Lead Staff:</b>	Mr. Mike Courtney, Director, Facilities Services Ms. Kristine Metzker, Planning Manager, Facilities Services Mr. Chris Magnusson, Senior Facilities Analyst, Facilities Services
<p><b>Committee’s Charge/Membership:</b></p> <p><a href="#">Rule 10.62</a> of the California Rules of Court states the charge of the Court Facilities Advisory Committee (CFAC), which is to make recommendations to the Judicial Council concerning the judicial branch capital program for the trial and appellate courts.</p> <p><a href="#">Rule 10.62(b)</a> sets forth the membership position categories of the committee. CFAC currently has 21 members. The current composition shown on the committee <a href="#">roster's web page</a> is as follows:</p> <ul style="list-style-type: none"> <li>• Appellate court justice – 2 members</li> <li>• Appellate court clerk/administrator – 1 member</li> <li>• Superior court judge – 8 members</li> <li>• Court executive officer – 3 members</li> <li>• Lawyer – 2 members</li> <li>• Local government official or administrator – 1 member</li> <li>• Public member with expertise in real estate acquisition, construction, architecture, or cost estimating, or facilities management and operations – 2 members</li> <li>• The chair and vice-chair of the Trial Court Facility Modification Advisory Committee, as non-voting members – 2 members</li> </ul>	

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

**Subcommittees<sup>2</sup>:**

1. Courthouse Cost Reduction Subcommittee (CCRS) – Hon. Jeffrey W. Johnson, Chair
2. Independent Outside Oversight Consultant (IOOC) Subcommittee – Hon. Patricia M. Lucas, Chair
3. Subcommittee on Courthouse Names – Hon. Keith D. Davis, Chair

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<sup>2</sup> California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

## II. COMMITTEE PROJECTS

#	Ongoing Projects and Activities <sup>3</sup>	
1.	<p><b>Project Title</b>  <b>Judicial Branch Courthouse Construction Projects</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> Review of Judicial Council-approved new courthouse construction and renovation projects in relation to available construction program budget. Submit recommendations for Judicial Council consideration on how projects should proceed with available project budgets.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, and Legal Services.</p> <p><b>Internal/External Stakeholders:</b> Trial courts; justice partners; Department of Finance; and State Public Works Board.</p> <p><b>AC Collaboration:</b> Courthouse Cost Reduction Subcommittee.</p>		
2.	<p><b>Project Title</b>  <b>Recommendations of the Independent Oversight Consultant (IOC)</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> Review and monitor implementation of IOC recommendations.</p> <p><b>Status/Timeline:</b> Ongoing.</p>		

<sup>3</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>4</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 the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>5</sup> A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.



#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
	<p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, and Legal Services.</p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> Independent Outside Oversight Consultant Subcommittee.</p>	
3.	<p><b>Project Title</b>  <b>Courthouse Construction Project Cost Reductions</b></p>	<b>Priority 1<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> Oversight of reductions to courthouse project costs. Submit recommendations as needed for Judicial Council consideration.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, and Legal Services.</p> <p><b>Internal/External Stakeholders:</b> Trial courts; justice partners; Department of Finance; and State Public Works Board</p> <p><b>AC Collaboration:</b> Courthouse Cost Reduction Subcommittee.</p>	
4.	<p><b>Project Title</b>  <b>Judicial Branch Capital Program Funding</b></p>	<b>Priority 1<sup>4</sup></b>
	<p><b>Project Summary<sup>5</sup>:</b> Coordinate with the Judicial Council and its Executive and Planning Committee to provide funding for the Judicial Branch Capital Program. Submit recommendations as needed for Judicial Council consideration.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, Legal Services, and Governmental Affairs.</p>	

#	Ongoing Projects and Activities <sup>3</sup>	
	<p><b>Internal/External Stakeholders:</b> Trial courts; justice partners; Department of Finance; Legislature; and Office of Governor.</p> <p><b>AC Collaboration:</b> Executive and Planning Committee.</p>	
5.	<p><b>Project Title</b>  <b>Additional Funding for Existing Courthouse Operations, Maintenance, and Facility Modifications</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
	<p><b>Project Summary<sup>5</sup>:</b> Coordinate with the Judicial Council and its Trial Court Facility Modification Advisory Committee to seek additional funding for existing courthouse operations, maintenance, and facility modifications.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, and Legal Services.</p> <p><b>Internal/External Stakeholders:</b> Trial courts; justice partners; Department of Finance; Legislature; and Office of Governor.</p> <p><b>AC Collaboration:</b> Trial Court Facility Modification Advisory Committee.</p>	

### III. LIST OF 2017 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Ongoing: Review of Judicial Council-approved new courthouse construction and renovation projects in relation to available construction program budget and recommend how to proceed.
2.	Ongoing: Review and monitor implementation of IOC recommendations.
3.	Ongoing: Oversight of reductions to courthouse project costs.
4.	Ongoing: Coordinate with the Judicial Council and its Executive and Planning Committee to provide funding for the Judicial Branch Capital Program.
5.	Ongoing: Coordinate with the Judicial Council and its Trial Court Facility Modification Advisory Committee to seek additional funding for existing courthouse operations, maintenance, and facility modifications.
6.	Completed: On April 12, 2017, CCRS approved the 100 Percent Design Development Report for Sonoma – New Santa Rosa Criminal Courthouse project.
7.	Completed: On May 17, 2017, CFAC approved the restoration of the site acquisition budget and start the site selection process for a new site for Los Angeles’ New Mental Health Courthouse project.
8.	Completed: On May 17, 2017, CFAC received a presentation on the seismic risk rating of California superior court buildings, which was broadcasted live via webcast video and available at <a href="http://jcc.granicus.com/MediaPlayer.php?clip_id=461&amp;meta_id=20829">http://jcc.granicus.com/MediaPlayer.php?clip_id=461&amp;meta_id=20829</a> .
9.	Completed: On May 17, 2017, CCRS authorized completion of a feasibility study for Santa Barbara – New Santa Barbara Criminal Courthouse project.
10.	Completed: On May 17, 2017, CCRS approved the 100 Percent Schematic Design Report for Riverside – New Mid-County Civil Courthouse project.
11.	Completed: On July 19, 2017, CFAC approved the 100 Percent Schematic Design Report for Sacramento – New Sacramento Criminal Courthouse project.
12.	Completed: On September 7, 2017, the CFAC received reports on Lake – New Lakeport Courthouse and Glenn – Renovation and Addition to Willows Courthouse projects, taking them under advisement to be revisited as and when the committee has the funds available to continue discussion on how the projects move forward.
13.	Completed: On December 7, 2017, CCRS approved the 50 Percent Design Development Reports for the following projects: Riverside – New Mid-County Civil Courthouse, Sacramento – New Sacramento Criminal Courthouse, and Stanislaus – New Modesto Courthouse.

**Trial Court Facility Modification Advisory Committee**  
**Annual Agenda<sup>1</sup>—2018**  
**Approved by Executive and Planning Committee:**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Donald Cole Byrd, Presiding Judge, Superior Court of Glenn County
<b>Vice-chair</b>	Hon. William F. Highberger, Judge, Superior Court of Los Angeles County
<b>Lead Staff:</b>	Mr. Mike Courtney, Director, Facilities Services Mr. Jagan Singh, Principal Manager, Facilities Services
<p><b>Committee’s Charge/Membership:</b></p> <p><a href="#">Rule 10.65</a> of the California Rules of Court states the charge of the Trial Court Facility Modification Advisory Committee (TCFMAC), which is to make recommendations to the Judicial Council on facilities modifications, maintenance, and operations; environmental services; and utility management. In addition, the committee performs the following:</p> <ol style="list-style-type: none"> <li>(1) Makes recommendations to the Judicial Council on policy issues, business practices, and budget monitoring and control for all facility-related matters in existing branch facilities.</li> <li>(2) Makes recommendations to the Judicial Council on funding and takes additional action in accordance with council policy, both for facility modifications and for operations and maintenance.</li> <li>(3) Collaborates with the Court Facilities Advisory Committee in the development of the capital program, including providing input on design standards, prioritization of capital projects, and methods to reduce construction cost without impacting long-term operations and maintenance cost.</li> <li>(4) Provides quarterly and annual reports on the facilities modification program in accordance with the Judicial Council’s <i>Trial Court Facility Modifications Policy</i>.</li> </ol> <p><a href="#">Rule 10.65(c)</a> sets forth the membership position categories of the committee. TCFMAC currently has 11 members. The current composition shown on the committee <a href="#">roster’s web page</a> is as follows:</p> <ul style="list-style-type: none"> <li>• Superior court judge – 5 members</li> <li>• Court executive officer – 3 members</li> </ul>	

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

- Deputy Court Executive Officer – 1 member
- The chair and vice-chair of the Court Facilities Advisory Committee, as non-voting members – 2 members

**Subcommittees/Working Groups<sup>2</sup>:** None

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<sup>2</sup> California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>3</sup>	
1.	<p><b>Project Title:</b>  <b>Budget Allocations for Statewide Trial Court Facility Modifications Planning in Fiscal Year (FY) 2018–19</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> Request the Judicial Council, per section IV.D. of the council’s <i>Trial Court Facility Modifications Policy</i>, review and approve the facility modification budget report for FY 2018–19, to direct Judicial Council staff’s implementation of facility modifications within the fiscal year based on the annual appropriation of funding from the State Court Facilities Construction Fund.</p> <p><b>Status/Timeline:</b> Proposed for the July 2018 Judicial Council meeting.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services.</p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> None.</p>		
2.	<p><b>Project Title:</b>  <b>Trial Court Facility Modification Quarterly Activity Reports for Fiscal Years 2017–18 and 2018–19</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> Provide the Judicial Council with a report for informational purposes summarizing the committee’s allocation of facility modification funding after the end of each quarter in FY 2017–18 and the first quarter of FY 2018–19. These information-only reports are submitted as required by the council’s <i>Trial Court Facility Modifications Policy</i>.</p>		

