



JUDICIAL COUNCIL OF CALIFORNIA

EXECUTIVE AND
PLANNING COMMITTEE

www.courts.ca.gov/epmeetings.htm
executiveandplanning@jud.ca.gov

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EXECUTIVE AND PLANNING COMMITTEE

NOTICE AND AGENDA OF OPEN MEETING

Updated February 3, 2022

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1) and (e)(1))

THIS MEETING IS BEING CONDUCTED BY VIDEOCONFERENCE

THIS MEETING IS BEING RECORDED

Date: Tuesday, February 8, 2022
Time: 12:10 p.m. to 1:00 p.m.
Public Videocast: <https://jcc.granicus.com/player/event/1307>

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

Members of the public seeking to make a recording of the meeting must submit a written request at least two business days before the meeting. Requests can be e-mailed to executiveandplanning@jud.ca.gov.

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

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

Call to Order and Roll Call

Approval of Minutes

Approve the following draft minutes:

- December 9, 2021, meeting; and
- January 6, 2022, action by e-mail.

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

This meeting will be conducted by videoconference with a livestream available for the public. As such, the public may submit comments for this meeting in writing only. In accordance with rule 10.75(k)(1) of the California Rules of Court, 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 or mailed or delivered to Judicial Council of California, 455 Golden Gate Avenue, San Francisco, California 94102, attention: Cliff Alumno. Only written comments received by 12:10 p.m. on Monday, February 7, 2022, will be provided to the committee members prior to the meeting.

III. DISCUSSION AND POSSIBLE ACTION ITEMS

Item 1

Agenda Setting for March 11, 2022, Judicial Council Meeting (Action Required)

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

Presenters: Various

Item 2

Requests by Superior Courts of Fresno, Sacramento, San Bernardino, and Sonoma Counties for Subordinate Judicial Officers/Commissioners for Support of Pretrial Release Program (Action Required)

Review a recommendation from Criminal Justice Services staff to confirm requests by the Superior Courts of Fresno, Sacramento, San Bernardino, and Sonoma Counties for the creation of temporary subordinate judicial officer or commissioner positions in their courts to support the Pretrial Release Program.

Presenter: Ms. Deirdre Benedict, Criminal Justice Services

Item 3

Refresh of Executive and Planning Committee's Annual Agenda Review Process (No Action Required)

Review annual agenda review process and guidelines in preparation for the committee's March 10, 2022, meeting to review draft 2022 annual agendas of the advisory bodies for which it has oversight.

Presenter: Hon. Marsha G. Slough, Chair, Executive and Planning Committee

IV. ADJOURNMENT

Adjourn



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EXECUTIVE AND PLANNING COMMITTEE

MINUTES OF OPEN MEETING

Thursday, December 9, 2021

12:10 to 1:00 p.m.

Videoconference

Advisory Body Members Present: Hon. Marsha G. Slough (Chair), Hon. Samuel K. Feng (Vice-chair), Hon. Marla O. Anderson, Hon. Stacy Boulware Eurie, Hon. Carin T. Fujisaki, Mr. Kevin Harrigan, Hon. Dalila C. Lyons, Hon. Ann C. Moorman, Ms. Gretchen Nelson, Hon. David M. Rubin, and Hon. Theodore C. Zayner

Advisory Body Members Absent: None

Invited Speakers Present: Hon. Kimberly A. Gaab, Chair, Center for Judicial Education and Research Advisory Committee; and Ms. Karene Alvarado, Director, Center for Judicial Education and Research

Committee Staff Present: Ms. Amber Barnett and Mr. Cliff Alumno

Staff Present: Ms. Kate Albertus, Mr. Nicholas Armstrong, Mr. Chris Belloli, Ms. Deborah Brown, Ms. Carol Chappell, Ms. Roma Cheadle, Ms. Deborah Collier-Tucker, Ms. Angela Cowan, Ms. Lisa Crownover, Ms. Shelley Curran, Ms. Nicole Davis, Ms. Audrey Fancy, Ms. Sarah Fleischer-Ihn, Mr. Michael Giden, Mr. Joseph Glavin, Ms. Kristin Greenaway, Mr. Jason Haas, Ms. Bonnie Hough, Ms. Donna Ignacio, Mr. Cory Jaspersen, Ms. Jamel Jones, Ms. Maria Lira, Mr. Kenneth Marenga, Ms. Pella McCormick, Ms. Kelly Meehleib, Ms. Fran Mueller, Ms. Naomi Neal, Ms. Brandy Olivera, Mr. Rob Oyung, Ms. Becky Porter, Mr. Corey Rada, Ms. Anne Ronan, Ms. Leah Rose-Goodwin, Ms. Khayla Salangsang, Mr. Jonathan Sibayan, Mr. Brian Simeroth, Ms. Laura Speed, Mr. Zlatko Theodorovic, Ms. Oksana Tuk, Mr. Steven Warner, Mr. Catrayel Wood, Mr. John Wordlaw, and Ms. Josely Yangco Fronda

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 12:10 p.m. Mr. Alumno took roll call and made the opening announcements.

Approval of Minutes

The committee reviewed the draft minutes of the November 2, 2021, meeting.

Action: *With one abstention (Ms. Nelson), the committee approved the minutes of the November 2, 2021, meeting.*

DISCUSSION AND ACTION ITEMS

Item 1

Agenda Setting for January 21, 2022, Judicial Council Meeting (Action Required)

The committee reviewed available draft reports and set the agenda for the Judicial Council meeting in January.

Action: *The committee set the agenda for the January 21, 2022, Judicial Council meeting by approving reports for placement on the business meeting agenda.*

Item 2

2022 Annual Agenda: Trial Court Presiding Judges Advisory Committee (Action Required)

The committee reviewed the draft annual agenda of the Trial Court Presiding Judges Advisory Committee.

Action: *The committee approved the annual agenda of the Trial Court Presiding Judges Advisory Committee.*

Item 3

2022 Annual Agenda: Court Executives Advisory Committee (Action Required)

The committee reviewed the draft annual agenda of the Court Executives Advisory Committee.

Action: *The committee approved the annual agenda of the Court Executives Advisory Committee.*

Item 3

Center for Judicial Education and Research Advisory Committee (CJER): Request for Transfer of Responsibility for All Supreme and Appellate Court Education Curriculum to Appellate Practice Curriculum Committee (Action Required)

The committee reviewed the request by the CJER Advisory Committee to transfer members of and responsibility for all Supreme Court and appellate court education curricula to the Appellate Practice Curriculum Committee.

Action: *The committee approved the request of the CJER Advisory Committee as described above.*

A D J O U R N M E N T

With the business concluded, the meeting was adjourned at 1:25 p.m.

Approved by the committee on [insert date].



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EXECUTIVE AND PLANNING COMMITTEE

MINUTES OF ACTION BY E-MAIL

Thursday, January 6, 2022
12:00 p.m.

Advisory Body Members Who Participated: Hon. Marsha G. Slough (Chair), Hon. Samuel K. Feng (Vice-chair), Hon. Marla O. Anderson, Hon. Stacy Boulware Eurie, Hon. Carin T. Fujisaki, Mr. Kevin Harrigan, Hon. Dalila C. Lyons, Hon. Ann C. Moorman, Ms. Gretchen Nelson, Hon. David M. Rubin, and Hon. Theodore C. Zayner

Advisory Body Members Who Did Not Participate: None

Committee Staff: Ms. Amber Barnett and Mr. Cliff Alumno

ACTION BY E-MAIL

As provided in the California Rules of Court, rule 10.75 (o)(1)(B), the chair concluded that prompt action was needed. This action by e-mail concerned a matter that would otherwise be discussed in an open meeting; therefore, in accordance with rule 10.75(o)(2), public notice and the proposal were posted on Wednesday, January 5, 2022, to allow to allow at least one complete business day for public comment before the committee took action. No public comments were received.

OPEN DISCUSSION AND ACTION ITEM

Agenda Setting for January 22, 2022, Judicial Council Meeting (Action Required)

The committee reviewed two additional draft reports to consider for placement on the consent agenda of the January 21, 2022, Judicial Council business meeting contingent upon the Rules Committee's approval of the draft reports:

- 22-072 (Judicial Branch Administration | Emergency Rules on Juvenile Dependency and Juvenile Delinquency Proceedings), a proposal to amend emergency rules 6 and 7 of the California Rules of Court, effective January 21, 2022, by replacing references to emergency rule 3 and rule 5.531 with references to new Code of Civil Procedure section 367.75 and its implementing rule, rule 3.672, which would conform both rules to recent changes in the law regarding remote civil proceedings that were effective January 1, 2022; and
- 22-074 (Civil Practice and Procedure | Technical Changes to Civil Rules), a proposal to amend rules 3.722, 3.1207, and 3.2226 of the California Rules of Court, effective January 21, 2022, to make the rules consistent with recently adopted rule 3.672 and avoid confusion among court users, court staff, and judicial officers about which rule applies to civil remote appearances.

The Rules Committee conducted a simultaneous action by e-mail with the Executive Committee.

Action: The committee unanimously approved Items 22-072 and 22-074 for placement on the consent agenda of the January 21, 2022, Judicial Council business meeting. The Rules Committee, during its simultaneous e-mail action, also approved both draft reports.

CLOSURE OF ACTION

The action by e-mail concluded on Friday, January 7, 2022, at 12:00 p.m.

Approved by the committee on [insert date].

