



## EXECUTIVE AND PLANNING COMMITTEE

### MINUTES OF OPEN MEETING

October 17, 2023

12:10 to 1:00 p.m.

Videoconference

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**Advisory Body Members Present:** Hon. Brad R. Hill (Chair), Hon. Maureen F. Hallahan (Vice-chair), Hon. Marla O. Anderson, Hon. Judith K. Dulcich, Hon. Samuel K. Feng, Hon. Carin T. Fujisaki, Hon. Maria D. Hernandez, Hon. Ann C. Moorman, Ms. Gretchen Nelson, and Mr. David H. Hamasaki

**Committee Staff Present:** Ms. Amber Barnett, Ms. Josely Yangco-Frona, and Ms. Donna Ignacio

**Staff Present:** Ms. Vickie Akers, Ms. Karene Alvarado, Ms. Anna Maves, Ms. Anne Ronan, Mr. James Barolo, Mr. Chris Belloli, Ms. Laura Brown, Mr. Joseph Carozza, Ms. Karyn Chung, Mr. Cathal Conneely, Ms. Angela Cowan, Ms. Jessica Craven, Ms. Shelley Curran, Ms. Nicole Davis, Ms. Deborah Brown, Mr. Douglas Denton, Ms. Charlene Depner, Ms. Donna Newman, Mr. Adam Dorsey, Ms. Audrey Fancy, Ms. Jennifer Gan, Mr. Michael Giden, Ms. Kristin Greenaway, Mr. Kendall Hannon, Mr. Cory Jaspersen, Ms. Leah Rose-Goodwin, Ms. Rose Livingston, Mr. Eric Long, Ms. Lynette Stephens, Ms. An McDougall, Ms. Cassandra McTaggart, Ms. Fran Mueller, Mr. Nicholas Armstrong, Ms. Tiana Osborne-Gauthier, Ms. Scott Parker, Mr. Jonathan Sibayan, Ms. Christy Simons, Ms. Laura Speed, Ms. Norissa Stewart, Mr. Zlatko Theodorovic, Ms. Oksana Tuk, Ms. Sadie Varela, and Mr. John Wordlaw

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#### OPEN MEETING

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

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

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

The committee reviewed the draft minutes of the following:

- August 23, 2023, open meeting;
- August 25, 2023, action by email; and
- September 8, 2023, action by email.

**Action:** *With three abstentions (Judge Hallahan, Judge Hernandez, and Mr. Yamasaki), the committee approved the minutes of the August 23, 2023, open meeting and August 25 and September 8, 2023, actions by email.*

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**DISCUSSION AND ACTION ITEM**

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**Item 1**

**Agenda Setting for November 17, 2023, Judicial Council Meeting (Action Required)**

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

***Action: The committee set the agenda for the November 17, 2023, Judicial Council meeting by approving reports for placement on the business meeting agenda.***

**Item 2**

**Request to Amend 2023 Annual Agenda: Trial Court Presiding Judges Advisory Committee (Action Required)**

Review the request from the Trial Court Presiding Judges Advisory Committee to add a new project to its 2023 annual agenda. This one-time project will establish a working group to provide preliminary recommendations on remote proceeding standards for judicial officers, as requested by California Code of Civil Procedure 367.10.

***Action: The committee approved the request from the Trial Court Presiding Judges Advisory Committee to add a new project to its 2023 annual agenda which establishes a working group to provide preliminary recommendations on remote proceeding standards for judicial officers, as requested by California Code of Civil Procedure 367.10.***

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**ADJOURNMENT**

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There being no further business, the meeting was adjourned at 12:28 p.m.

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



## EXECUTIVE AND PLANNING COMMITTEE

### MINUTES OF ACTION BY EMAIL

Tuesday, October 24, 2023

8:00 a.m.

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**Advisory Body Members Present:** Hon. Brad R. Hill (Chair), Hon. Maureen F. Hallahan (Vice-chair), Hon. Marla O. Anderson, Hon. Judith K. Dulcich, Hon. Samuel K. Feng, Hon. Carin T. Fujisaki, Hon. Maria D. Hernandez, Hon. Ann C. Moorman, Ms. Gretchen Nelson, and Mr. David H. Yamasaki

**Others Present:** Ms. Amber Barnett, Ms. Josely Yangco-Fronza, and Ms. Donna Ignacio

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#### ACTION BY EMAIL

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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 email 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 Monday, October 23, 2023, to allow at least one complete business day for public comment before the committee took action. No public comments were received.