<sup>3</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>4</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 the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>5</sup> A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	<b>New or One-Time Projects<sup>3</sup></b>	
	<p><b>Status/Timeline:</b> Proposed for the following Judicial Council meetings: March 2018 for the FY 2017–18, Q1 and Q2 reports; May 2018 for the FY 2017–18, Q3 report; September 2018 for the FY 2017–18, Q4 report; and November 2018 for the FY 2018–19, Q1 report.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services.</p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> None.</p>	
3.	<p><b>Project Title:</b>  <b>2017–18 Trial Court Facility Modification Advisory Committee Annual Report</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
	<p><b>Project Summary<sup>5</sup>:</b> Provide the Judicial Council with a report for informational purposes summarizing the committee’s allocation of facility modification funding for FY 2017–2018. This information-only report is submitted annually as required by the council’s <i>Trial Court Facility Modifications Policy</i>.</p> <p><b>Status/Timeline:</b> Proposed for the November 2018 Judicial Council meeting.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services.</p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> None.</p>	
4.	<p><b>Project Title:</b>  <b>Energy-Efficiency Facility Modification Projects</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
	<p><b>Project Summary<sup>5</sup>:</b> Develop and implement Priority 3 energy-efficiency facility modification projects for lighting and heating, ventilation, and air conditioning (HVAC) improvements within existing court facilities statewide.</p> <p><b>Status/Timeline:</b> Proposed through FY 2018–19.</p>	

#	<b>New or One-Time Projects<sup>3</sup></b>	
	<p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services. Savings through energy-efficiency facility modification projects conserves Court Facilities Trust Fund (CFTF) resources.</p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> None.</p>	
5.	<p><b>Project Title:</b>  <b>Courthouse Security Systems Maintenance and Replacement</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
	<p><b>Project Summary<sup>5</sup>:</b> Maintain and replace security equipment, including aging camera, access control, and duress alarm systems, within existing court facilities statewide. These projects are necessary to maintain trial court facilities at an industry level of care.</p> <p><b>Status/Timeline:</b> Proposed through FY 2018–19.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services.</p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> Court Security Advisory Committee.</p>	



#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
1.	<p><b>Project Title:</b>  <b>Judicial Branch Facility Modification Projects</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> Review and approve facility modification projects proposed by the trial courts, regional service providers, VFA, Inc. (an asset management firm of deferred facility modification projects), and Judicial Council staff. Approved projects receive funding allocations for execution by Judicial Council staff. Submit recommendations as needed for Judicial Council consideration.</p> <p><b>Status/Timeline:</b> Ongoing. The committee meets every 30 to 60 days to review proposed projects.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services.</p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> None.</p>		
2.	<p><b>Project Title:</b>  <b>Judicial Branch Facility Operations and Maintenance</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> Oversight of judicial branch facilities operations and maintenance spending through annual budget allocation approval and re-evaluation as needed. Oversight of policy issues on operations and maintenance of existing facilities, noncapital-related real estate transactions, energy management, and environmental management and sustainability, including but not limited to, review of the Judicial Council’s preventive maintenance and energy management plans. Submit recommendations as needed for Judicial Council consideration.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services.</p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> None.</p>		

#	Ongoing Projects and Activities <sup>3</sup>	
3.	<p><b>Project Title:</b> <b>Judicial Branch Capital Program</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> Collaborate with the Court Facilities Advisory Committee in the development of the Judicial Branch Capital Program, including providing input to design standards, prioritization of capital projects, and methods to reduce construction cost without impacting long-term operations and maintenance cost.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services.</p> <p><b>Internal/External Stakeholders:</b> Trial courts; justice partners; Department of Finance (DOF); and State Public Works Board.</p> <p><b>AC Collaboration:</b> Court Facilities Advisory Committee.</p>		
4.	<p><b>Project Title:</b> <b>Renovation Feasibility Studies – Seismic</b></p>	<p><b>Priority 1<sup>4</sup></b></p>
<p><b>Project Summary<sup>5</sup>:</b> Review renovation feasibility studies prepared for the trial court facilities on the TCFMAC’s August 2017 approved list. In the Judicial Council’s March 2017 Seismic Risk Rating Database, these trial court facilities are among those with the highest seismic risk ratings (i.e., categories of <i>Very High</i> or <i>High</i>) for damage, business interruption, and injury or fatalities of occupants.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services.</p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> None.</p>		

### III. LIST OF 2017 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Ongoing: Reviewed and approved facility modification projects, including security-related facility modifications, proposed by the trial courts, regional service providers, VFA, Inc. (an asset management firm of deferred facility modification projects), and Judicial Council staff.
2.	Ongoing: Oversaw judicial branch facilities operations and maintenance spending and of policy issues on operations and maintenance of existing facilities, noncapital-related real estate transactions, energy management, and environmental management and sustainability.
3.	Ongoing: Collaborated with the Court Facilities Advisory Committee in the development of the Judicial Branch Capital Program.
4.	Ongoing: Reviewed and approved Court-Funded Facilities Requests including but not limited to facility modifications, expansions of existing space, temporary space, lease extensions, and feasibility studies.
5.	Ongoing: Monitored progress of deferred maintenance list projects for roof and elevator/lift/escalator replacements in trial court facilities.
6.	Ongoing: Allocated funding to energy-efficiency projects in existing facilities statewide—\$7.5 million in FY 2016–17 for 63 Priority 3 facility modification projects and \$6.5 million in FY 2017–18 for 44 Priority 3 facility modification projects.
7.	Completed: In March, July, and September 2017, and as informational items, the Judicial Council received FY 2016–17 quarterly activity reports on the allocation of funding for trial court facility modifications.
8.	Completed: On March 3, 2017, the TCFMAC received Judicial Council staff’s overview of efforts to refine the council’s database of seismic risk assessments for trial court buildings including the development of tools to identify potential improvement projects.
9.	Completed: On April 10, 2017, and stemming from its meeting of March 3, 2017, the TCFMAC accepted the <i>Seismic Risk Rating of California Superior Court Buildings</i> report dated March 1, 2017, and authorized \$2.5 million to develop renovation feasibility studies of 25 facilities identified in the report from among the buildings with the highest seismic risk ratings (i.e., categories of <i>Very High</i> or <i>High</i> ) for damage, business interruption, and injury or fatalities of occupants.
10.	Completed: On May 18, 2017, and as recommended by the TCFMAC to address the CFTF’s funding shortfall, the Judicial Council directed staff to take all actions necessary to (1) reduce utility and maintenance costs, including engaging the local trial courts; and (2) report back on its progress at the September 2017 council meeting.
11.	Completed: On May 19, 2017, the TCFMAC reviewed and approved FY 2018–19 Budget Change Proposals to augment costs for trial court facilities operations and security systems and equipment maintenance and replacement.
12.	Completed: On July 21, 2017, the TCFMAC reviewed and approved the judicial branch’s Five-Year Master Plan – Trial Court Facilities Deferred Maintenance List for FY 2018–19 for submission to the DOF.

#	Project Highlights and Achievements
13.	Completed: On August 28, 2017, and stemming from its meeting of April 10, 2017, the TCFMAC approved a list of trial court facilities—among those with the highest seismic risk ratings (i.e., categories of <i>Very High</i> or <i>High</i> ) for damage, business interruption, and injury or fatalities of occupants—to develop renovation feasibility studies.
14.	Completed: On September 15, 2017, the TCFMAC reported back to the Judicial Council on utility and maintenance costs reductions to address the CFTF’s funding shortfall. Also, and per the TCFMAC’s recommendation, the council adopted revised energy conservation guidelines.
15.	Completed: On November 17, 2017, and as an informational item, the Judicial Council received the TCFMAC’s annual report for FY 2016–17.
16.	Completed: On November 17, 2017, and as recommended by the TCFMAC, the Judicial Council approved the annual report to the Legislature of CFTF expenditures, which was for all expenditures made in FY 2016–17.

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**Workload Assessment Advisory Committee**  
**Annual Agenda<sup>1</sup>—2018**  
**Approved by Executive and Planning Committee:**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Lorna Alksne, Superior Court of San Diego County
<b>Lead Staff:</b>	Leah Rose-Goodwin, Manager, Budget Services
<p><b>Committee’s Charge/Membership:</b>  Per <a href="#">Rule 10.66</a> adopted effective January 1, 2015, the committee makes recommendations to the council on judicial administration standards and measures that provide for the equitable allocation of resources across courts to promote the fair and efficient administration of justice. The committee must recommend:</p> <ol style="list-style-type: none"> <li>(1) Improvements to performance measures and implementation plans and any modifications to the Judicial Workload Assessment and the Resource Assessment Study Model;</li> <li>(2) Processes, study design, and methodologies that should be used to measure and report on court administration; and</li> <li>(3) Studies and analyses to update and amend case weights through time studies, focus groups, or other methods.</li> </ol> <p><a href="#">Rule 10.66(c)</a> sets forth the membership position categories of the committee. The Workload Assessment Advisory Committee currently has 14 members. The current committee <a href="#">roster</a> is available on the committee’s web page.</p>	
<p><b>Subcommittees/Working Groups<sup>2</sup>:</b></p> <ol style="list-style-type: none"> <li>1. AB 1058 Funding Allocation Joint Subcommittee (with Family and Juvenile Law Advisory Committee and Trial Court Budget Advisory Committee)</li> </ol>	

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

<sup>2</sup> California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body’s duties, subject to available resources, with the approval of its oversight committee.