DRAFT



Judicial Council of California

Meeting Agenda

Judicial Council

Please visit
courts website at
www.courts.ca.gov
to view live meeting on
March 11, 2022

Meeting materials
are available through
the hyperlinks in
this document.

*Open to the Public Unless Indicated as Closed
(Cal. Rules of Court, rule 10.6(a))*

*Requests for ADA accommodation should be directed to
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Friday, March 11, 2022

San Francisco

CLOSED SESSION (RULE 10.6(B))—PLANNING, PERSONNEL, AND DISCUSSION PROTECTED BY THE ATTORNEY-CLIENT PRIVILEGE

Session: 9:00 – 9:30 a.m.

Transitional Break: 9:30 – 9:40 a.m.

OPEN SESSION (RULE 10.6(A)) — MEETING AGENDA

A link to the live videostream of the meeting will be available in the Meeting Information Center approximately 15 minutes prior to the start of the open session. In the event the preceding closed session adjourns late, the start time of the public session may be delayed.

Open Session Begins: 9:40 a.m.

Call to Order

10 minutes

Public Comment

This meeting will be conducted via videoconference. Public comments will be accepted in writing only. Submit written comments for this meeting by 1:00 p.m. on Wednesday, March 9, 2022, to:

judicialcouncil@jud.ca.gov

Visit the link below and follow the instructions provided under the “Written Comments” section.

<http://www.courts.ca.gov/28045.htm>

Comments received after the deadline will not be delivered to Judicial Council members.

Approval of Minutes

22-086 **Minutes of January 11, 2022, Judicial Council Meeting**

Chief Justice's Report

20 minutes

Administrative Director's Report

22-087 **Administrative Director's Report**

15 minutes

Judicial Council Committee Presentations

22-088 **Presentation | Rules Committee**

Speakers: Hon. Carin T. Fujisaki, Chair

10 minutes

22-089 **Written Reports**

CONSENT AGENDA

5 minutes

A council member who wishes to request that any item be moved from the Consent Agenda to the Discussion Agenda is asked to please notify Roma Cheadle at 415-865-7640 at least 48 hours before the meeting.

[22-010](#) **Jury Instructions | Revisions and Additions to Criminal Jury Instructions (Action Required)**

Summary: The Advisory Committee on Criminal Jury Instructions recommends approving for publication the revised criminal jury instructions prepared by the committee under rule 2.1050 of the California Rules of Court. These changes will keep the instructions current with statutory and case authority. Once approved, the revised instructions will be published in the 2022 edition of the *Judicial Council of California Criminal Jury Instructions (CALCRIM)*.

[22-078](#) **Juvenile Law | 2021-22 Allocations for Juvenile Dependency Counsel Collections Program and Court-Appointed Counsel Expected Unspent Funding**

Summary: The Trial Court Budget Advisory Committee recommends two redistributions of funding for court-appointed juvenile dependency counsel for fiscal year (FY) 2021-22. Under the Juvenile Dependency Counsel Collections Program, courts collect reimbursements from parents and other responsible persons liable for the cost of dependency-related legal services to the extent that those persons are able to pay.

The committee recommends that the Judicial Council allocate the FY 2020-21 statutorily restricted funds remitted in excess of dependency counsel program administrative costs to the trial courts, calculated according to the methodology adopted by the council. The committee also recommends that the council reallocate unspent dependency counsel funding from courts that have identified funds they do not intend to spend to courts funded at below the average statewide funding level.

[22-071](#)**Rules and Forms | California Environmental Quality Act Actions: New Projects and Fees for Expedited Review (Action Required)****Summary:**

As mandated by the Legislature, the Judicial Council previously adopted rules and established procedures to implement a statutory scheme for the expedited resolution of actions and proceedings brought under the California Environmental Quality Act (CEQA) challenging certain projects that qualified for such streamlined procedures. The Appellate Advisory Committee and the Civil and Small Claims Advisory Committee recommend amending several rules to implement recent legislation requiring inclusion of additional projects for streamlined review. The committees also recommend the adoption of a new rule and the amendment of an existing rule to implement statutory provisions requiring that, for two projects, the council, by rule of court, establish fees to be paid by project applicants to the courts for the additional costs of streamlined CEQA review.

[22-038](#)**Rules and Forms | Civil Practice and Procedure: Adjustments to Dollar Amounts of Exemptions (Action Required)****Summary:**

Judicial Council staff recommend that the Judicial Council take two actions required by statute to reflect changes in the California Consumer Price Index: (1) revise *Current Dollar Amounts of Exemptions From Enforcement of Judgments* (form EJ-156), which includes the three-year adjustments to the dollar amounts of certain exemptions from judgments required by Code of Civil Procedure sections 703.150(a), (b), (d) and (e); and (3) approve for submission to the to the Legislature the report on potential adjustments to the dollar amounts of homestead exemptions, as required by Code of Civil Procedure section 703.150(c).

[22-081](#)**Rules and Forms | Criminal Law: Felony Sentencing (Action Required)****Summary:**

The Criminal Law Advisory Committee proposes amendments to specified felony sentencing rules of the California Rules of Court to (1) reflect statutory amendments about the use of aggravated factors in imposing the upper term of a felony offense or enhancement; (2) clarify that courts may consider aggravating factors in exercising discretion in imposing the middle term instead of a low term, denying probation, ordering consecutive sentences, or determining whether to exercise discretion pursuant to Penal Code Section 1385(c); (3) clarify that courts may consider as an aggravating factor that a defendant has suffered one or more prior convictions, based on certified official records, but that this exception may not be used to select the upper term of an enhancement; (4) reflect statutory amendments discontinuing

commitments of juveniles to the Department of Corrections and Rehabilitation, Division of Juvenile Justice; (5) reflect statutory amendments regarding mitigating circumstances requiring imposition of the lower term; (6) reflect statutory amendments identifying specified mitigating circumstances for consideration in sentencing; (7) reflect statutory amendments allowing an act or omission that is punishable in different ways by different laws to be punished under either of those provisions; (8) reflect statutory amendments on dismissal of enhancements due to specified

[22-079](#)**Rules and Forms | Decedents' Estates: Adjustments to Maximum Value of Estates Eligible for Small Estate Set-Aside or Distribution Without Administration (Action Required)****Summary:**

The Probate and Mental Health Advisory Committee recommends adopting one form for mandatory use and revising three forms for optional use in judicial proceedings to dispose of property in small estates without administration. The revisions are needed to implement the legislative mandate in Probate Code section 890, which requires the Judicial Council to adjust the threshold property values that determine eligibility for disposition of small estates without full probate administration and to publish a list of the adjusted amounts. The committee also recommends substantive changes and technical revisions to update and clarify the existing forms.

[22-028](#)**Rules and Forms | Miscellaneous Technical Changes (Action Required)****Summary:**

Various members of the judicial branch, members of the public, and Judicial Council staff have identified errors in the California Rules of Court and Judicial Council forms resulting from typographical errors and changes resulting from legislation. Judicial Council staff recommend making the necessary corrections to avoid causing confusion for court users, clerks, and judicial officers.

[22-085](#)**Rules and Forms | Technical Form Changes to Reflect Federal Poverty Guidelines (Action Required)****Summary:**

Judicial Council staff recommend the revision of four Judicial Council forms containing figures based on the federal poverty guidelines to reflect the changes in those guidelines recently published by the federal government.

[22-076](#)**Sargent Shriver Civil Counsel Act: Continuation of Funding for San Francisco Pilot Project (Action Required)****Summary:**

The Sargent Shriver Civil Counsel Act (Assem. Bill 590; Stats. 2009, ch. 457) provides that one or more pilot projects selected by the Judicial Council are to be funded to provide legal representation and improved court services to low-income parties on critical legal issues affecting basic human needs. On May 15, 2020, the Judicial Council approved the recommendation of the Shriver Civil Counsel Act Implementation Committee, based on a competitive application process, to fund 11 pilot projects and defer another three applications for additional consideration. On May 21, the Judicial Council approved funding one of the deferred projects for one

year through May 31, 2022. The committee now recommends that the project be funded through September 31, 2023 to coincide with the grant cycle for the other Shriver projects.

DISCUSSION AGENDA

[22-059](#)

Trial Court Budget | 2021-22 State Trial Court Improvement and Modernization Fund Allocation Adjustment for the Judicial Council Information Technology Office (Action Required)

Summary:

The Trial Court Budget Advisory Committee recommends a net zero adjustment to the Information Technology 2021-22 Judicial Council-approved program allocations from the State Trial Court Improvement and Modernization Fund. This adjustment will provide program support with full-time positions rather than consultants.

Speakers:

Hon. Jonathan B. Conklin, Chair, Trial Court Budget Advisory Committee
Ms. Rebecca Fleming, Vice Chair, Trial Court Budget Advisory Committee
Ms. Heather Pettit, Chief Information Officer/Director, Judicial Council Information Technology

5 minutes

[22-060](#)

Trial Court Budget | Base Funding Floor Allocation (Action Required)

Summary:

The Trial Court Budget Advisory Committee recommends that the Judicial Council approve increasing the base funding floor from \$800,000 to \$950,000. Base funding is currently allocated to the two smallest courts, Alpine and Sierra Superior Courts and is based on the minimum level of staffing and operational costs necessary.