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#### OPEN DISCUSSION AND ACTION ITEM

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**Agenda Setting for November 17, 2023, Judicial Council Meeting (Action Required)**

Review and consider the draft council report listed below for placement on the November 17, 2023, Judicial Council business meeting agenda.

1. 23-189 Judicial Branch Technology | Hybrid Courtroom Findings and Recommendations (No Action Required)

**Action: The committee approved the report above for placement on the November 17, 2023, Judicial Council business meeting agenda.**

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#### CLOSURE OF ACTION

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The action by email concluded at 8:11 a.m. on October 25, 2023.

Approved by the committee on \_\_\_\_\_.



# Judicial Council of California

## Meeting Agenda

### Judicial Council

Please visit  
courts website:  
[www.courts.ca.gov](http://www.courts.ca.gov)  
to view live meeting on  
January 19, 2024

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  
[JCCAccessCoordinator@jud.ca.gov](mailto:JCCAccessCoordinator@jud.ca.gov)*

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Friday, January 19, 2024

San Francisco

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

Session: 9:00 – 9:30 a.m.

#### **OPEN SESSION (RULE 10.6(a)) — MEETING AGENDA**

*A link to the live videostream will be available in the Meeting Information Center at the start of the open session. If the closed session adjourns late, the start time of the open session may be delayed.*

Open Session Begins: 9:45 a.m.

#### **Call to Order**

10 minutes

#### **Public Comment**

10 minutes

*The Judicial Council welcomes public comment on general matters of judicial administration. Written comments are encouraged in advance of the meeting for specific agenda items so council members can consider them prior to the council meeting.*

*For more information about meeting attendance and public comment procedures, visit:*

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

*Submit advance requests to speak and written comments for this meeting by 1:00 p.m. on Thursday, January 18, by email to:*

[judicialcouncil@jud.ca.gov](mailto:judicialcouncil@jud.ca.gov)

## Chief Justice's Report

15 minutes

## Administrative Director's Report

### 24-007 Administrative Director's Report

15 minutes

## CONSENT AGENDA

5 minutes

*A council member may request an item be moved from the Consent Agenda to the Discussion Agenda. Please notify Josely Yangco-Fronda at 415-865-7626 at least 48 hours before the meeting.*

### [24-001](#) Minutes of November 17, 2023, Judicial Council Meeting

### [24-052](#) Judicial Branch Technology | Allocation of Funds for AB 716 Legislative Mandate, Fiscal Year 2023-24 (Action Required)

**Summary:** The Budget Act of 2022 appropriated funding to upgrade the audio equipment of courtrooms in support of Assembly Bill 716, which requires courts, at a minimum, to provide a public audio stream or telephonic means with which to listen to the courtroom proceedings when the courthouse is physically closed. The Technology Committee recommends the Judicial Council allocate approximately \$25 million among trial courts for fiscal year 2023-24, as itemized in the attached summary. The recommended allocations provide funding for needed audio upgrades to courts eligible for funding that submitted requests.

### [24-051](#) Judicial Branch Technology | Branchwide IT Allocation Update, Fiscal Year 2023-24 (Action Required)

**Summary:** The Budget Act of 2022 appropriated funding for judicial branch technology modernization, of which \$8 million was allocated to the Judicial Council for branchwide modernization initiatives. The Judicial Council Information Technology office recommends allocating a portion of this funding directly to a trial court that is partnering with the Judicial Council to develop a branchwide project that aligns with the judicial branch's technology goals, thereby expanding the use of technology to best meet branchwide needs.

### [24-026](#) Trial Court Budget | 2022-23 Final Adjustments for Year-end Fund Balances (Action Required)

**Summary:** Pursuant to Government Code section 77203(b), a trial court may carry over unexpended funds in an amount not to exceed 3 percent of the court's operating budget from the prior fiscal year. The Trial Court Budget Advisory Committee recommends a final one-time allocation reduction of \$30 million related to the fund balance cap in 2022-23 and prior year excluded funds, which nets to \$2.8 million

after adjusting for \$27.2 million in reductions in applicable requests for the Trial Court Trust Fund funds held on behalf of the trial courts.