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>3</sup>	
1.	<b>Project Title: Judicial Workload Study Update</b>	<b>Priority 1<sup>4</sup></b>
<p data-bbox="176 386 432 418"><b>Project Summary<sup>5</sup>:</b></p> <p data-bbox="176 440 1948 760">Every two years, the Judicial Council is obligated to report on the number of judicial officers needed in the trial courts based on workload. This assessment, formally called the Judicial Needs Assessment, draws on a workload study that is updated periodically to reflect changes in the law, technology, and case processing practices. In October 2013, the Workload Assessment Advisory Committee approved a motion stating that the workload studies (both staff and judicial) should be updated every 5 years, though not concurrently. Now that the Resource Assessment Study has been completed, the judge workload study can be undertaken to update the caseweights (i.e., time per filing) and other model parameters that are used to estimate workload-based need for judicial officers. The committee’s work in the coming year will be to design the methodology, complete recruitment of study courts, and conduct the time study data collection. When necessary, the chair will make presentations to the Trial Court Presiding Judges Advisory Committee (TCPJAC) and Court Executives Advisory Committee so that committee members can be apprised of the work of the committee.</p> <p data-bbox="176 805 974 837"><b>Status/Timeline:</b> Ongoing, expected completion is early 2019.</p> <p data-bbox="176 878 1948 1089"><b>Fiscal Impact/Resources:</b> The current project proposal calls for a study size that would fit within existing council staff resources. Those include: Senior Research Analyst (2 FTE), Research Analyst (Limited Term), Associate Analyst (1 FTE) and additional support and oversight from Supervising Research Analyst (.5 FTE) and Manager (.25 FTE). Additionally, the study would require Information Technology (IT) staff support (.10 FTE). All of these are filled or existing positions; the limited term analyst Personnel Action Request is in process. We believe that IT will use an existing resource for the programming side; he is the same analyst who assisted us with the RAS data interface. If a larger study were desired, additional personnel would be needed.</p>		

<sup>3</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>4</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 the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>5</sup> A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	New or One-Time Projects <sup>3</sup>
	<p>An Additional Funds Request was approved for \$50,000 to pay for a consultant to facilitate focus group sessions. We may need to design a data collection interface with IT's assistance. We would need to discuss with them whether it could be accomplished with existing resources. Study courts would need to designate a study coordinator and participating judicial officers would need to devote a small portion of their day to submitting study responses.</p> <p><i>Internal/External Stakeholders:</i> Superior courts and Department of Finance.</p> <p><i>AC Collaboration:</i> We will keep TCPJAC informed, but they will not be asked to do more than serve in an advisory capacity.</p>

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#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
1.	<b>Project Title: Judicial Needs Assessment</b>	<b>Priority 1<sup>4</sup></b>
<p><b>Project Summary<sup>5</sup>:</b>  Government Code section 61614(c)(1) requires the Judicial Council to prepare biennial updates of the Judicial Needs Assessment in even-numbered years.</p> <p><b>Status/Timeline:</b> Expected completion date is November 1, 2018.</p> <p><b>Fiscal Impact/Resources:</b> This report utilizes 0.25 FTE of an existing position (the position is currently not filled—it is an Analyst position, limited term, under recruitment.)</p> <p><b>Internal/External Stakeholders:</b> The needs assessment is used as the basis for Budget Change Proposals for new judgeships, Subordinate Judicial Officers conversion requests, and to seek authorization for additional judgeships.</p> <p><b>AC Collaboration:</b> None.</p>		
2.	<b>Project Title: Report to Legislature on Judicial Administration Standards and Measures that Promote the Fair and Efficient Administration of Justice, Pursuant to Government Code Section 77001.5</b>	<b>Priority 1<sup>4</sup></b>
<p><b>Project Summary<sup>5</sup>:</b>  Government Code section 77001.5 requires the Judicial Council to report to the Legislature annually on judicial administration standards and measures.</p> <p><b>Status/Timeline:</b> Due November 1, 2017.</p> <p><b>Fiscal Impact/Resources:</b> .10 FTE Senior Analyst or Analyst for a three-month period.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None.</p>		



#	Ongoing Projects and Activities <sup>3</sup>	
3.	<i>Project Title: AB 1058 Joint Subcommittee</i>	<i>Priority 1<sup>4</sup></i>
<p><b>Project Summary:</b>            At its April 17, 2015 meeting, the Judicial Council received and approved a recommendation from the Family and Juvenile Advisory Committee to form a joint subcommittee to study the AB 1058 funding methodology. The Judicial Council received a report from the joint subcommittee at its February 26, 2016, meeting and approved a recommendation to reconstitute the joint subcommittee to allow for more time to consider different funding methodology options and coordinate with California Department of Child Support Services on its program review.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> None.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Family and Juvenile Law Advisory Committee and Trial Court Budget Advisory Committee.</p>		

### III. LIST OF [PREVIOUS YEAR] PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Resource Assessment Study Model update; approved by Judicial Council on July 2017.
2.	Report on Standards and Measures (Gov. Code § 77001.5), submitted to Legislature on November 2017.

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## JUDICIAL COUNCIL OF CALIFORNIA

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### MEMORANDUM

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Date	Action Requested
February 23, 2018	Approve Revisions to Annual Agendas
To	Deadline
Executive and Planning Committee (E&P)	March 1, 2018
From	Contact
Trial Court Presiding Judges Advisory Committee Hon. Patricia M. Lucas, Chair Court Executives Advisory Committee Ms. Kimberly Flener, Chair	Harvinder Baraich 916-643-7041 harvinder.baraich@jud.ca.gov
Subject	
Revisions to 2018 TCPJAC and CEAC Annual Agendas	

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#### Executive Summary

On December 14, 2017, the Executive and Planning Committee (E&P) approved the 2018 Annual Agendas of the Trial Court Presiding Judges Advisory Committee (TCPJAC) and the Court Executives Advisory Committee (CEAC). Approved for the TCPJAC Annual Agenda was a project to develop resources to assist presiding judges with responding to emergency situations. As chairs of TCPJAC and CEAC, we are requesting that the scope of the project be expanded to have both TCPJAC and CEAC working jointly to develop resources for presiding judges as well as for court executive officers.

#### Action Requested

The Trial Court Presiding Judges Advisory Committee and the Court Executives Advisory Committee ask that the Executive and Planning Committee:

1. Approve the attached proposed revisions to the 2018 Annual Agenda of the Trial Court Presiding Judges Advisory Committee that:

- a. Reflect a project worked on jointly by both advisory committees to develop a resource for both presiding judges and court executive officers for responding to emergency situations; and
  - b. Change the TCPJAC Emergency Response Working Group to a TCPJAC/CEAC Joint Emergency Response Working Group.
2. Approve the attached proposed revisions to the 2018 Annual Agenda of the Court Executives Advisory Committee that:
  - a. Add a project worked on jointly by both advisory committees to develop a resource for both presiding judges and court executive officers for responding to emergency situations; and
  - b. Add a TCPJAC/CEAC Joint Emergency Response Working Group.

#### Basis for Request

#### **Background**

As currently mentioned in the TCPJAC Annual Agenda, in light of the significant impact the recent fires have had on trial court operations, and following up on the presentation by then-Assistant Presiding Judge Gary Nadler, Superior Court of Sonoma County, to the Judicial Council during its November 2017 business meeting, E&P approved the creation of a new TCPJAC working group to develop an emergency response playbook as a resource for presiding judges. TCPJAC proposed that the playbook include the following information:

- Checklists for presiding judges to follow;
- What to consider and address before, during, and after an emergency situation;
- Evaluation of what happens resulting from an emergency situation; and
- Compilation of procedures and processes already in place in several courts.

Through discussions between the TCPJAC and CEAC chairs and vice-chairs, it has been determined that it would be more beneficial for TCPJAC and CEAC to work jointly on this project and develop a resource for use by both presiding judges and court executive officers.

#### **Approvals by the Executive Committees of TCPJAC and CEAC**

The Executive Committees of TCPJAC and CEAC were recently convened from February 15 to February 16, 2018, to approve the attached proposed revisions via actions by e-mail pursuant to the California Rules of Court, rule 10.75(o). The Executive Committee of TCPJAC approved the proposed revisions unanimously. The Executive Committee of CEAC approved the proposed revisions with 17 members voting to approve and one member not casting a vote.

Executive and Planning Committee

February 23, 2018

Page 3

In conclusion, we ask that the Executive and Planning Committee approve the action requested in this memorandum. At this juncture, we estimate that the working group will be comprised of no more than eight members: four TCPJAC members and four CEAC members. The proposed completion date is September 2018.

Thank you for your consideration of this request.