Speakers:

Hon. Jonathan B. Conklin, Chair, Trial Court Budget Advisory Committee
Ms. Rebecca Fleming, Vice Chair, Trial Court Budget Advisory Committee

10 minutes

[22-090](#)

Ad Hoc Workgroup on Post-Pandemic Initiatives Update (No Action Required. No Report.)

Summary:

This will be an update to the Council on the work of the Ad Hoc Workgroup on Post-Pandemic Initiatives. The Chief Justice appointed the Workgroup in March 2021 to examine successful court practices adopted during the pandemic and recommend those that demonstrate the most promise to increase access to justice, modernize services, and promote consistency and uniformity throughout the state. The last update to the Council was at its November 2021 meeting.

Justice Slough will provide a highlight of the work accomplished since that time, provide an overview of the Workgroups soon to be released interim report, Improving the Juror Experience.

Speakers:

Hon. Marsha G. Slough, Chair, Ad Hoc Workgroup on Post-Pandemic Initiatives

15 minutes

[22-004](#)**Judicial Branch Technology | Court Modernization Funding, FY 2021-22 (No Action Required)****Summary:**

The Budget Act of 2020 (Stats. 2020, ch.7) and Budget Act of 2021 (Stats. 2021, ch. 69) each appropriated \$25 million for the continued modernization of trial court operations for a total of \$50 million over two fiscal years. The Judicial Council directed the Technology Committee to recommend allocations of funding and provide regular updates on approved allocations. This is a status update on the current fiscal year's Court Technology Modernization Funding.

Speakers:

TBD

minutes TBD

INFORMATION ONLY ITEMS (NO ACTION REQUIRED)[22-034](#)**Court Facilities | Trial Court Facility Modifications Report for Quarter 2 of Fiscal Year 2021-22****Summary:**

This informational report to the Judicial Council outlines the allocations of facility modification funding made to improve trial court facilities in the second quarter (October through December) of fiscal year 2021-22. To determine allocations, the Trial Court Facility Modification Advisory Committee reviews and approves facility modification requests from across the state in accordance with the council's *Trial Court Facility Modifications Policy*.

[22-077](#)**Equal Access Fund | Federal Funding for Housing Issues - Distribution Report****Summary:**

The Budget Act of 2021 (Assem. Bill 164, Stats. 2021, ch. 84) includes \$40 million of federal funding from the Coronavirus Fiscal Recovery Fund of 2021 in the Equal Access Fund for distribution to legal services providers and support centers to assist with issues relating to housing matters including eviction defense or other landlord-tenant disputes; services to prevent foreclosure for homeowners; legal services to improve habitability; increase affordable housing, and ensure receipt of eligible income or benefits to improve housing stability; legal help for persons displaced because of domestic violence; and homelessness prevention. This report describes the process for allocating those funds and lists the grants made.

[22-075](#)**Report to the Legislature | California's Access to Visitation Grant Program (Federal Fiscal Years 2020-21 and 2021-22)****Summary:**

Family Code section 3204(d) requires that the Judicial Council submit a report to the Legislature, on the first day of March of each even-numbered year, on the Access to Visitation Grant programs administered by the Judicial Council. California's Access to Visitation Grant Program (Federal Fiscal Years 2020-21 and 2021-22): 2022 Report to the Legislature, provides information on the programs funded for federal fiscal years 2020-22 under California's Access to Visitation Grant Program for Enhancing Responsibility and Opportunity for Nonresidential Parents.

[22-007](#)**Report to the Legislature | Compliance With Welfare and Institutions Code Section 304.7****Summary:**

The attached report, submitted to the Legislature annually as required by Welfare and Institutions Code section 304.7(c), demonstrates compliance by judges, commissioners, and referees with Juvenile Judicial Officer Training education requirements of the statute. The information provided in this report was gathered from the courts by staff of the Judicial Council's Center for Judicial Education and Research.

[22-024](#)**Report to the Legislature | Court Reporter Fees Collected and Expenditures for Court Reporter Services in Superior Court Civil Proceedings for 2020-21****Summary:**

Pursuant to Government Code section 68086 (f), the Judicial Council is required to submit a report on the statewide court reporter fees collected and expenditures for court reporter services in superior court civil proceedings to the Joint Legislative Budget Committee on or before February 1 of each year. On February 1, 2022, the Judicial Council staff submitted the *Report of Court Reporter Fees Collected and Expenditures for Court Reporter Services in Superior Court Civil Proceedings for 2020 -21*.

[22-023](#)**Report to the Legislature | Judicial Branch Courthouse Construction Program Update for 2020-21****Summary:**

Pursuant to Government Code section 70371.8, the Judicial Council is required to report annually on the status of the judicial branch courthouse construction program to the Joint Legislative Budget Committee, the chairs of the Senate Committee on Budget and Fiscal Review and the Assembly Committee on Budget. On or before March 1, 2022, the Judicial Council's Budget Services staff will submit the *Judicial Branch Courthouse Construction Program Update for 2020-21*. This will be the final legislative report submitted as Assembly Bill 143 (Stats. 2021, ch. 79) consolidated the Immediate and Critical Needs Account into the State Court Facilities Construction Fund and repealed Government Code section 70371.8.

[22-073](#)**Report to the Legislature | Online Infraction Adjudication and Ability-to-Pay Determinations: Annual Report- February 2022****Summary:**

This legislative report describes early planning activities completed in preparation for the statewide expansion of online ability to pay determinations as authorized by Assembly Bill No. 143 (chapter 79, Statutes of 2021). It also provides data from the courts that have adopted the *MyCitations* tool to adjudicate eligible infractions as required by Government Code 68645.5 (Article 7 added by Stats. 2021, Ch. 79, Sec. 8). As of the writing of this report, seven courts have adopted *MyCitations*.

Of the 25,246 requests submitted as of June 30, 2021, the total amount of fines and fees initially owed by litigants was \$17,485,898, averaging \$693 per request. After review by the courts, the total amount of fines and fees ordered through the tool was

\$9,154,800 and averaged \$362 per request. These approvals account for a total of \$8,331,098 in reduced fines and fees.

Preliminary analysis of requests adjudicated during the pilot program shows that during the period studied, 42 percent of court ordered debt was collected when a request was approved. By contrast, only 22 percent was collected when denied.

[22-070](#)

Report to the Legislature | Report on California Rules of Court, Rule 10.75

Summary:

The *Supplemental Report of the 2013-2014 Budget Package* requires that the Judicial Council report to the Joint Legislative Budget Committee on implementation of the open meetings rule, rule 10.75, of the California Rules of Court. Under subdivision (p) of the rule, the Judicial Council must review the rule's impact periodically to determine whether amendments are needed. No amendments are needed at this time.

[22-025](#)

Trial Court | Quarterly Investment Report for Fourth Quarter of 2021

Summary:

This *Trial Courts: Quarterly Investment Report for Fourth Quarter of 2021* covers the period of October 1, 2021, through December 31, 2021, and provides the financial results for the funds invested by the Judicial Council on behalf of the trial courts as part of the judicial branch treasury program. The report is submitted under Judicial Council meeting agenda item 10, Resolutions Regarding Investment Activities for the Trial Courts, approved by the Judicial Council on February 27, 2004.

[22-084](#)

Trial Court Budget | Report on Disposition Data

Summary:

At its January 2021 meeting, the Judicial Council approved a Judicial Branch Budget Committee recommendation of a Trial Court Budget Advisory Committee (TCBAC) proposal for reporting requirements regarding progress in reducing the COVID-19 backlog. The TCBAC also provided a definition of backlog as workload that was not disposed of during the pandemic period compared to the same time period one year prior. This report and attachment provide a quarterly update on disposition data reported by courts.

Circulating Orders

Appointment Orders

Adjournment



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

MEMORANDUM

Date

January 28, 2022

Action Requested

Approve Staff Recommendations

To

Members of the Executive and Planning
Committee

Deadline

February 8, 2022

From

Judicial Council staff
Shelley Curran, Director
Criminal Justice Services

Contact

Deirdre Benedict, Supervising Analyst
Criminal Justice Services
415-865-7543 phone
deirdre.benedict@jud.ca.gov

Subject

Subordinate Judicial Officers/Commissioners
for Support of Pretrial Release Program in
the Superior Courts of Fresno, Sacramento,
San Bernardino, and Sonoma Counties

Executive Summary

Criminal Justice Services (CJS) staff recommend that the Executive and Planning Committee approve the creation or extension of temporary subordinate judicial officer (SJO) positions in the Superior Courts of Fresno, Sacramento, San Bernardino, and Sonoma Counties through June 30, 2023. The temporary nature of these requests will allow the Judicial Council to evaluate the long-term need for additional SJO or commissioner positions to support the Pretrial Release Program.

Recommendation

CJS staff recommend that the Executive and Planning Committee confirm the requests of the Superior Courts of Fresno, Sacramento, San Bernardino, and Sonoma Counties for the creation of temporary SJO or commissioner positions in the courts. Authorization for these positions is requested through June 30, 2023. This temporary request will enable the courts and the Judicial Council to evaluate additional workload demands necessitated by the Pretrial Release Program and to determine a long-term approach to adding necessary SJO positions.

Relevant Previous Council Action

Government Code section 71622(a) grants authority to the Judicial Council to determine the number and type of SJO positions in each trial court. In 2007, the council adopted a policy for the review and approval of requests from trial courts to change the number of SJO positions and delegate approval authority to its Executive and Planning Committee.