[24-043](#)**Trial Court Budget | Children’s Waiting Room Fund Balance Cap Adjustments (Action Required)****Summary:**

The Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends children’s waiting room fund balance cap adjustments for six superior court requests. The total amount requested would increase fund balance caps by \$3.8 million.

[24-053](#)**Trial Courts | Trial Court Trust Fund Funds Held on Behalf of the Trial Courts (Action Required)****Summary:**

The Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends approval of 12 new and 11 amended requests of Trial Court Trust Fund funds to be held on behalf of the trial courts, totaling \$4.4 million from 14 trial courts for 2022-23. Under the Judicial Council-adopted process, a court may request reduced allocations related to the fund balance cap be retained in the Trial Court Trust Fund for the benefit of that court.

[24-065](#)**Rules and Forms | Child Support: Revise Income Withholding for Support and Related Instructions (Action Required)****Summary:**

The Family and Juvenile Law Advisory Committee recommends that the Judicial Council approve revisions to *Income Withholding for Support* (form FL-195) and *Income Withholding for Support--Instructions* (form FL-196) as Family Code section 5208 and federal law require that all earning assignment orders for support be issued using the federal forms.

[24-059](#)**Rules and Forms | Elections Code Reports (Action Required)****Summary:**

The chairs of the Probate and Mental Health Advisory Committee and the Criminal Law Advisory Committee recommend adopting Chapter 15, Elections Code Reports, in Title 10, Division 4 of the California Rules of Court and placing rule 10.970 in the new chapter. The Judicial Council adopted rule 10.970, effective January 1, 2024, to implement Assembly Bill 2841, which added section 2211.5 to the Elections Code to require trial courts to report to the Secretary of State judicial determinations under Elections Code sections 2208-2211 disqualifying a person from voting or restoring a person’s right to register to vote. The legislation expressly required the Judicial Council to adopt rules and forms.

**DISCUSSION AGENDA****24-044 Community Assistance, Recovery and Empowerment (CARE) Act  
(No Report. No Action Required)**

**Summary:** Update on the experience of the seven Cohort 1 courts who implemented the CARE Act on October 1, 2023 and early weeks in Los Angeles, implemented December 1, 2023.

**Speakers:** Hon. Kimberlee Lagotta, Judge, Superior Court of San Diego County  
Hon. Maria Hernandez, Judge, Superior Court of Orange County  
Hon. Ebrahim Bayteih, Judge, Superior Court of Orange County  
Ms. Charlene Depner, Center for Families, Children, and the Courts  
  
*20 minutes*

**[24-020](#) Judicial Branch Education | Fiscal Years 2024-26 Education Plan  
(Action Required)**

**Summary:** The Center for Judicial Education and Research Advisory Committee recommends approval of a two-year education plan that will authorize the development and delivery of high-quality education programming and resources to enhance the ability of all individuals serving in the judicial branch to achieve high standards of professionalism, ethics, and performance for the benefit of the public they serve.

**Speakers:** Hon. Joni T. Hiramoto, Member, Center for Judicial Education and Research Advisory Committee  
Ms. Karene Alvarado, Center for Judicial Education and Research  
  
*15 minutes*

**[24-046](#) Access and Fairness | Racial Justice Toolkit for Judicial Officers  
and Court Staff (No Action Required)**

**Summary:** The Advisory Committee on Providing Access and Fairness (PAF), led by its Ad Hoc Racial Justice Working Group, conceived of and created a new online resource for courts entitled The Racial Justice Toolkit. The toolkit is a compilation of resources for bench officers, trial court leadership and court staff to find guidance, as a launching point, to incorporate racial diversity, equity, and inclusion into their court operations; train and educate staff; develop and sustain a diverse workforce; build effective community partnerships; and increase public trust. The toolkit will be updated continuously as new information, data, and resources become available over time.

**Speakers:** Hon. Kevin C. Brazile, Cochair, Advisory Committee on Providing Access and Fairness  
Hon. Elizabeth G. Macias, Judge, Superior Court of Orange County  
  
*10 minutes*

**24-045 Sargent Shriver Civil Counsel Act | Program Update  
(No Report. No Action Required)**

**Summary:** Presentation will be an update on the program's services, funding, persons served, case outcomes, and successes, and will include a project-focused update from a Legal Services of Northern California and Yolo Superior Court.