PML/KF/HB/CA/CO

Attachments

# Trial Court Presiding Judges Advisory Committee (TCPJAC)

## Annual Agenda<sup>1</sup>—2018

Approved by the Executive and Planning Committee (E&P): **12/14/2017 Revised TBD**

### I. COMMITTEE INFORMATION

<b>Chair:</b>	Hon. Patricia M. Lucas, Presiding Judge, Superior Court of Santa Clara County
<b>Lead Staff:</b>	Cliff Alumno, Senior Analyst, Judicial Council and Trial Court Leadership
<b>Committee's Charge/Membership:</b> <p><a href="#">Rule 10.46(a)</a> of the California Rules of Court states the charge of the Trial Court Presiding Judges Advisory Committee (TCPJAC), which is to contribute to the statewide administration of justice by monitoring areas of significance to the justice system and making recommendations to the Judicial Council on policy issues affecting the trial courts. In addition to this charge, <a href="#">rule 10.46(b)</a> sets forth the additional duties of the committee.</p> <p><a href="#">Per rule 10.46(c)</a>, the TCPJAC is comprised of the presiding judges of all 58 superior courts. Additionally, <a href="#">rule 10.46 (d)</a> establishes an Executive Committee consisting of the committee chair, vice-chair, and members in the following categories:</p> <ul style="list-style-type: none"><li>(a) All presiding judges from superior courts with 48 or more judges;</li><li>(b) Two presiding judges from superior courts with 2 to 5 judges, who are elected by the members in this court category;</li><li>(c) Three presiding judges from superior courts with 6 to 15 judges, who are elected by the members in this court category; and</li><li>(d) Four presiding judges from superior courts with 16 to 47 judges, who are elected by the members in this court category.</li></ul> <p>The current committee <a href="#">roster</a> is available on the committee's web page.</p>	

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

**Subcommittees/Working Groups<sup>2</sup>:**

1. TCPJAC/CEAC Joint Legislation Subcommittee
2. TCPJAC/CEAC Joint Rules Subcommittee
3. TCPJAC/CEAC Joint Technology Subcommittee
4. TCPJAC/CEAC Joint Working Group to Assess Issues Related to Body Cameras Worn by Law Enforcement
5. (New) TCPJAC/CEAC Joint Emergency Response Working Group

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<sup>2</sup> California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>3</sup>	
1.	<b><i>Project Title: Assess Issues Related to the Body Cameras Worn by Law Enforcement</i></b>	<b><i>Priority 2<sup>4</sup></i></b>
<p><b><i>Project Summary<sup>5</sup>:</i></b> The TCPJAC/CEAC Joint Working Group to Assess Issues Related to Body Cameras Worn by Law Enforcement is charged with assessing:</p> <ul style="list-style-type: none"> <li>• Issues relating to the presence of body-worn cameras brought into the court by officers appearing on legal matters. Review and recommend policies and procedures for trial courts; and</li> <li>• Other related issues that may arise as the working group delves into this subject.</li> </ul> <p><b><i>Status/Timeline:</i></b> Projected completion date is 2018. Charge of the working group was reassessed and revised in light of the Digital Evidence Workstream established by the Information Technology Advisory Committee in August 2017.</p> <p><b><i>Fiscal Impact/Resources:</i></b> Judicial Council and Trial Court Leadership.</p> <p><b><i>Internal/External Stakeholders:</i></b> Superior Courts.</p> <p><b><i>AC Collaboration:</i></b> Collaboration with the Court Executives Advisory Committee (CEAC) and Information Technology Advisory Committee. Possible consultation with the Court Security Advisory Committee and the Criminal Law Advisory Committee.</p>		

<sup>3</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>4</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 the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>5</sup> A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.



#	New or One-Time Projects <sup>3</sup>	
2.	<b>Project Title: Propose Amending Penal Code Section 808 to include “court commissioners” within the definition of “magistrate.”</b>	<b>Priority 2</b>
<p><b>Project Summary:</b> This proposal was developed at the request of presiding judges to expand the pool of judicial officers who are authorized to perform magistrate duties, provide courts with greater flexibility to equitably address judicial workloads, and increase access to justice.</p> <p><b>Status/Timeline:</b> Projected completion date is unknown. As of May 2, 2017, the bill, <a href="#">AB 745 (Reyes)</a>, was amended to authorize only the presiding judges of the Superior Courts of Riverside and San Bernardino Counties to allow court commissioners to perform specified criminal magistrate duties until January 1, 2021. As of September 18, 2017, the bill is held under submission by the Assembly Appropriations Committee.</p> <p><b>Fiscal Impact/Resources:</b> Judicial Council and Trial Court Leadership, Criminal Justice Services, Governmental Affairs, and Legal Services.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Criminal Law Advisory Committee.</p>		
3.	<b>Project Title: Develop Resource for Presiding Judges <u>and Court Executive Officers</u> for Responding to Emergency Situations</b>	<b>Priority 2</b>
<p><b>Project Summary:</b> In light of the significant impact <u>emergency situations, such as</u> the recent fires have had on trial court operations, <u>and following up on the presentation by Assistant Presiding Judge Gary Nadler, Superior Court of Sonoma County, to the Judicial Council during its November 2017 business meeting,</u> through a new <u>TCPJAC/CEAC joint working group,</u> develop <u>a/an emergency response playbook or other resource(s) for to assist presiding judges and court executive officers,</u> <u>an Emergency Response Playbook with responding to emergency situations.</u> <u>Compile checklists for presiding judges to follow.</u> <u>Included would be</u> <u>The resource(s) would include information on what presiding judges that they need to consider and address before, during, and after a disaster (e.g., checklists, relevant law, evaluations of what happens resulting from an emergency situation, a compilation of procedures and processes already in place in several courts, etc.).</u> <u>The playbook would include an evaluation of what happens resulting from a disaster and a compilation of procedures and processes already in place in several courts.</u> <u>Judge Nadler would serve as a resource and be consulted throughout this project.</u> <u>When</u></p>		

#	<b>New or One-Time Projects<sup>3</sup></b>	
	<p><u>developing the resource(s), the working group will consult with current and former presiding judges and court executive officers who have experience with responding to various types of emergency situations.</u></p> <p><i>Status/Timeline:</i> 2018.</p> <p><i>Fiscal Impact/Resources:</i> Legal Services, Human Resources, Information Technology, and Facilities Services.</p> <p><i>Internal/External Stakeholders:</i> Superior Courts.</p> <p><i>AC Collaboration:</i> CEAC and the Information Technology Advisory Committee.</p>	
4.	<p><b>Project Title: Provide Input to CEAC During Its Review of the Standards of Judicial Administration to Clarify and Improve Access to Justice Measures</b></p>	<p><b>Priority 2</b></p>
	<p><i>Project Summary:</i> As needed, provide input to CEAC as it reviews the existing Standards of Judicial Administration and recommends additions, deletions, and/or revisions to performance measures. CEAC is conducting this review to improve the branch’s ability to communicate the trial courts’ objectives and uniform performance measures to each other, other branches of government, and the public. This effort would seek to expand existing performance measures that focus solely on time to disposition to include broader access measures (e.g., potential standards for self-help center hours, clerks’ office hours, etc.). This project was conceived as a way to assist with developing responses to Department of Finance inquiries regarding how increased and decreased funding impacts trial court operations and services.</p> <p><i>Status/Timeline:</i> 2020.</p> <p><i>Fiscal Impact/Resources:</i> Judicial Council and Trial Court Leadership.</p> <p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> CEAC.</p>	

#	Ongoing Projects and Activities <sup>3</sup>	
5.	<b>Project Title: Develop, Review, Comment, and Make Recommendations on Proposed Legislation to Establish New and/or Amend Existing Laws</b>	<b>Priority 1<sup>4</sup></b>
<p><b>Project Summary:</b> The TCPJAC/CEAC Joint Legislation Subcommittee (JLS) monitors proposed and existing legislation that has a significant operational or administrative impact on the trial courts. The subcommittee also reviews proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts and recommend proposals for future consideration by the Policy Coordination and Liaison Committee (PCLC).</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Governmental Affairs and Judicial Council and Trial Court Leadership.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> CEAC.</p>		

#	Ongoing Projects and Activities <sup>3</sup>	
6.	<b>Project Title: Develop, Review, and/or Provide Input on Proposals to Establish, Amend, or Repeal the California Rules of Court, Standards on Judicial Administration, and Forms; Make Recommendations on the Rule Making Process</b>	<i>Priority 1</i>
<p><b>Project Summary:</b> The TCPJAC/CEAC Joint Rules Subcommittee (JRS) develops, reviews, and provides input on proposals to establish, amend, or repeal the California Rules of Court, Standards of Judicial Administration, and 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. Additionally, the subcommittee makes recommendations to the Rules and Projects Committee (RUPRO) concerning the overall rule making process.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Legal Services and Judicial Council and Trial Court Leadership.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> CEAC.</p>		
7.	<b>Project Title: Legislative Advocacy of Increased Funding for the Trial Court Trust Fund (TCTF)</b>	<i>Priority 1</i>
<p><b>Project Summary:</b> Develop strategies on how presiding judges can strengthen their role and be better prepared to both advocate for and assist the Judicial Council, including Governmental Affairs, in advocating for increased funding to the Trial Court Trust Fund (TCTF).</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Governmental Affairs, Budget Services, and Judicial Council and Trial Court Leadership.</p> <p><b>Internal/External Stakeholders:</b> Superior Courts.</p> <p><b>AC Collaboration:</b> CEAC and the Judicial Branch Budget Committee.</p>		

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
8.	<b>Project Title: Review and Make Recommendations on Court Technology Proposals and Recommendations</b>	<b>Priority 2</b>
<p><b>Project Summary:</b> The TCPJAC/CEAC Joint Technology Subcommittee reviews and provides, on an as-needed basis, early presiding judge and court executive officer input on court technology proposals and recommendations that have a direct impact on court operations. The subcommittee also provides input and feedback on various technology issues being addressed by the Judicial Council Technology Committee and the Information Technology Advisory Committee. The subcommittee is charged with providing preliminary feedback on technology proposals on behalf of the TCPJAC and CEAC. Input on more substantive technology policy decisions will first be vetted by the subcommittee and then presented to the TCPJAC and CEAC for final review.</p>		
<p><b>Status/Timeline:</b> Ongoing.</p>		
<p><b>Fiscal Impact/Resources:</b> Legal Services, Information Technology, and Judicial Council and Trial Court Leadership.</p>		
<p><b>Internal/External Stakeholders:</b> None.</p>		
<p><b>AC Collaboration:</b> CEAC.</p>		
9.	<b>Project Title: Serve as a Resource</b>	<b>Priority 2</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 development of recommendations for council action.</p>		
<p><b>Status/Timeline:</b> Ongoing.</p>		
<p><b>Fiscal Impact/Resources:</b> Judicial Council and Trial Court Leadership.</p>		
<p><b>Internal/External Stakeholders:</b> None.</p>		
<p><b>AC Collaboration:</b> CEAC.</p>		