More specifically, the Judicial Council adopted a policy pertaining to changes in the number and status of SJO positions that, for the purposes of the current request, contained the following elements:

1. To establish a new SJO position, permanently eliminate an SJO position, or change the time base of an existing SJO position, a court must request and obtain approval from the Executive Committee. The requesting court must fund and bear all costs associated with an additional or augmented SJO position.
2. If an increase in the number of SJO positions is sought, the court must submit a request in writing to the appropriate Judicial Council regional administrative director. A request must contain a certification by the presiding judge that the court has sufficient funds in its ongoing budget to cover the cost of any additional or augmented position. Judicial Council staff must provide the Executive Committee with (a) an estimation of the requesting court's ability to fund one-time and ongoing costs resulting from the establishment or augmentation of a new position, and (b) a confirmation of need, both SJO workload and overall judicial need, based on the most recent council-approved Judicial Needs Assessment.
3. The Executive Committee will authorize new or augmented SJO positions only if (a) the court can continuously fund the associated increased costs, and (b) the most recent council-approved Judicial Needs Assessment demonstrates that the requesting court's SJO workload justifies additional SJO positions and cannot be handled with existing judicial resources. The Executive Committee's decision to change the number or type of SJO positions must be in writing and contain an analysis of the factors underlying the decision.
4. The Executive Committee will eliminate or decrease the time base of an SJO position on the request of a trial court.

Analysis/Rationale

The Pretrial Release Program is funded under Senate Bill 129 (Stats. 2021, ch. 69), which amended the Budget Act of 2021. SB 129 provides funding for "the implementation and operation of ongoing court programs and practices that promote the safe, efficient, fair, and timely pretrial release of individuals booked into jail." (Sen. Bill 129, § 4, item 0250-101-0001, provision 9).

The purpose of the funding, as specified in SB 129, is to provide superior courts with information and resources to support judicial officers in making pretrial release decisions. The funds must be used by the courts for pretrial programs and practices and may be spent on the “costs associated with judicial officer pretrial release decisions prior to or at arraignment” (SB 129, § 4, item 0250-101-0001, provision 11(a)).

As outlined under the Relevant Previous Council Action section, Government Code section 71622(a) grants authority to the Judicial Council to determine the number and type of SJO positions in each trial court. The council has adopted a policy for the review and approval of requests from trial courts to change the number of SJO positions, delegating approval authority to its Executive and Planning Committee. The *Pretrial Release Program Guidance Memorandum*, released to all courts in October 2021, outlined the process for courts without authorized vacant commissioner positions to submit a request for a temporary commissioner position from the council’s Executive and Planning Committee. The position would be tied to pretrial funding, and the commissioner would be required to maintain a grant time sheet (filed with the court) to ensure that the commissioner’s time is spent on pretrial release duties.

Trial court requests for SJO positions were due on December 17, 2021. A total of four requests were received (from the Superior Courts of Fresno, Sacramento, San Bernardino, and Sonoma Counties).¹ The Superior Courts of Fresno and San Bernardino Counties are making new requests for new pretrial programs; the Superior Courts of Sacramento and Sonoma Counties are part of the Pretrial Pilot Program and are requesting extensions of previous requests.

Superior Court of Fresno County

The Superior Court of California, County of Fresno, requests approval to create one new authorized subordinate judicial officer or/commissioner position for the Pretrial Release Program. Fresno is in the planning and initial implementation phases of its program.

The court anticipates that the program will result in a significant workload increase, with a portion of the required work outside a judicial officer’s traditional work hours. The temporary commissioner position will be used specifically to take on the pretrial workload, including the after-hours and weekend responsibilities.

Approval of this request will temporarily increase Fresno’s SJO positions from 6.0 to 7.0 FTE through June 30, 2023, with the designation of “LOO FTE Limited Term” to apply to the new SJO.

¹ The Superior Court of Kern County made an earlier request for a temporary SJO position. It was reviewed and approved by the Judicial Council’s Executive Committee at its meeting on November 2, 2021.

Superior Court of Sacramento County

The Superior Court of California, County of Sacramento, requests extension of one authorized subordinate judicial officer/commissioner position for the Pretrial Release Program. Sacramento has been a member of the Pretrial Pilot Program and previously requested, and was granted, an extension of one commissioner through June 30, 2022.

Approval of this request will maintain Sacramento’s SJO positions at 9.5 FTE through June 30, 2023, with the designation of “LOO FTE Limited Term” to apply to the new SJO.

Superior Court of San Bernardino County

The Superior Court of California, County of San Bernardino, requests approval to create one new authorized subordinate judicial officer/commissioner position for the Pretrial Release Program. This new position will be dedicated to making pretrial release decisions in a manner focused on meeting the goals of the program.

Approval of this request will temporarily increase San Bernardino’s SJO positions from 15.0 to 16.0 FTE through June 30, 2023, with the designation of “LOO FTE Limited Term” to apply to the new SJO.

Superior Court of Sonoma County

The Superior Court of California, County of Sonoma, requests extension of one authorized subordinate judicial officer/commissioner position for the Pretrial Release Program. Sonoma has been a member of the Pretrial Pilot Program and previously requested, and was granted, an extension of two commissioners through June 30, 2022. Sonoma transitioned from the pilot program to permanent implementation as of September 30, 2021. At this time, the court’s process is automated and streamlined to a level that will require only one commissioner after June 30, 2022.

Approval of this request will temporarily reduce Sonoma’s SJO positions to 6.0 FTE through June 30, 2023, with the designation of “LOO FTE Limited Term” to apply to the new SJO.

Policy implications

Confirming the creation of temporary SJO positions for the purposes described above is consistent with well-established tenets of council policy on SJO positions.

Comments

This proposal, which is consistent with council policy on the status and funding of SJO positions, did not circulate for comment.

Alternatives considered

The proposed increase in SJO FTE is consistent with council policy. On that basis, no alternatives were considered.

Fiscal and Operational Impacts

The courts' request aligns with the legislative intent of SB 129, and funding is provided to the courts through the program. No additional council funding will be sought in conjunction with this request.

The courts have performed the necessary budget analyses to confirm that they have sufficient funds to pay for the costs associated with these requests. Implementing the recommendation would generate no fiscal or operational costs beyond the allocation previously awarded to the courts as part of their dedicated pretrial funding.

Attachments and Links

1. Attachment A: Letter from Presiding Judge Arlan L. Harrell, Superior Court of Fresno County, to Justice Marsha G. Slough, Executive Committee chair (Oct. 12, 2021)
2. Attachment B: Letter from Presiding Judge Michael G. Bowman, Superior Court of Sacramento County, to Justice Marsha G. Slough, Executive Committee chair (Jan. 28, 2022)
3. Attachment C: Letter from Presiding Judge R. Glenn Yabuno, Superior Court of San Bernardino County, to Justice Marsha G. Slough, Executive Committee chair (Dec. 17, 2021)
4. Attachment D: Letter from Presiding Judge Shelly J. Averill, Superior Court of Sonoma County, to Justice Marsha G. Slough, Executive Committee chair (Jan. 26, 2022)

Attachment A



Superior Court of California County of Fresno

CHAMBERS OF
ARLAN L. HARRELL
Presiding Judge

1100 VAN NESS AVENUE
FRESNO, CALIFORNIA 93724-0002
(559) 457-6352
FAX (559) 457-1708

October 12, 2021

The Honorable Marsha G Slough, Chair
Judicial Council's Executive and Planning Committee
Executiveandplanning@jud.ca.gov

Re: Request for Additional Subordinate Judicial Officer Positions

Dear Justice Slough:

In order to fulfill the statewide initiative to reduce pretrial detention, the Fresno Superior Court has determined that additional judicial recourses are necessary. The Fresno Superior Court is seeking approval to add a Subordinate Judicial Officer position to be utilized to assist in our pretrial program.

As our court was not a participant in the pretrial pilot program, we are still in the planning and implementation phases of our pretrial assessment program. We are in discussions with our prospective supervising agency. As it stands now the supervising agency will be completing after hours and weekend reviews and reports which will in turn require court oversight and review at these times. We anticipate the program will result in a significant workload increase with a portion of the work being required beyond traditional work hours for a Judicial Officer or Subordinate Judicial Officer.

For this reason, it is our preference that a Subordinate Judicial Officer be recruited and hired specifically to take on the pretrial workload including the afterhours and weekend responsibilities. It is the Court's intent to authorize the Subordinate Judicial Officer to conduct prearrestment reviews and make pretrial release decisions that impose the least restrictive conditions to address public safety and return to court release decisions.

The Court is receiving funds allocated for Pretrial Assessment Services. The Court will be able to fund the position from the appropriation. As this will be a new position, the Court will not be utilizing the funds to supplant current local funding to support pretrial assessment services. The Court is not in position to recruit the Subordinate Judicial Officer at this time. The Court meets weekly with our proposed vendor for pretrial services.

Attachment A

Honorable Marsha G. Slough, Chair

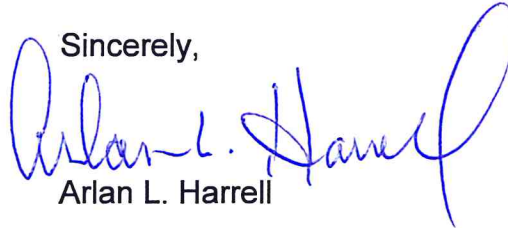
Page 2

October 12, 2021

It is the Court's intent to begin the recruitment as soon as the program is finalized. It is for this reason that the Court is seeking pre-approval for this additional Subordinate Judicial Officer position. Pre-approval will allow the Court to recruit as soon as the parameters of the program are finalized and will prevent any delay in implementation that could result from waiting to seek approval.