**Speakers:** Hon. Terry B. Friedman (Ret.), Chair, Shriver Civil Counsel Act Implementation Committee  
Hon. Kimberlee A. Lagotta, Judge, Superior Court of San Diego County  
Ms. Brielle Mansell, Acting Managing Attorney, Legal Services of Northern California  
Ms. Gina Mancianti, Family Law Facilitator/Family Court Services Manager, Superior Court of Yolo County  
Ms. Laura Brown, Center for Families, Children and the Courts  
*20 minutes*

**[24-058](#) Report to the Legislature | Report on the Use of Remote Technology in Civil Actions by the Trial Courts  
(No Action Required)**

**Summary:** Senate Bill 133 (Stats. 2023, ch. 34, § 5) requires the Judicial Council to submit a report to the Legislature on or before December 31, 2023, on the use of remote technology in civil actions by the trial courts. The report provides county-specific data that includes (1) the number of proceedings conducted with the use of remote technology, (2) any superior court in which technology issues or problems occurred, (3) the superior courts in which remote technology was used, (4) the types of trial court conferences, hearings, or proceedings in which remote technology was used, (5) the cost of purchasing, leasing, or upgrading remote technology, (6) the type of technology and equipment purchased or leased, and (7) any other information necessary to evaluate the use of remote proceedings by the courts. The attached report fulfills these Legislative reporting requirements.

**Speakers:** Hon. Ann C. Moorman, Judge, Superior Court of Mendocino County  
Ms. Tracy Kenny, Governmental Affairs  
Mr. Joseph Carozza, Policy and Research

*15 minutes*

**[24-025](#) Judicial Council | 2024 Legislative Priorities (Action Required)**

**Summary:** Each year, the Judicial Council adopts legislative priorities to further key council objectives in the upcoming legislative year. Last year, the council's legislative priorities focused on stable and reliable funding to address increased costs and plan for the future; sufficient resources to improve access to the courts that includes remote access, adequate judgeships and judicial officers in counties with the greatest need; availability of verbatim records of court proceedings; and operational efficiencies in the courts. The Legislation Committee recommends a similar approach for consideration by the Judicial Council for the 2024 legislative year: continued stable



and reliable funding to address increased costs, continued advancement of remote access to the courts while balancing due process, funding for judgeships and judicial officers in counties with the greatest need, ensuring the availability of verbatim records of court proceedings, and operational efficiencies in the courts.

**Speakers:**

Hon. Marla O. Anderson, Chair, Legislation Committee  
Mr. Cory T. Jaspersen, Governmental Affairs

10 minutes

## INFORMATION AGENDA (NO ACTION REQUIRED)

[24-055](#)

### Report to the Department of Finance | Equal Access Fund

**Summary:**

The Budget Act of 2022 included appropriations to be distributed by the Judicial Council to the Legal Services Trust Fund Commission, which were then awarded by the Commission as grants to legal services programs in these areas: (1) Interest on Lawyer's Trust Accounts Formula, Partnership Grants, and Consumer Debt Grants; (2) Homelessness Prevention Grants funded by the federal Coronavirus Fiscal Recovery Fund of 2021; and (3) Homeless Prevention Grants funded by the state General Fund. The State Bar of California was also directed to provide to the Judicial Council an annual report on the allocations, expenditures and outcomes of these programs, and the Judicial Council is required to provide that report to the California Department of Finance. The Judicial Council submitted this report to the Department of Finance on December 20, 2023, in the form of the three separate program reports in Attachments A, B, and C.

[24-056](#)

### Report to the Judicial Council | Trial Court Facility Modifications Report for Quarter 1 of Fiscal Year 2023-24

**Summary:**

This informational report to the Judicial Council outlines the allocations of facility modification funding made to improve trial court facilities in the first quarter (July through September) of fiscal year 2023-24. 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*.