### III. LIST OF 2017 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p><b>TCPJAC/CEAC Joint Legislation Subcommittee.</b> Remained active throughout 2017, holding 11 conference calls to, on behalf of the TCPJAC and CEAC, provide review and make recommendations on proposed and existing legislation that had a significant operational or administrative impact on the trial courts. In December 2017, the subcommittee will set its schedule for 2018 and continue to meet to review proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts. The subcommittee will continue to recommend proposals for the future consideration of the Policy Coordination and Liaison Committee (PCLC).</p>
2.	<p><b>TCPJAC/CEAC Joint Rules Subcommittee.</b> Remained active throughout 2017 to, on behalf of the TCPJAC and CEAC, provide review and input on behalf of the TCPJAC and CEAC, and submit comments on rules, standards, and form proposals that may have a significant fiscal or operational impact on the trial courts. This subcommittee will continue to be active in 2018 and meet as needed.</p>
3.	<p><b>Legislative Advocacy for the Increased Funding of the Trial Courts.</b> In March 2017, TCPJAC and CEAC leadership, with input from Judicial Council staff, developed the document <a href="#"><i>Protecting the Vulnerable through California's Courts</i></a> with the goal of providing a realistic, concise, and direct overview of the suffering and damaged lives caused by rendering courts unable to timely serve their users. It also describes the services that courts can and should be able to provide to vulnerable Californians at the most difficult times in their lives. During visits with legislators, this document was provided to them to support budget advocacy discussions.</p>
4.	<p><b>Educational Opportunities.</b> TCPJAC and CEAC leadership collaborated with Judicial Council staff to provide 11 educational breakout sessions on 8 key areas of court operations as part of the August 2017 TCPJAC/CEAC Statewide Business Meetings. The topics of the educational breakout sessions included: Collaborative Courts; Court Budgeting – Techniques and Tools; Effective and Efficient Traffic Procedures; Evidence-Based Practices in Misdemeanors; Facilities Management &amp; Maintenance; Judicial Branch Statistical Information System (JBSIS) and the Resource Assessment Study (RAS) Model; New Budget Advocacy Strategies for Fiscal Year 2018–19; and Workload Allocation Funding Model (WAFM). Participants included presiding judges, assistant presiding judges, court executive officers, and assistant court executive officers.</p>

**Court Executives Advisory Committee (CEAC)**

**Annual Agenda<sup>1</sup>—2018**

**Approved by the Executive and Planning Committee (E&P): 12/14/2017REVISED TBD**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Ms. Kimberly Flener, Court Executive Officer, Superior Court of Butte County
<b>Lead Staff:</b>	Ms. Claudia Ortega, Senior Analyst, Judicial Council and Trial Court Leadership
<b>Committee’s Charge/Membership:</b> Under <a href="#">rule 10.48(a)</a> of the California Rules of Court, the Court Executives Advisory Committee (CEAC) is charged with making recommendations to the council on policy issues affecting the trial courts. In addition to this charge, <a href="#">rule 10.48(b)</a> sets forth the additional duties of the committee.  <a href="#">Per rule 10.48(c)</a> , 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.	

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

## Subcommittees/Working Groups<sup>2</sup>:

1. [\(New\) TCPJAC/CEAC Joint Emergency Response Working Group](#)
- ~~1.2.~~ TCPJAC/CEAC Joint Legislation Subcommittee
- ~~2.3.~~ TCPJAC/CEAC Joint Rules Subcommittee
- ~~3.4.~~ TCPJAC/CEAC Joint Technology Subcommittee
- ~~4.5.~~ TCPJAC/CEAC Joint Working Group to Assess Issues Related to Body Cameras Worn by Law Enforcement
- ~~5.6.~~ (New) Child Support Services Subcommittee (*formerly an ad hoc working group*)
- ~~6.7.~~ (New) JBSIS Subcommittee (*formerly a working group*)
- ~~7.8.~~ Nominations Subcommittee
- ~~8.9.~~ Records Management Subcommittee
- ~~9.10.~~ (New) Court Security Services for the Trial Courts Working Group
- ~~10.11.~~ (New) Standards of Judicial Administration Working Group
- ~~11.12.~~ Trial Court Facilities Working Group

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<sup>2</sup> California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.



## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>3</sup>	
1.	<p><b><u>Project Title: Develop Resource for Presiding Judges and Court Executive Officers for Responding to Emergency Situations</u></b></p>	<p><b><u>Priority 2</u></b></p>
	<p><b><u>Project Summary:</u></b> In light of the significant impact emergency situations, such as the recent fires, have had on trial court operations, through a new TCPJAC/CEAC joint working group, develop an emergency response playbook or other resource(s) to assist presiding judges and court executive officers with responding to emergency situations. The resource(s) will include information that they need to consider and address before, during, and after a disaster (e.g., checklists, relevant law, evaluations of what happens resulting from an emergency situation, a compilation of procedures and processes already in place in several courts, etc.). When developing the resource(s), the working group will consult with current and former presiding judges and court executive officers who have experience with responding to various types of emergency situations.</p> <p><b><u>Status/Timeline:</u></b> 2018.</p> <p><b><u>Fiscal Impact/Resources:</u></b> Legal Services, Human Resources, Information Technology, and Facilities Services.</p> <p><b><u>Internal/External Stakeholders:</u></b> Superior Courts.</p> <p><b><u>AC Collaboration:</u></b> TCPJAC and the Information Technology Advisory Committee.</p>	
1+2	<p><b><u>Project Title: Assess Issues Related to the Body Cameras Worn by Law Enforcement</u></b></p>	<p><b><u>Priority 2<sup>4</sup></u></b></p>
	<p><b><u>Project Summary<sup>5</sup>:</u></b> The TCPJAC/CEAC Joint Working Group to Assess Issues Related to Body Cameras Worn by Law Enforcement is charged with assessing:</p> <ul style="list-style-type: none"> <li>• Issues relating to the presence of body-worn cameras brought into the court by officers appearing on legal matters. Review and recommend policies and procedures for trial courts; and</li> </ul>	

<sup>3</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>4</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 the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>5</sup> A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	<b>New or One-Time Projects<sup>3</sup></b>	
	<ul style="list-style-type: none"> <li>Other related issues that may arise as the working group delves into this subject.</li> </ul> <p><b>Status/Timeline:</b> Projected completion date is 2018. Charge of the working group was reassessed and revised in light of the Digital Evidence Workstream established by the Information Technology Advisory Committee in August 2017.</p> <p><b>Fiscal Impact/Resources:</b> Judicial Council and Trial Court Leadership.</p> <p><b>Internal/External Stakeholders:</b> Superior Courts.</p> <p><b>AC Collaboration:</b> Collaboration with the Trial Court Presiding Judges Advisory Committee (TCPJAC) and Information Technology Advisory Committee. Possible consultation with the Court Security Advisory Committee and the Criminal Law Advisory Committee.</p>	
<u>2-3</u>	<p><b>Project Title: Review and comment on issues related to Child Support Services, such as the Plans of Cooperation (POCs) and Agreements between the Department of Child Support Services, the Judicial Council, and the trial courts</b></p>	<p><b>Priority 2</b></p>
	<p><b>Project Summary:</b> Through the new Child Support Services Subcommittee, CEAC will work in consultation with the Center for Families, Children &amp; the Courts (CFCC) and the Department of Child Support Services (DCSS) to review and comment on future iterations of the model Plans of Cooperation (POCs) between the trial courts and DCSS. In response to issues that arose with the 2015 DCSS model POC, CEAC formed an ad hoc working group to 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. CEAC is requesting that this former ad hoc working group be converted to a subcommittee as the review of future model POCs will be ongoing and the additional work charged to the new subcommittee is also of an ongoing nature.</p> <p>The additional work charged to the subcommittee includes providing input on the language in the Agreements between DCSS and the Judicial Council that could have a significant fiscal and/or operational impact on the trial courts. Additionally, the subcommittee will develop comments and/or recommendations (for CEAC’s approval) concerning recommendations proposed by the Workload Assessment Advisory Committee regarding the development of 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 POCs and AB 1058 that might arise in the interim.</p> <p><b>Status/Timeline:</b> Ongoing.</p>	

#	<b>New or One-Time Projects<sup>3</sup></b>	
	<p><b>Fiscal Impact/Resources:</b> Center for Families, Children &amp; the Courts; Judicial Council and Trial Court Leadership; and Office of Court Research.</p> <p><b>Internal/External Stakeholders:</b> Department of Child Support Services.</p> <p><b>AC Collaboration:</b> Family and Juvenile Law Advisory Committee; Trial Court Budget Advisory Committee; and Workload Assessment Advisory Committee.</p>	
3.4	<p><b>Project Title: Identify Issues and Develop Recommendations Concerning the Provision of Court Security Services for the Trial Courts</b></p>	<p><b>Priority 2</b></p>
	<p><b>Project Summary:</b> CEAC, through a new working group, will assess the statewide scope of a growing problem concerning inadequate sheriff staffing levels in the trial courts or potential reduction of current security staffing levels by the sheriff. This working group is also charged with analyzing solutions and developing recommendations, for CEAC’s approval, regarding court security services for the trial courts. In recent years and in an increasing number of counties, county sheriff’s offices have provided fewer officers than provided for in the courts’ MOUs with these offices. Other courts have experienced decreased court security services for other reasons, such as the opening of new and larger court facilities. Because decreased levels of sheriff’s presence has significant implications for the safety of judicial officers, court employees, and the public, CEAC has determined that it is essential to begin assessing the statewide scope of this problem and to develop recommendations.</p> <p><b>Status/Timeline:</b> 2018.</p> <p><b>Fiscal Impact/Resources:</b> Budget Services; Judicial Council and Trial Court Leadership; Legal Services; and Security Operations.</p> <p><b>Internal/External Stakeholders:</b> California State Association of Counties (CSAC); California State Sheriffs' Association (CSSA); and Department of Finance.</p> <p><b>AC Collaboration:</b> Court Security Advisory Committee; Judicial Branch Budget Committee; Trial Court Budget Advisory Committee; and TCPJAC.</p>	