Thank you in advance for your consideration in this matter.

Sincerely,



Arlan L. Harrell

ALH/DA:rmf

cc: Mr. Martin Hoshino, Administrative Director, Judicial Council
Ms. Leah Rose-Goodwin, Office of Court Research

Attachment B

January 28, 2022

Hon. Marsha G. Slough, Chair
Executive & Planning Committee
Judicial Council of California
455 Golden Gate Avenue
San Francisco, CA 94102

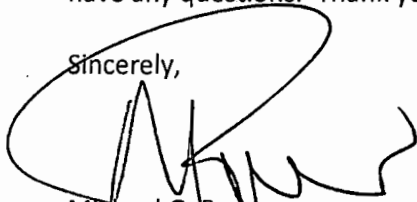
Re: Request for Extension of Subordinate Judicial Officer Position

Dear Justice Slough and members of Executive and Planning:

The Superior Court of California, County of Sacramento hereby requests to extend its temporary Subordinate Judicial Officer position, for the Pretrial Program, until June 30, 2023. This request is based on funding under SB 129. The current Subordinate Judicial Officer is a dedicated position to the Pretrial program, which makes release decisions for pre-arraignment and at arraignment releases, and presides in a specialized arraignment court that is crucial to meeting the goals of the pretrial program. SB 129 will fund this position of 1.0 FTE in the SJO time base including salary and benefits.

Feel free to contact me at (916) 874-5487 or at BowmanM@saccourt.ca.gov, should you or any member have any questions. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael G. Bowman", is written over a large, hand-drawn oval scribble.

Michael G. Bowman
Presiding Judge
Sacramento Superior Court

Attachment C



Superior Court of California County of San Bernardino

R. Glenn Yabuno
Judge of the Superior Court

December 17, 2021

Hon. Marsha G. Slough, Chair
Executive & Planning Committee
Judicial Council of California
455 Golden Gate Avenue
San Francisco, CA 94102

RE: Request for Subordinate Judicial Officer/Commissioner Position

Dear Justice Slough and members of Executive Planning:

The Superior Court of California, County of San Bernardino respectfully requests approval to create one (1) new authorized Subordinate Judicial Officer/Commissioner position for the Pretrial Release Program. This new Subordinate Judicial Officer/Commissioner will be a dedicated position to the Pretrial Release Program to make release decisions in a manner focused on meeting the goals of the Pretrial Release Program. The funding allocated in SB 129 for the Pretrial Release Program will fund this position of 1.0 FTE of the SJO/Commissioner time base including salary and benefits.

Feel free to contact me at (909) 708-8767 or at ryabuno@sb-court.org if you or any member have questions regarding this request. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to be "R. Glenn Yabuno".

R. Glenn Yabuno
Presiding Judge-Elect/Assistant Presiding Judge

RGY:kl

Attachment D
SUPERIOR COURT OF CALIFORNIA
COUNTY OF SONOMA



Shelly J. Averill
Presiding Judge
(707) 521-6726

Hall of Justice
600 Administration Drive
Santa Rosa, CA 95403

January 26, 2022

Hon. Marsha G. Slough, Chair
Executive and Planning Committee
Judicial Council of California
455 Golden Gate Avenue
San Francisco, CA 94102

Re: Extension for Pretrial Release Commissioner

Dear Justice Slough and members of the Executive & Planning Committee,

The Superior Court of California, County of Sonoma, is requesting an extension of term for one of our pretrial release commissioners from July 1, 2022, to June 30, 2023. Our previous requested extension of two commissioners was granted through the period ending June 30, 2022.

On September 30, 2021, we transitioned from the pretrial release pilot program to a permanent implementation. Our process is automated and streamlined such that we will only require one pretrial release commissioner after June 30, 2022.

Our commissioners assisted in establishing the protocols for our pretrial pilot program, and each of them contributed invaluable work analysis and input for our program. They have modified the process to improve pretrial release and have been instrumental in contributing to the development of the technology that enabled us to fully automate the process for review, decision, signature and execution of the orders. We anticipate the need to further innovate to maintain the quality and efficiency of the process.

Thank you in advance for your consideration of our request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shelly Averill", is written over the typed name and title.

Shelly Averill
Presiding Judge

GUIDELINES FOR THE JUDICIAL COUNCIL ADVISORY BODY ANNUAL AGENDA PROCESS

Introduction

This document provides an overview of the annual agenda process and information to help prepare the Judicial Council internal committees serving as oversight committees—the Executive and Planning Committee (Executive Committee), the Rules Committee, the Judicial Branch Budget Committee (Budget Committee), the Technology Committee, and the Litigation Management Committee—advisory body chairs, and lead staff for annual agenda review meetings.

Annual Agenda Review Meetings

The [Judicial Council Governance Policies](#) express the council’s interest in connecting with the leaders of its advisory bodies and coordinating efforts for the sake of continuously improving access to the courts and the administration and delivery of justice. The annual agenda review meetings serve as substantive conversations in a multiyear process between the oversight committees and the chairs of the advisory bodies to define the key objectives and projects for advisory bodies in order to align them with judicial branch goals, objectives, and desired outcomes.

The oversight committees and the advisory body chairs discuss the best use of each advisory body’s resources for the coming year. The oversight committees also identify any overlap in advisory body activities and projects. In these conversations, oversight committees are likely to convey their interest in the fulfillment of the council’s strategic goals and operational objectives through the advisory body’s objectives and projects. The oversight committees may see opportunities for collaboration between advisory bodies.

Through the review meetings, the Executive Committee, Rules Committee, Budget Committee, Technology Committee, and Litigation Management Committee provide oversight to the council’s advisory bodies to guide them in focusing on matters of importance to the council and on providing the council with valuable advice and policy recommendations. The internal committees meet to review and approve the annual agendas over which they exercise oversight. The advisory body chairs and lead staff attend the meetings either in person or by telephone.

Preparing Draft Annual Agendas for Review

Before the annual agenda review meetings, advisory bodies submit their draft annual agendas to their respective oversight committees for review. Using the [template](#) approved by Executive Committee, each advisory body submits a proposed annual agenda consistent with its charge, which includes a list of key objectives and a list of related projects that the advisory body intends to either commence or accomplish in the coming year. The annual agenda also contains information relating to any subgroups (e.g., subcommittees, workstreams, working groups, curriculum committees, ad hoc groups); fiscal impact to the council or the trial courts; relevant

resource needs; allocation or distribution of funds to the courts; potential internal or external stakeholders; and anticipated collaboration with committee subgroups; and the status and achievements of the previous year's projects.

If the advisory body would like to create a new subgroup, it may request approval from the oversight committee by including “new” before the name of the proposed subgroup and describing its purpose and membership on the annual agenda.¹ The annual agenda template includes a space for this information in the *Subcommittee/Working Groups–Detail* section.

Prior to the annual agenda review meetings, executive management meets with lead staff to conduct a preliminary review of the draft annual agendas.

Review and Approval of Draft Annual Agendas

Each advisory body's draft annual agenda forms the basis for a conversation during the review meetings about the advisory body's key objectives for the coming year, related projects, and the alignment of those projects with the council's [strategic plan](#). During the meetings, the oversight committees ask questions of the advisory body chairs and engage in conversations to understand the direction and priorities of the advisory bodies. Lead staff are generally included in these meetings to support the chair and to provide further detailed information as needed.

Understanding an advisory body's recent history may be helpful, but the focus of the chair and lead staff should be on the advisory body's present and future work. Questions and proposals from the advisory body chair and lead staff asking for the oversight committee's guidance are also welcome and appropriate.

The intended outcome is an understanding between the oversight committee, the advisory body chair, and lead staff of the advisory body's priorities for the coming year, the objectives to be pursued, and the projects to be undertaken. This understanding serves as a foundation for subsequent annual agenda meetings in a continuous effort to enhance mutual support and coordination between the Judicial Council and its advisory bodies.

Following the review meetings, the approved annual agendas are posted on the [advisory bodies' webpages](#) of the California Courts website to allow branch stakeholders to be informed of the work of the advisory bodies.

Roles of a Judicial Council Advisory Body and Its Chair

The [Judicial Council Governance Policies](#) state that the advisory bodies, under [California Rules of Court, rule 10.34\(a\)](#), make recommendations and offer policy alternatives to the Judicial Council for improving the administration of justice within their designated areas of focus by doing the following:

¹ [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.

- Identifying issues and concerns affecting court administration and recommending solutions to the council;
- Proposing necessary changes to rules, standards, forms, and jury instructions;
- Reviewing pending legislation and making recommendations to the Legislation Committee on whether to support or oppose it;
- Recommending new legislation to the council;
- Recommending to the council pilot projects and other programs to evaluate new procedures or practices;
- Acting on assignments referred by the council or an internal committee; and
- Making other appropriate recommendations to the council.

The advisory body chair, with the assistance of the lead staff, is responsible for developing a realistic annual agenda and discussing appropriate staffing and resources with the advisory body's office head. The oversight committees are responsible for reviewing and approving the annual agendas, which provide the advisory bodies with charges specifying what they are to achieve during the coming year. The oversight committees may add or delete specific projects and reassign priorities. The template provides descriptions of priority level 1 and 2 projects. For projects that involve rules and forms, descriptions of sub-priorities are also provided. Specifically, the Rules Committee offers the following guidance for rule and form proposals it has approved for inclusion in the annual agendas of the advisory bodies it oversees:

An advisory body can expect that a rule or form proposal on its annual agenda that was approved by the Rules Committee will be circulated for comment. There are limited circumstances in which approval to work on a proposal might not result in approval for public circulation. For example, the Rules Committee could reasonably not approve for circulation something that it earlier approved for development if there is a significant change in the proposal and the proposal: (1) is much bigger in scope or more complex than described on the annual agenda; (2) has consequences not recognized or anticipated when presented on the annual agenda; or (3) is no longer urgent or needed to avoid inconsistency in the law.

If, after approval of its annual agenda, an advisory body identifies additional or different priorities and projects, because of legislation or other reasons, it may seek approval from its oversight committee to amend its annual agenda. [Templates](#) approved for this purpose are available to lead staff on [The Hub](#). In determining whether to give approval to a proposed additional project, the oversight committee considers:

- The new project's urgency;
- Whether it is consistent with the advisory body's charge;
- The advisory body's approved annual agenda;
- The Judicial Council's strategic plan; and
- Whether it falls within the body's available staff and other resources.

Policy Considerations in Reviewing Annual Agendas

Distinction Between Policy Recommendation and Policy Implementation

Because the primary role of advisory bodies is to advise and provide policy recommendations to the Judicial Council, the oversight committees may focus on projects that fall outside of this role. If an advisory body has been directed to implement policy or produce a program, the oversight committee will want to ensure that staff continue to be accountable to the Administrative Director for the satisfactory performance of the implemented policy or program, and that the role of the advisory body is to provide advice to staff. These roles are consistent with the council's governance policies.

For advisory bodies that have policy implementation and programmatic projects, the annual agenda process can clarify for the advisory body the part for which it is responsible (e.g., providing advice and guidance to staff) and the part for which staff are responsible (e.g., performing to the standards and expectations of the Administrative Director).

Preliminary questions about the annual agendas include:

- Which projects give advice or make policy recommendations? (Both are the advisory body's primary role.)
- Which projects are policy implementation or programmatic?
- Which projects may result in a budget change proposal (BCP) or a distribution of funds to the courts?

An advisory body's *recommendations* of new or revised rules and forms are policy recommendations because they require the weighing of various possibilities and alternatives, and their approval requires a policy decision by the Judicial Council. An advisory body's *recommendations* of specific programs or of specific ways to implement policy are also policy recommendations. As long as an advisory body stays in the realm of making recommendations to the council, it occupies its traditional advisory role.

However, when the advisory body's project actually produces products or services, such as resource materials, content, or programs, or the advisory body takes final action independent of the council, it is considered to be performing the work of implementation and program delivery. An explicit Judicial Council or oversight committee charge is required for an advisory body to take this action or pursue this type of project. The advisory body's oversight committee may approve the body's involvement with policy implementation or program delivery, but it is important to specify on the annual agenda that a policy implementation project is being approved² and to clarify the role and accountability of the advisory body and staff. In particular, the oversight committee's expectations for reviewing final products or introducing new services at the completion of an advisory body's project should be made clear. That way, oversight committees can ensure that the Administrative Director continues to be accountable to the

² See footnote 4 of the annual agenda template.

Judicial Council for staff performance and advisory bodies can proceed with the explicit support of their respective oversight committees. In the event that the advisory body's work results in recommendations to be submitted to the Judicial Council for its consideration and approval, please consult the [calendar](#) of Judicial Council meeting dates and the Executive and Planning Committee's [agenda-setting schedule](#) to ensure timely delivery of the Judicial Council report.

Judicial Branch Strategic Plan Alignment

The annual agendas require advisory bodies to identify the [strategic plan goals](#) each project works toward. If an oversight committee determines that a project does not appear to align with existing branch priorities, the oversight committee can propose soliciting involvement by a more appropriate entity (e.g., the State Bar). If the annual agenda conversation results in the conclusion that a specific project is attenuated or not covered by branch priorities, the oversight committee and the advisory body chair should discuss and decide whether the project can be modified to meet a judicial branch strategic goal or policy, or an operational objective or outcome, or whether that project should be referred to an outside entity.

General Questions and Issues Applicable to Most Annual Agendas

The following are general questions that may be applicable to annual agendas under review:

- Is this a “realistic” list of objectives and projects for the coming year? (Factors may include the number of projects on the list, the varied scope of projects, the impact on the courts if approved, the resources needed, etc.)
- What is the key direction and focus for this advisory body?
- What is the status of the previous year's priority level 2 projects? (For priority level 2 projects approved by the Rules Committee, the expectation is that the advisory body can develop the project—typically a rule or form proposal—and that it will be approved for circulation in the second year, absent unusual circumstances.)
- Were there issues/projects that the advisory body worked on during the previous year that were unanticipated? If so, what were they?
- For a project that implements policy or produces a program:
 - What role do the advisory body members play in performing this project? What role do staff play? To whom are staff accountable for the satisfactory and timely completion of this project?
 - Does the advisory body have an explicit Judicial Council or oversight committee charge to pursue this project? If the charge is ambiguous or was issued several years ago, should the oversight committee renew that charge? If so, under what circumstances and conditions should the advisory body pursue this project?
- Does the advisory body gather stakeholder perspectives?
- How does the advisory body intend to obtain information about the cost and training impact on the courts of a particular proposal?
- Does the chair or staff have any concerns about the adequacy of resources to accomplish the projects?



California Rules of Court

Rule 10.34. Duties and responsibilities of advisory committees

(a) Role

Advisory committees are standing committees created by rule of court or the Chief Justice to make recommendations and offer policy alternatives to the Judicial Council for improving the administration of justice within their designated areas of focus by doing the following:

- (1) Identifying issues and concerns affecting court administration and recommending solutions to the council;
- (2) Proposing necessary changes to rules, standards, forms, and jury instructions;
- (3) Reviewing pending legislation and making recommendations to the Legislation Committee on whether to support or oppose it;
- (4) Recommending new legislation to the council;
- (5) Recommending to the council pilot projects and other programs to evaluate new procedures or practices;
- (6) Acting on assignments referred by the council or an internal committee; and
- (7) Making other appropriate recommendations to the council.

(Subd (a) amended effective April 16, 2020; adopted effective August 14, 2009.)

(b) Annual charges

- (1) Advisory committees are assigned annual charges by the council or an internal committee specifying what should be achieved in a given year. The council or an internal committee may amend an advisory committee's annual charge at any time.
- (2) Advisory committees have limited discretion to pursue matters in addition to those specified in each committee's annual charge, as long as the matters are consistent with a committee's general charge, within the limits of resources available to the committee, and within any other limits specified by the council, the designated internal committee, or the Administrative Director.

(Subd (b) amended effective January 1, 2016; adopted effective August 14, 2009.)

(c) Responsibilities of the chair

Advisory committee chairs are responsible, with the assistance of staff, to:

- (1) Develop a realistic annual agenda for the advisory committee, consistent with the committee's annual charge by the Judicial Council or Judicial Council internal committee;
- (2) Present the advisory committee's recommendations to the Judicial Council;
- (3) Discuss with the Administrative Director or the Administrative Director's designee appropriate staffing and other resources for projects within the advisory committee's agenda; and
- (4) Submit recommendations with respect to advisory committee membership.

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

(d) Role of the Administrative Director

- (1) The Administrative Director determines whether projects undertaken by council advisory bodies in addition to those specified in the council's or internal committee's annual charge to the advisory body are consistent with the body's general charge, its approved annual agenda, and the Judicial Council's strategic plan. The Administrative Director also determines whether any additional matters are within the body's authorized budget and available resources.
- (2) The Administrative Director is not bound by the recommendations of an advisory committee and may make alternative recommendations to the Judicial Council or recommend that an advisory committee's annual charge be amended.

(Subd (d) amended effective January 1, 2016; adopted effective August 14, 2009.)

(e) Role of staff

- (1) Advisory committees are assisted by Judicial Council staff. The duties of staff members include drafting committee annual agendas, managing the committee's budget and resources, coordinating committee activities, providing legal and policy analysis to the committee, organizing and drafting reports, selecting and supervising consultants, providing technical assistance, and assisting committee chairs in presenting the committee's recommendations to the Judicial Council. Staff may provide independent legal or policy analysis of issues that is different from the committee's position, if authorized to do so by the Administrative Director.
- (2) Staff report to the Administrative Director. The decisions or instructions of an advisory body or its chair are not binding on the staff except in instances when the council or the Administrative Director has specifically authorized such exercise of authority.

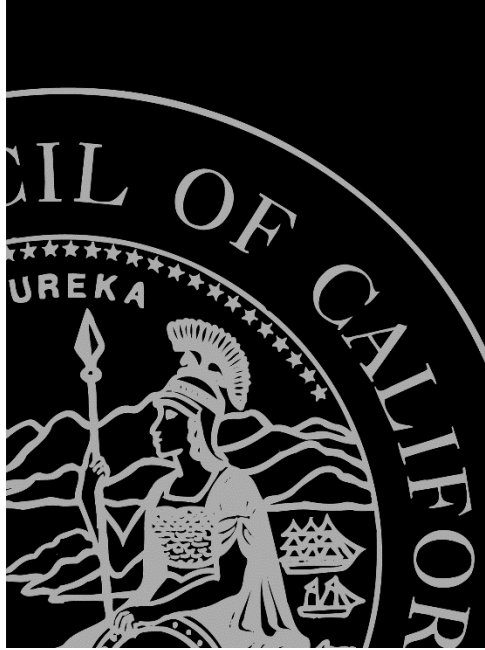
(Subd (e) amended effective January 1, 2016; adopted effective August 14, 2009.)