#	New or One-Time Projects <sup>3</sup>	
4.5	<b>Project Title: Review Standards of Judicial Administration that Relate to Trial Court Performance Measures</b>	<b>Priority 2</b>
<p><b>Project Summary:</b> CEAC, through a new working group and in consultation with TCPJAC (as needed), will review the existing Standards of Judicial Administration and recommend additions, deletions, and/or revisions to performance measures to improve the branch’s ability to communicate the trial courts’ objectives and uniform performance measures to each other, other branches of government, and the public. This effort would seek to expand existing performance measures that focus solely on time to disposition to include broader access measures (e.g., potential standards for self-help center hours, clerks’ office hours, etc.). This project was conceived as a way to assist with developing responses to Department of Finance inquiries regarding how increased and decreased funding impacts trial court operations and services.</p> <p><b>Status/Timeline:</b> 2020.</p> <p><b>Fiscal Impact/Resources:</b> Judicial Council and Trial Court Leadership; Legal Services; and other related Judicial Council divisions.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Rules and Projects Committee (RUPRO); TCPJAC; and other related advisory bodies.</p>		

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
1.	<b>Project Title: Develop, Review, Comment, and Make Recommendations on Proposed Legislation to Establish New and/or Amend Existing Laws</b>	<b>Priority 1<sup>4</sup></b>
<p><b>Project Summary:</b> The TCPJAC/CEAC Joint Legislation Subcommittee (JLS) monitors proposed and existing legislation that has a significant operational or administrative impact on the trial courts. The subcommittee also reviews proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts and recommend proposals for future consideration by the Policy Coordination and Liaison Committee (PCLC).</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Governmental Affairs; and Judicial Council and Trial Court Leadership.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> TCPJAC.</p>		
2.	<b>Project Title: Develop, Review, and/or Provide Input on Proposals to Establish, Amend, or Repeal the California Rules of Court, Standards on Judicial Administration, and Forms; Make Recommendations on the Rule Making Process</b>	<b>Priority 1</b>
<p><b>Project Summary:</b> The TCPJAC/CEAC Joint Rules Subcommittee (JRS) develops, reviews, and provides input on proposals to establish, amend, or repeal the California Rules of Court, Standards of Judicial Administration, and 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. Additionally, the subcommittee makes recommendations to RUPRO concerning the overall rule making process.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Judicial Council and Trial Court Leadership; and Legal Services.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> RUPRO; chair and/or staff of proposing advisory committees when necessary; and TCPJAC.</p>		

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
3.	<b>Project Title: Review and Make Recommendations on Court Technology Proposals and Recommendations</b>	<b>Priority 2</b>
<p><b>Project Summary:</b> The TCPJAC/CEAC Joint Technology Subcommittee reviews and provides early presiding judge and court executive officer input on court technology proposals and recommendations that have a direct impact on court operations. The subcommittee also provides input and feedback on various technology issues being addressed by the Judicial Council Technology Committee and the Information Technology Advisory Committee. The subcommittee is charged with providing preliminary feedback on technology proposals on behalf of the TCPJAC and CEAC. Input on more substantive technology policy decisions will first be vetted by the subcommittee and then presented to the TCPJAC and CEAC for final review.</p>		
<p><b>Status/Timeline:</b> Ongoing.</p>		
<p><b>Fiscal Impact/Resources:</b> Information Technology; Judicial Council and Trial Court Leadership; and Legal Services.</p>		
<p><b>Internal/External Stakeholders:</b> None.</p>		
<p><b>AC Collaboration:</b> TCPJAC.</p>		
4.	<b>Project Title: Support the Language Access Plan Implementation Task Force; Focus on Local Operational Matters Related to the Future Implementation of the Language Access Plan in All Trial Courts; and Consider Amending Judicial Council Form INT-120</b>	<b>Priority 2</b>
<p><b>Project Summary:</b> CEAC will support the Language Access Plan Implementation Task Force in fulfilling its charge by providing any needed data, fiscal and other estimates, and input on its proposals and recommendations when requested by its chair.</p>		
<p>As the task force continues with its work, CEAC will also focus on local operational matters related to the future implementation of the Language Access Plan in all trial courts. These local operational matters include the following:</p>		
<ol style="list-style-type: none"> <li>1. Identify local resources and strategies for the expansion of justice services to limited English proficient litigants;</li> <li>2. Evaluate and recommend opportunities for trial courts to share and leverage innovations and enhancements related to the expansion of justice services to limited English proficient litigants; and</li> <li>3. Recommend best practices related to the local management of language access resources and services including how best to integrate them into other areas of local court operations in a manner that increases interpreter and other language access effectiveness.</li> </ol>		

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
	<p>CEAC, via an ad hoc working group, will also review and possibly propose amendments to Judicial Council Form INT-120 (Certification of Unavailability of Certified or Registered Interpreter) based on a recommendation of the Court Interpreters Advisory Panel and per Recommendations 9, 19, 69, and 70 in the <i>Strategic Plan for Language Access in the California Courts</i>.</p> <p><b>Status/Timeline:</b> 2018.</p> <p><b>Fiscal Impact/Resources:</b> Court Interpreters Program; and Judicial Council and Trial Court Leadership.</p> <p><b>Internal/External Stakeholders:</b> Interpreters and litigants.</p> <p><b>AC Collaboration:</b> Court Interpreters Advisory Panel; and Language Access Plan Implementation Task Force.</p>	
5.	<b>Project Title: Trial Court Facilities Working Group</b>	<b>Priority 2</b>
	<p><b>Project Summary:</b> Through this new working group, CEAC will:</p> <ul style="list-style-type: none"> <li>• Review and provide, on an as needed basis, early court executive officer input on facility related proposals and recommendations that have a direct impact on court operations; and</li> <li>• Discuss strategies and best practices for courts facing delayed court construction projects and provide input, as appropriate, to the Court Facility Advisory Committee (CFAC) on advocacy efforts.</li> </ul> <p>The working group will also provide input and feedback on various facility issues being addressed by the Trial Court Facility Modification Advisory Committee (TCFMAC) and CFAC. The working group is charged with providing preliminary feedback on facility proposals on behalf of CEAC. Input on more substantive facility policy decisions will first be vetted by the subcommittee and then presented CEAC for final review.</p> <p><b>Status/Timeline:</b> 2018.</p> <p><b>Fiscal Impact/Resources:</b> Facilities Services; and Judicial Council and Trial Court Leadership.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Possible consultation with CFAC and TCFMAC.</p>	

#	Ongoing Projects and Activities <sup>3</sup>	
6.	<b>Project Title: Strengthen the Role of Court Executive Officers in Outreach to the Legislative and Executive Branches</b>	<i>Priority 2</i>
<p><b>Project Summary:</b> CEAC will conduct outreach with the legislature with a focus on legislative staff in both the local districts and in the Capitol. This effort will entail the development of outreach materials for court executive officers and perhaps educational sessions with legislative staff to educate them on the judicial branch budget and the fiscal/operational needs of the trial courts.</p>		
<p>CEAC will also seek to strengthen communication with the Executive Branch and with the Department of Finance in particular. It will do so in consultation with the Judicial Council’s Administrative Director, Governmental Affairs, and Budget Services.</p>		
<p><b>Status/Timeline:</b> Ongoing.</p>		
<p><b>Fiscal Impact/Resources:</b> Judicial Council and Trial Court Leadership; Judicial Council’s Administrative Director; Budget Services; and Governmental Affairs.</p>		
<p><b>Internal/External Stakeholders:</b> None.</p>		
<p><b>AC Collaboration:</b> None.</p>		
7.	<b>Project Title: Update the Trial Court Records Manual (TCRM) and Review and Make Recommendations to Statutes and Rules of Court Governing Trial Court Records Management</b>	<i>Priority 2</i>
<p><b>Project Summary:</b> Through the Records Management Subcommittee, CEAC will continue to develop and publish subsequent updates to the Trial Court Records Manual (TCRM) with a focus on sections concerning electronic records and promoting best practices. It will also continue to review and make recommendations on various statutes and rules governing trial court records management.</p>		
<p>The subcommittee identified the following projects:</p>		
<ul style="list-style-type: none"> <li>• Develop standards and guidelines governing electronic signatures on documents filed by the parties and attorneys for inclusion in the TCRM. The Information Technology Advisory Committee (ITAC) developed a legislative proposal to amend Code of Civil Procedure section 1010.6(b)(2) in 2016. To conform to this legislative proposal, ITAC will also develop a rule proposal in 2017 to amend California Rules of Court, rule 2.257, to authorize electronic signatures on documents filed into the courts by the parties and attorneys.</li> </ul>		



**# Ongoing Projects and Activities<sup>3</sup>**

If the legislative proposal is enacted by the Legislature and rule proposal is adopted by the Judicial Council, the amendments will take effect January 1, 2018.