(f) Review of annual agendas

- (1) Each committee must submit a proposed annual agenda that is reviewed by the internal committee with oversight responsibility, as designated by the Chief Justice. This subdivision does not apply to the Administrative Presiding Justices Advisory Committee.
- (2) The internal committee that is responsible for oversight of the advisory committee reviews the proposed annual agenda and provides the advisory committee with an annual charge to ensure that its activities are consistent with the council's goals and priorities. The annual charge may:
 - (A) Approve or disapprove the annual agenda in whole or in part;
 - (B) Direct the committee to pursue specific projects on the annual agenda;
 - (C) Add or delete specific projects; and
 - (D) Reassign priorities.
- (3) To pursue matters in addition to those specified in its annual charge, an advisory committee must have the approval of the internal committee with oversight responsibility for the advisory committee. The matters must be consistent with the advisory committee's general charge, as set forth in the rules of court, its approved annual agenda, and the council's long-range strategic plan. The additional matters must also be within the committee's authorized budget and available resources, as specified by the council or the Administrative Director.

(Subd (f) amended effective January 1, 2016; adopted effective August 14, 2009; previously amended effective February 20, 2014.)

Rule 10.34 amended effective April 16, 2020; adopted as rule 6.34 effective January 1, 1999; previously amended and renumbered as rule 10.34 effective January 1, 2007; previously amended effective January 1, 2002, September 1, 2003, August 14, 2009, February 20, 2014, and January 16, 2016.



Judicial Council Governance Policies

MARCH 2021



JUDICIAL COUNCIL
OF CALIFORNIA

Judicial Council Governance Policies

The Judicial Council is the policymaking body of the California courts, the largest court system in the nation. Under the leadership of the Chief Justice and in accordance with the California Constitution, the council is responsible for ensuring the consistent, independent, impartial, and accessible administration of justice. Members of the council are appointed by the Chief Justice. Appointees from the Board of Trustees of the State Bar of California and both houses of the Legislature also serve as members of the council. Together the members serve to carry out judicial branch goals. Judicial Council staff implements the council's policies, and the goals and priorities of the council are set forth in [*The Strategic Plan for California's Judicial Branch*](#):

- I. Access, Fairness, and Diversity
- II. Independence and Accountability
- III. Modernization of Management and Administration
- IV. Quality of Justice and Service to the Public
- V. Education for Branchwide Professional Excellence
- VI. Branchwide Infrastructure for Service Excellence
- VII. Adequate, Stable, and Predictable Funding for a Fully Functioning Branch

GOVERNANCE PROCESS

1. Responsibilities of the Council

The council establishes goals and policies for California's judicial branch of government. The council is directly responsible for the following:

- a. Establishing broad goals and policies that set the direction and priorities for the continuous improvement of California's system for the administration of justice. These goals and policies include fundamental goals such as promoting public access to the justice system, increasing responsiveness to the needs of court users of diverse backgrounds, and upholding the rule of law and the impartiality of judges as constitutional officers.
- b. Establishing standards for the performance and accountability of the administrative operations and procedures of the branch. These standards address the diverse needs of court users, employ modern management practices that implement and sustain innovative ideas and effective practices, and report on judicial branch performance to the public, the Legislature, the Governor, and the courts.
- c. Developing and maintaining administrative, technological, and physical infrastructures, including court facilities, that enhance accessibility to the courts and support the needs of the people of California and the judicial branch.

- d. Taking all appropriate steps to develop and establish the judicial branch's fiscal priorities, secure appropriate funding for the judicial branch, establish fiscal and budget policies for the branch, allocate branch appropriations to the courts and the council, and ensure accountability through reporting on the use of its public resources to the legislative and executive branches of state government and to the public.
- e. Sponsoring and taking positions on pending legislation consistent with the council's established goals and priorities to support consistent and effective statewide programs and policies that provide for the highest quality of administration of justice, and that promote an impartial judiciary.
- f. Developing high-quality education and professional development opportunities for all judicial branch personnel to meet public needs and to enhance public trust and confidence in the courts.
- g. Communicating with and reporting to the legislative and executive branches of state government to advance judicial branch goals, and account for the use of public funds and resources.

2. Council Policymaking

The Judicial Council establishes judicial branch policy for the improvement of an independent and impartial justice system that meets public needs and enhances public trust and confidence in the courts. The council develops policy in consultation with the people of California, court leadership, judicial officers, Judicial Council advisory bodies, employees in the judicial branch, the State Bar of California, advocacy groups, the Legislature, the Governor, and other government entities and justice system partners.

The principal focus of the Judicial Council is to establish policies that emphasize long-term strategic leadership and that align with judicial branch goals. Council policymaking is focused on the beneficiaries of the policy, the results to be achieved, the costs that may be incurred, and the corresponding judicial branch goals.

To enable the council to make well-informed strategic decisions, all policy proposals submitted for council consideration by internal committees, advisory bodies, the Administrative Director, and staff should address the following:

- Beneficiaries of the policy;
- Results to be achieved;
- Costs that may be incurred;
- Each corresponding judicial branch goal, objective, and anticipated outcome;

- Previous council action on the issue or policy;
- Comments from interested parties;
- Analysis of the benefits and risks of the proposals; and
- Analysis of the strengths and weaknesses of alternative options and an explanation of their implications.

3. Maintenance of Governance Policies and Principles

Every three years, the Judicial Council conducts a review of its governance policies and principles and determines whether any revisions are needed. The Executive and Planning Committee monitors the regular implementation of the governance policies and principles.

In order to ensure that new council members have the knowledge and understanding needed to perform their duties effectively, they are oriented to the council’s governance policies and principles as well as the council’s history of policymaking on key topics, such as court facilities, fiscal appropriations, and infrastructure initiatives. On an annual basis, the chair of the Executive and Planning Committee reviews the governance policies and principles at a council meeting with members.

4. Internal Committees

a. Executive and Planning Committee

The Executive and Planning Committee makes regular reports to the council on its actions. Its responsibilities are outlined in [California Rules of Court, rule 10.11](#), and summarized below.

- i. Oversees the council’s strategic planning process.
- ii. Oversees the council’s policies and procedures regarding court facilities.
- iii. Establishes agendas for council meetings.
- iv. Develops a schedule of topics the council intends to consider for making policy.
- v. Makes recommendations to the council regarding governance.
- vi. Recommends candidates to the Chief Justice for appointment to the council and its advisory bodies.

b. Rules Committee

The Rules Committee makes regular reports to the council on its actions. Its responsibilities are outlined in [California Rules of Court, rule 10.13](#), and summarized below.

- i. Identifies the need for new rules, standards, and forms.
- ii. Establishes and publishes procedures for the proposal, adoption, and approval of rules of court, forms, and standards of judicial administration that ensure that relevant input from the public is solicited and considered.

- iii. Reviews proposed rules, standards, and forms, and circulates those proposals for public comment in accordance with its procedures and guidelines.
- iv. Provides guidelines for the style and format of rules, forms, and standards and ensures that proposals are consistent with the guidelines.
- v. Ensures that proposals for new or amended rules, standards, and forms do not conflict with statutes or other rules.
- vi. Determines whether proposals for new or amended rules, standards, or forms have complied with its procedures.

c. Legislation Committee

The Legislation Committee makes regular reports to the council on its actions. Its responsibilities are outlined in [California Rules of Court, rule 10.12](#), and summarized below.

- i. Represents the Judicial Council's position with other agencies and entities, such as the Legislature, the Governor's Office, the State Bar of California, local government, local bar associations, and other court-related professional associations.
- ii. Reviews and makes recommendations on proposals for Judicial Council-sponsored legislation; reviews pending bills; determines positions consistent with the council's previous policy decisions; and oversees advocacy for those positions.

d. Technology Committee

The Technology Committee makes regular reports to the council on its actions. Its responsibilities are outlined in [California Rules of Court, rule 10.16](#), and summarized below.

- i. Oversees the council's policies concerning technology and is responsible in partnership with the courts for coordinating with the Administrative Director and all internal committees, advisory committees, commissions, working groups, task forces, justice partners, and stakeholders on technological issues relating to the branch and the courts.
- ii. Responsible for ensuring that council policies are complied with, and that specific projects proceed on schedule and within scope and budget.
- iii. Seeks reports and recommendations from the Administrative Director, the courts, and stakeholders on technology issues. It ensures that technology reports to the council are clear, comprehensive, and provide relevant options so that the council can make effective final technology policy decisions.

e. **Judicial Branch Budget Committee**

The Judicial Branch Budget Committee makes regular reports to the council on its actions. Its responsibilities are outlined in [California Rules of Court, rule 10.15](#), and summarized below.

- i. Ensures that proposed judicial branch budgets, allocation schedules, and related budgetary issues are brought to the Judicial Council in a timely manner and in a format that permits the council to establish funding priorities in the context of the council's annual program objectives, statewide policies, and long-range strategic and operational plans.
- ii. Reviews and makes recommendations annually to the council on submitted budget change proposals for the judicial branch, coordinates these budget change proposals, and ensures that they are submitted to the council in a timely manner.
- iii. Reviews and makes recommendations on the use of statewide emergency funding for the judicial branch.
- iv. Reviews and makes recommendations on the funding of grants on programs assigned to the committee.
- v. Acts on other assignments referred to it by the council.

f. **Litigation Management Committee**

The Litigation Management Committee makes regular reports to the council on its actions. Its responsibilities are outlined in [California Rules of Court, rule 10.14](#), and summarized below.

- i. The committee oversees litigation and claims against trial and appellate courts, the Judicial Council, and employees of those bodies that seek recovery of \$100,000 or more, or raise important policy issues.
- ii. Important policy or court operations issues may include whether to initiate litigation on behalf of a court, when to defend a challenged court practice, or how to resolve disputes where the outcome might have statewide implications.

5. Role of Advisory Committees

Advisory committees under [California Rules of Court, rule 10.34\(a\)](#) are standing committees created by rule of court or the Chief Justice to make recommendations and offer policy alternatives to the Judicial Council for improving the administration of justice within their designated areas of focus by doing the following:

- i. Identifying issues and concerns affecting court administration and recommending solutions to the council.
- ii. Proposing necessary changes to rules, standards, forms, and jury instructions.

- iii. Reviewing pending legislation and making recommendations to the Legislation Committee on whether to support or oppose it.
- iv. Recommending new legislation to the council.
- v. Recommending to the council pilot projects and other programs to evaluate new procedures or practices.
- vi. Acting on assignments referred by the council or an internal committee.
- vii. Making other appropriate recommendations to the council.

6. Council-Staff Relationship

Officially passed motions of the council, and decisions and instructions of the Chief Justice, are binding on the Administrative Director. Decisions or instructions of individual council members or internal and advisory bodies are binding on the Administrative Director if the council or its chair has specifically delegated such exercise of authority.

The Administrative Director has sole authority to assign, supervise, and direct staff. The Administrative Director is responsible for ensuring the completeness and quality of reports and other work product presented to the council. Council members may from time to time request information or assistance from staff, unless in the Director's opinion such requests require an unreasonable amount of staff time or become disruptive. Council members and advisory body members may individually provide information to the Administrative Director on the performance of staff or staff agency to the council.

The Administrative Director, as secretary to the council, may attend and participate in the meetings of each internal committee.



CALIFORNIA RULES OF COURT

TITLE 10. JUDICIAL ADMINISTRATION RULES

Division 1. Judicial Council

Chapter 2. Judicial Council Advisory Committees and Task Forces

- Rule 10.30. Judicial Council advisory bodies*
- Rule 10.31. Advisory committee membership and terms*
- Rule 10.32. Nominations and appointments to advisory committees*
- Rule 10.33. Advisory committee meetings*
- Rule 10.34. Duties and responsibilities of advisory committees*
- Rule 10.40. Appellate Advisory Committee*
- Rule 10.41. Civil and Small Claims Advisory Committee*
- Rule 10.42. Criminal Law Advisory Committee*
- Rule 10.43. Family and Juvenile Law Advisory Committee*
- Rule 10.44. Probate and Mental Health Advisory Committee*
- Rule 10.46. Trial Court Presiding Judges Advisory Committee*
- Rule 10.48. Court Executives Advisory Committee*
- Rule 10.50. Center for Judicial Education and Research Advisory Committee*
- Rule 10.51. Court Interpreters Advisory Panel*
- Rule 10.52. Administrative Presiding Justices Advisory Committee*
- Rule 10.53. Information Technology Advisory Committee*
- Rule 10.54. Traffic Advisory Committee*
- Rule 10.55. Advisory Committee on Providing Access and Fairness*
- Rule 10.56. Collaborative Justice Courts Advisory Committee*
- Rule 10.58. Advisory Committee on Civil Jury Instructions*
- Rule 10.59. Advisory Committee on Criminal Jury Instructions*
- Rule 10.60. Tribal Court–State Court Forum*
- Rule 10.61. Court Security Advisory Committee*
- Rule 10.62. Court Facilities Advisory Committee*
- Rule 10.63. Advisory Committee on Audits and Financial Accountability for the Judicial Branch*
- Rule 10.64. Trial Court Budget Advisory Committee*
- Rule 10.65. Trial Court Facility Modification Advisory Committee*
- Rule 10.66. Workload Assessment Advisory Committee*
- Rule 10.67. Judicial Branch Workers’ Compensation Program Advisory Committee*
- Rule 10.70. Task forces, working groups, and other advisory bodies*

Advisory Committee or Task Force Name
Annual Agenda¹—Year
Approved by [Oversight Committee]: [Date]

I. COMMITTEE INFORMATION

Chair:	Insert name, title, court/affiliation
Lead Staff:	Insert name, title, division
<p>Committee’s Charge/Membership: <i>Insert charge from Cal. Rules of Court, or the specific charge to the Task Force. Hyperlink rule number to courts public site. Insert total number of members and number of members by category.</i></p> <p>[Rule XX.XX/hyperlink rule] of the California Rules of Court states the charge of the [Committee Name], which is to [state committee’s charge]. [Rule XX.XX/hyperlink rule] sets forth additional duties of the committee.</p> <p>[Rule XX.XX/hyperlink rule] sets forth the membership position of the committee. The [Committee Name] currently has [total number] members. The current committee [roster/hyperlink roster] is available on the committee’s web page.</p>	
<p>Subcommittees/Working Groups²: <i>List the names of each subcommittee or working group, including groups made up exclusively of committee/task force members and joint groups with other advisory committees/task forces. To request approval for the creation of a new subgroup, include “new” after the name of the proposed subgroup and describe its purpose.</i></p> <ol style="list-style-type: none"> 1. XYZ Working Group 2. ABC Subcommittee 3. JYF Subcommittee (<i>New</i>) – <i>Provide the charge of the subcommittee.</i> 	

¹ 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.

² 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.

Meetings Planned for [YEAR(S)]³ (Advisory body and all subcommittees and working groups)

Date/Time/Location or Teleconference:

Check here if exception to policy is granted by Executive Office or rule of court.

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³ Refer to [Operating Standards for Judicial Council Advisory Bodies](#) for governance on in-person meetings.

II. COMMITTEE PROJECTS

#	New or One-Time Projects ⁴ [Group projects by priority number.]	
1.	<i>Project Title</i> Short and descriptive	Priority X ⁵
<div style="border: 1px solid black; padding: 5px;"> <p data-bbox="176 396 1963 526">Project Summary⁷: Provide a brief summary of the project and its key objective(s). Be specific about what the project entails and what it is expected to accomplish. If the proposal is for rules or forms, describe the problem to be addressed, or what the new law is and why it requires new/revised forms and/or new or amended rules of court. Origin of project may also be included [for example, is it required by statute or Judicial Council direction, did it result from a suggestion from a court, judge, or attorney; etc.].</p> <p data-bbox="176 565 1251 597">Status/Timeline: Include status and projected completion date, or state “Ongoing” if applicable.</p> <p data-bbox="176 636 1864 701">Fiscal Impact/Resources: Include JCC staff/fiscal resources (e.g., potential BCP), fiscal impact to JCC/trial court (e.g., IT contract), and other relevant resource needs.</p> <p data-bbox="176 711 1906 782"><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p data-bbox="176 821 1957 886">Internal/External Stakeholders: Include any specific JCC staff resources needed, such as Information Technology, Fiscal, Legal, Education, Security, etc. Also include external stakeholders and partners.</p> <p data-bbox="176 925 1222 958">AC Collaboration: Note any committee, task force, subcommittee/working group involvement.</p> </div>		

⁴ 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.

⁵ 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.

⁶ Indicate which goal number of The Strategic Plan for California’s Judicial Branch the project most closely aligns.

⁷ A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	Ongoing Projects and Activities⁴ [Group projects by priority number.]	
1.	Project Title <i>Short and descriptive</i>	Priority X⁵
		Strategic Plan Goal⁶
<p>Project Summary⁷: <i>Provide a brief summary of the project and its key objective(s). Be specific about what the project entails and what it is expected to accomplish. If the proposal is for rules or forms, describe the problem to be addressed, or what the new law is and why it requires new/revised forms and/or new or amended rules of court. Origin of project may also be included [for example, is it required by statute or Judicial Council direction, did it result from a suggestion from a court, judge, or attorney; etc.].</i></p> <p>Status/Timeline: <i>Include status and projected completion date, or state “Ongoing” if applicable.</i></p> <p>Fiscal Impact/Resources: <i>Include JCC staff/fiscal resources (e.g., potential BCP), fiscal impact to JCC/trial court (e.g., IT contract), and other relevant resource needs.</i></p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: <i>Include any specific JCC staff resources needed, such as Information Technology, Fiscal, Legal, Education, Security, etc. Also include external stakeholders and partners.</i></p> <p>AC Collaboration: <i>Note any committee, task force, subcommittee/working group involvement.</i></p>		

III. LIST OF [PREVIOUS YEAR] PROJECT ACCOMPLISHMENTS

[Provide highlights and achievements of completed projects that were included in the [Previous Year] Annual Agenda.]

#	Project Highlights and Achievements <i>[Provide brief, broad outcome(s) and completed date.]</i>
1.	
2.	
3.	
4.	
5.	

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