- Review and develop standards and guidelines for electronic court records maintained as data in case management systems. Determine what statutory and rule changes may be required to authorize and implement the maintenance of court records in the form of data.
- Review statutes and rules of court pertaining to the contents of registers of action and indexes to determine whether amendments to statutes or rules are necessary. The subcommittee would also like to develop additional guidelines on the contents of indexes and electronic registers of action remotely accessible by the public for inclusion in the TCRM to provide clarity and consistency among courts statewide. Currently, courts from different jurisdictions have varying practices on what to include in the electronic registers of action that are remotely accessible by the public.
- Determine the need to propose amendments to Government Code section 68152 to clean up the records retention statutes. The technical amendments will include fixing statutory conflicts regarding the retention of original wills and codicils, retention of Prop 47 petitions, retention of criminal realignment filings, and retention periods for Family and Juvenile cases.
- Develop best practices in maintaining original paper court records. Provide guidance on whether certain court records should be maintained in paper form. Several courts have approached Legal Services office with questions about specific types of court records that the original paper document need to be retained for policy reasons.
- Develop additional guidelines for exhibits management.
- Monitor the progress of proposed 2017~~8~~ Judicial Council-sponsored legislations, which include amendments to Government Code section 68153, which eliminates the reporting requirement that superior courts must report destroyed court records to the Judicial Council and Government Code section 68152(a)(6), which include a retention period for court records in gun violence cases.

**Status/Timeline:** TCRM Updates – Ongoing. GC §§ 68152(a)(6) and 68153 – 2019.

**Fiscal Impact/Resources:** Information Technology; Judicial Council and Trial Court Leadership; and Legal Services.

**Internal/External Stakeholders:** None.

**AC Collaboration:** Possible consultation with Information Technology Advisory Committee; and Probate Mental Health Advisory Committee.

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
8.	<b>Project Title: Update JBSIS Filing Definitions and Implementation of New Reporting Standards</b>	<b>Priority 2</b>
<p><b>Project Summary:</b> CEAC will continue to provide input to a subcommittee (staffed by the Judicial Council’s Office of Court Research) that is reviewing and updating the Judicial Branch Statistical Information System (JBSIS) filings information definitions. The existing JBSIS Working Group is focusing on these higher priority definitions, rather than reviewing and updating all definitions in the JBSIS manual. Because of the ongoing nature of its work, the CEAC leadership requests that this working group be converted to a subcommittee.</p> <p>The working group has developed a final set of JBSIS revised definitions and reporting categories based on court input and comment. These new definitions and reporting categories will be presented to CEAC along with a final report and recommendations for approval. Upon approval by CEAC, these new definitions and reporting categories will be presented to the Judicial Council for approval in January 2018 with a recommended effective date of July 1, 2018. Office of Court Research will work with the JBSIS Subcommittee to update and release a new JBSIS Manual based on these revised definitions and new reporting categories.</p> <p>The JBSIS Subcommittee will continue to provide input and support for courts during implementation of these new definitions and reporting categories in JBSIS. The subcommittee will establish a subgroup of court staff with subject-matter expertise in JBSIS to review and respond to questions about the revised definitions. Office of Court Research will coordinate all court questions about JBSIS during the implementation process and convene the subgroup to determine the appropriate JBSIS reporting practice. The JBSIS Subcommittee will develop a formal Dispute Resolution process where courts can bring disagreements about JBSIS reporting and/or responses to their questions by the subgroup. Issues identified during the subgroup review and dispute resolution process will guide areas for future study by the JBSIS Subcommittee.</p> <p>The subcommittee will also assist courts in coordinating these changes to JBSIS reporting with their case management system vendors. Staff from Office of Court Research has already been providing ongoing support to a separate JBSIS subcommittee of the California Tyler Users Group (CATUG), and will continue to support CATUG in implementing these changes to JBSIS. The subcommittee and Office of Court Research will work with other courts using different case management systems than Tyler to ensure that their vendors implement these JBSIS changes in a consistent and accurate manner across courts and different systems.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Information Technology; Judicial Council and Trial Court Leadership; and Office of Court Research.</p> <p><b>Internal/External Stakeholders:</b> Superior Courts; and case management system vendors.</p>		

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
	<i>AC Collaboration:</i> None.	
9.	<b>Project Title: Provide Input on JBSIS Data Verification Standards</b>	<b>Priority 2</b>
<p><b>Project Summary:</b> Under California Rules of Court, rule 10.48(b)(3), CEAC has a responsibility to “review and make proposals concerning the Judicial Branch Statistical Information System (JBSIS) or other large-scope data collection efforts.” Given the importance of court-reported case filing data (via JBSIS) as a key input to the Workload-based Allocation and Funding Methodology (WAFM) — and ultimately to court budget allocations—CEAC would like to assist with providing the Judicial Council with recommendations on data quality and documentation standards that could enhance efforts to audit and verify the reported data.</p> <p>Further, California Rules of Court, rule 10.63 establishes the Advisory Committee on Audits and Financial Accountability for the Judicial Branch (audit committee). The Judicial Council’s Audit Services periodically performs audits of the superior courts where each audit’s scope is guided by an annual audit plan that is approved by the audit committee. One audit scope area listed in the annual audit plan for fiscal year 2017-18 is the review of court-reported case filing data for compliance with existing JBSIS rules.</p> <p>To further improve data quality, Audit Services will periodically notify the Office of Court Research of JBSIS-related audit findings and the potential need for CEAC to develop further guidance on data quality standards. On behalf of CEAC, Office of Court Research will take the lead role with guidance from the JBSIS subcommittee in developing recommendations on new policy and JBSIS reporting standards for CEAC’s consideration and ultimate approval. Audit Services will be available to consult with Office of Court Research and CEAC, upon request, to further describe the specific circumstances surrounding JBSIS-related audit findings at the superior courts.</p> <p><b>Status/Timeline:</b> 2019.</p> <p><b>Fiscal Impact/Resources:</b> Audit Services; Judicial Council and Trial Court Leadership; and Office of Court Research.</p> <p><b>Internal/External Stakeholders:</b> Superior Courts.</p> <p><b>AC Collaboration:</b> Advisory Committee on Audits and Financial Accountability.</p>		

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
10.	<b>Project Title: Review and Recommend Court Administrator Candidates for Membership on the Judicial Council, CEAC Executive Committee, and Other Advisory Groups</b>	<b>Priority 1</b>
<p><b>Project Summary:</b> Pursuant to 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> <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/Resources:</b> Judicial Council and Trial Court Leadership.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Executive and Planning Committee.</p>		
11.	<b>Project Title: Serve as a Resource</b>	<b>Priority 2</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.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Respective Judicial Council divisions.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Respective advisory bodies.</p>		

### III. LIST OF 2017 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p><b>Budget Advocacy.</b> Throughout the year, CEAC leadership worked closely with the Judicial Council’s executive level staff to advocate for appropriate funding of the judicial branch and to provide input on other critical proposals. As part of this effort, CEAC leadership worked with Budget Services staff to develop educational sessions for Department of Finance representatives concerning the history of trial court budgets and current trial court fiscal challenges. CEAC leadership and Judicial Council executive level staff also arranged for DOF representatives to meet with them and several CEOs at various courts to discuss the fiscal goals and challenges of the judicial branch. CEOs from the following courts participated in these in-person meetings: Butte; Contra Costa; El Dorado; Glenn; Lake, Los Angeles; Merced; Orange; Placer; San Bernardino; San Diego; San Francisco; San Joaquin; Santa Barbara; Santa Clara; Shasta; and Ventura. The meetings were held at the following trial courts: El Dorado; Glenn; San Bernardino; San Francisco; Santa Barbara; and Ventura.</p>
2.	<p><b>Educational Opportunities.</b> TCPJAC and CEAC leadership collaborated with Judicial Council staff to provide eleven educational breakout sessions on eight key areas of court operations as part of the August 2017 TCPJAC/CEAC Statewide Business Meetings. The topics of the educational breakout sessions included: Collaborative Courts; Court Budgeting – Techniques and Tools; Effective and Efficient Traffic Procedures; Evidence-Based Practices in Misdemeanors; Facilities Management &amp; Maintenance; Judicial Branch Statistical Information System (JBSIS) and the Resource Assessment Study (RAS) Model; New Budget Advocacy Strategies for Fiscal Year 2018–2019; and Workload-based Allocation and Funding Methodology (WAFM). Participants included presiding judges, assistant presiding judges, court executive officers, and assistant court executive officers.</p>
3.	<p><b>Mentoring Program.</b> To assist a growing number of newer court executive officers, CEAC leadership developed an informal mentoring program that connects experienced court executive officers with newer peers.</p>
4.	<p><b>TCPJAC/CEAC Joint Legislation Subcommittee.</b> Remained active throughout 2017, holding 11 conference calls to, on behalf of the TCPJAC and CEAC, provide review and make recommendations on proposed and existing legislation that had a significant operational or administrative impact on the trial courts. In December 2017, the subcommittee will set its schedule for 2018 and continue to meet to review proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts. The subcommittee will continue to recommend proposals for the future consideration of the Policy Coordination and Liaison Committee.</p>
5.	<p><b>TCPJAC/CEAC Joint Rules Subcommittee.</b> Remained active throughout 2017 to, on behalf of the TCPJAC and CEAC, provide review and input on behalf of the TCPJAC and CEAC, and submit comments on rules, standards, and form proposals that may have a significant fiscal or operational impact on the trial courts. This subcommittee will continue to be active in 2018 and meet as needed.</p>
6.	<p><b>JBSIS Working Group.</b> The working group and staff from Office of Court Research are in the process of reviewing and updating the Judicial Branch Statistical Information System (JBSIS) filings information definitions for: Civil (Unlimited, Limited, and Small Claims); Family Law; Felony; Juvenile Delinquency; Juvenile Dependency; Mental Health; Misdemeanor and Infractions; and Probate. CEAC is expected to submit a final report to the Judicial Council for its review and approval at its January 12, 2018, business meeting.</p>
7.	<p><b>Trial Court Facilities Working Group.</b> The working group convened by conference call twice to provide input on proposed updates to the Judicial Council’s 2001 Energy Conservation Guidelines. Most of this input was incorporated in the final version. The Trial Court</p>

#	Project Highlights and Achievements
	Facility Modification Advisory Committee proposed updates to these guidelines as part of a statewide effort to reduce utility costs in courthouses and conserve monies in the Court Facilities Trust Fund.
8.	<b>New Ad Hoc Working Group Regarding Child Support Services.</b> In response to the issues that arose with the 2015 Department of Child Support Services (DCSS) model Plan of Cooperation (POC), CEAC formed an ad hoc working group to meet with State DCSS representatives and staff in the Judicial Council’s Center for Families, Children & the Courts (CFCC) to discuss and resolve such issues prior to the POC’s distribution to the trial courts and local child support agencies (LCSAs). The working group met several times by telephone to review the DCSS’s 2017 draft model POC proposal over several weeks. Its members then met in person with the State DCSS Chief Counsel and CFCC staff to recommend a large number of changes that would better meet the needs and requirements of the trial courts, as well as foster a more effective approach of mutual support and cooperation at the local level. It was hoped that doing so would ultimately contribute to increasing the effectiveness and efficiency of child support case processing throughout the state. With the exception of one, all of the working group’s suggested changes were accepted by DCSS.
9.	<b>Study Issues Related to Courts Charging Government Entities, Other Courts, and the Public for Services and Records.</b> [Disbanded in September 2017.]
10.	<b>Encourage Cost Savings and Greater Efficiencies for the Trial Courts.</b> [Disbanded in September 2017.]



## JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue • San Francisco, California 94102-3688  
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

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### MEMORANDUM

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**Date**

February 14, 2018

**To**

Members of the Executive and Planning  
Committee

**From**

Leah Rose-Goodwin, Manager  
David Smith, Senior Analyst  
Office of Court Research  
Budget Services, Judicial Council

**Subject**

Conversion of One Vacant Subordinate  
Judicial Officer Position in the Superior  
Court of Los Angeles County

**Action Requested**

Approve Staff Recommendation

**Deadline**

March 1, 2018

**Contact**

David Smith  
415-865-7696 phone  
david.smith@jud.ca.gov

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**Executive Summary**

Office of Court Research (OCR) staff recommend that the Judicial Council's Executive and Planning Committee (E&P) confirm the conversion of one vacant subordinate judicial officer (SJO) position in the Superior Court of Los Angeles County. The court has notified council staff of this vacancy and requested that the position be converted to a judgeship. Confirming this request for conversion is consistent with established council policy of improving access to justice by providing constitutionally empowered judges who are accountable to the electorate in matters that are appropriately handled by judges.

**Recommendation**

Office of Court Research staff recommend that E&P confirm the conversion of one vacant SJO position in the Superior Court of Los Angeles County. The vacancy is the result of the elevation of the commissioner serving in this position to a judgeship on December 22, 2017. The conversion will take effect on the date on which E&P approves the court's request.

Council staff also recommend that E&P acknowledge that the Superior Court of Los Angeles County may treat this converted position as a position that the court may temporarily fill until a judge is named and sworn to fill it.

### **Previous Council Action**

The 2002 report of the Subordinate Judicial Officer Working Group led the Judicial Council to sponsor legislation to restore an appropriate balance between judges and SJOs in the trial courts. The 2002 report found that many courts had created SJO positions out of necessity in response to the dearth in the creation of new judgeships during the 1980s and 1990s. As a result, many SJOs were working as temporary judges. This imbalance between judges and SJOs was especially critical in the area of family and juvenile law.<sup>1</sup>

In 2007, the Judicial Council approved a methodology for evaluating the workload appropriate to SJOs relative to the number of SJOs working in the courts. In the same year, the Legislature passed Assembly Bill 159, which adopted the Judicial Council's methodology. This resulted in a list of 25 courts in which a total of 162 SJO positions would be converted. Government Code section 69615(c)(1)(A) allows for the annual conversion of up to 16 SJO vacancies upon authorization by the Legislature in courts identified by the Judicial Council as having SJOs in excess of the workload appropriate to SJOs.<sup>2</sup>

Subsequent council action established and refined guidelines for expediting the conversion of SJO vacancies. These guidelines included:

- The adoption of four trial court allocation groups and a schedule that distributes the 16 annual SJO conversions across these groups in numbers that are proportional to the total number of conversions for which the groups are eligible;
- The delegation of authority to E&P for confirming SJO conversions;
- The establishment of guidelines for courts to notify the council of SJO vacancies and timelines for the redistribution of SJO conversions across the allocation groups; and
- The establishment of criteria for E&P to use in evaluating and granting requests by courts to exempt SJO vacancies from conversion.<sup>3</sup>

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<sup>1</sup> See Judicial Council of Cal., Subordinate Judicial Officer Working Group Rep., *Subordinate Judicial Officers: Duties and Titles* (July 2002), [www.courts.ca.gov/7476.htm](http://www.courts.ca.gov/7476.htm).

<sup>2</sup> See Judicial Council of Cal., *Update of the Judicial Workload Assessment and New Methodology for Selecting Courts with Subordinate Judicial Officers for Conversion to Judgeships* (Feb. 14, 2007), [www.courts.ca.gov/documents/022307item9.pdf](http://www.courts.ca.gov/documents/022307item9.pdf); and the update of this report and SJO allocation list, Judicial Council of Cal., *Subordinate Judicial Officers: Update of Conversions Using More Current Workload Data* (Aug. 21, 2015), [www.courts.ca.gov/documents/jc-20150821-itemL.pdf](http://www.courts.ca.gov/documents/jc-20150821-itemL.pdf) (as of June 7, 2017).

<sup>3</sup> See Judicial Council of Cal., *Subordinate Judicial Officers: Update of the Policy for Deferrals of Conversions to Judgeships* (Aug. 26, 2016), <https://jcc.legistar.com/View.ashx?M=F&ID=4625050&GUID=80FC1733-CB19-4468-9822-E63668EBC1C4> (as of June 7, 2017).



In addition to the above policies to expedite conversions, in 2015, the council refreshed the workload data used to determine the courts with eligible conversions. A list of eligible positions was established for the remaining conversions, and courts were notified of any changes in status based on the updated workload assessment.<sup>4</sup>

### **Rationale for Recommendation**

The Superior Court of Los Angeles County is eligible for a total of 79 of the 162 conversions authorized by the Legislature and has previously converted 65 positions, with the last two conversions occurring in December of fiscal year (FY) 2017–18. The Superior Court of Los Angeles County is the sole member of Allocation Group 1, which is allotted 7 conversions each year. The confirmation of the present request would result in the conversion of 1 of the 5 remaining SJO positions for which the court is eligible in FY 2017–18, and would allow the court reasonable certainty and clarity concerning staffing and judicial workload over the next few years.

### **Comments, Alternatives Considered, and Policy Implications**

This proposal, which is consistent with the original tenets of council policy on SJO conversions, did not circulate for comment. Confirming this conversion is consistent with well-established council policy on SJO conversions.

### **Implementation Requirements, Costs, and Operational Impacts**

To date, there have been minimal implementation costs for the trial courts. Upon appointment of a new judge to sit in a converted position, funding equal to the judge's estimated compensation—which includes salary and benefits but does not include retirement—is removed from the trial court's allocation where it previously funded the SJO position. This funding is then transferred to the statewide fund for judicial salaries and benefits, Program 45.25.

### **Attachment**

1. Attachment A: January 22, 2017, letter from Presiding Judge Daniel J. Buckley, Superior Court of Los Angeles County, to Justice Douglas P. Miller, Chair, Executive and Planning Committee, regarding the conversion of a vacant SJO position.

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<sup>4</sup> See Judicial Council of Cal., *Subordinate Judicial Officers: Update of Conversions Using More Current Workload Data* (Aug. 21, 2015), [www.courts.ca.gov/documents/jc-20150821-itemL.pdf](http://www.courts.ca.gov/documents/jc-20150821-itemL.pdf) (as of June 7, 2017).



# The Superior Court

STANLEY MOSK COURTHOUSE  
111 NORTH HILL STREET  
LOS ANGELES, CALIFORNIA 90012  
CHAMBERS OF  
**DANIEL J. BUCKLEY**  
PRESIDING JUDGE

TELEPHONE  
(213) 633-0400

January 22, 2018

The Honorable Douglas P. Miller, Chair  
Judicial Council's Executive and Planning Committee  
455 Golden Gate Avenue  
San Francisco, California 94102-3688

Re: Request for Conversion of One Commissioner Position

Dear Justice Miller:

The Los Angeles Superior Court greatly appreciates the prompt action taken on previous SJO conversion requests.

I am writing to request that you forward to the Judicial Council's Executive and Planning Committee our request to expedite approval of the conversion of one vacant commissioner positions in the Los Angeles Superior Court (LASC) to a judgeship in the 2017-2018 fiscal year, pursuant to Government Code Section 69615.

The vacancy was created by the following event:

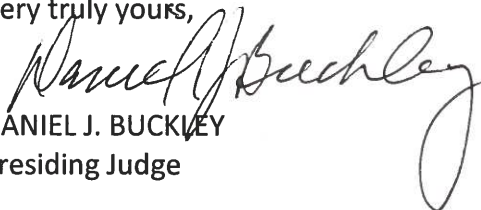
Commissioner Robert S. Wada

Appointed Judge December 22, 2017

As the above position is instantly available, and as we have a pressing need for judges, I hope and trust that the Committee will approve this request and promptly forward notice of the resulting vacancies to the Governor's office.

Thank you for your consideration and assistance.

Very truly yours,

  
DANIEL J. BUCKLEY  
Presiding Judge

DJB:BB:rm

c: Martin Hoshino, Administrative Director, Judicial Council of California  
Leah Rose Goodwin, Judicial Council, Office of Court Research