[24-048](#)

### Report to the Legislature | 2022-23 Court Facilities Trust Fund Expenditures

**Summary:**

Pursuant to Government Code section 70352(c), the Judicial Council is required to submit a report on the actual expenditures from the Court Facilities Trust Fund to the Legislature after the end of each fiscal year. On or before December 31, 2023, Judicial Council staff submitted the *2022-23 Court Facilities Trust Fund Expenditures*, which reported that \$183.2 million was expended in 2022-23.

[24-049](#)**Report to the Legislature | Allocation of New Judgeships Funding in 2022-23****Summary:**

Pursuant to the Budget Act of 2007 (Stats. 2007, ch. 171), the Judicial Council is required to report annually to the Legislature on the allocation of funding for support of new judgeships authorized in 2007 until all of the judgeships are appointed and new staff hired. On or before December 31, 2023, Judicial Council staff submitted the *Report on Allocation of Funding in 2022-23 for Support of New Judgeships Authorized in 2007-08*.

[24-054](#)**Report to the Legislature | Electronic Recording Equipment****Summary:**

Pursuant to Government Code section 69958, the Judicial Council is required to report to the Legislature semiannually on the purchase and lease of any electronic recording equipment that will be used to record superior court proceedings. For the reporting period of January 1 through June 30, 2023, 11 courts reported a combined total of \$295,745 for the purchase of electronic recording equipment or related items. On or before December 31, 2023, the Judicial Council's Executive Office staff submitted the *Report of Report of Electronic Recording Equipment Purchased or Leased by Superior Courts (January 1 through June 30, 2023)*.

[24-047](#)**Report to the Legislature | Receipts and Expenditures From Local Courthouse Construction Funds for 2022-23****Summary:**

Pursuant to Government Code section 70403(d), the Judicial Council is required to submit a report accounting for all receipts and expenditures from local courthouse construction funds to the Legislature and the state Department of Finance by January 1 of each year. On or before December 31, 2023, Judicial Council staff submitted the report on *Receipts and Expenditures From Local Courthouse Construction Funds for 2022-23*.

[24-024](#)**Report to the Legislature | Report on California Rules of Court, Rule 10.75 (Meetings of Advisory Bodies)****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.

[24-050](#)**Report to the Legislature | State Trial Court Improvement and Modernization Fund Expenditures in 2022-23****Summary:**

Pursuant to Government Code section 77209(i), the Judicial Council is required to submit an annual report on the use of the State Trial Court Improvement and Modernization Fund to the Legislature. On or before December 31, 2023, Judicial Council staff submitted the *Report of State Trial Court Improvement and*

*Modernization Fund Expenditures in 2022-23.*

[24-057](#)

**Report to the Legislature | Statewide Collection of Court-Ordered Debt**

**Summary:**

Pursuant to Penal Code section 1463.010, the Judicial Council is required to submit a report on the information required to be collected and reported as specified in Government Code section 68514(a), to the Legislature and the Department of Finance by December 31 of each year. On or before December 31, 2023, Judicial Council staff submitted the Report on Statewide Collection of Court-Ordered Debt for 2022-23.

[24-019](#)

**Report to the Legislature | Trial Court Trust Fund Revenue, Expenditure, and Fund Balance Constraints FY 2022-23**

**Summary:**

Pursuant to Government Code sections 68502.5(b) and 77202.5(b), the Judicial Council is required to submit a report to the Legislature that provides financial data, including fund sources, totals, and balances, for all individual courts. The report must be submitted by December 31 following the close of each fiscal year (FY). On or before December 31, 2023, Judicial Council staff submitted the *Report of Trial Court Trust Fund Revenue, Expenditure, and Fund Balance Constraints for FY 2022-23* to the Legislature.

**Judicial Council Internal Committee Reports**

24-013

**Written Reports**

**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

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## MEMORANDUM

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**Date**

November 14, 2023

**Action Requested**

Approve Staff Recommendation

**To**

Members of the Executive and Planning  
Committee

**Deadline**

December 12, 2023

**From**

Leah Rose-Goodwin, Chief Data and  
Analytics Officer  
Kristin Greenaway, Supervising Research  
Analyst  
Office of Court Research

**Contact**

David Smith  
415-865-7696 phone  
[david.smith@jud.ca.gov](mailto:david.smith@jud.ca.gov)

**Subject**

Authorization to Hire a New Permanent SJO  
for the Superior Court of Orange County

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### Executive Summary

Office of Court Research (OCR) staff recommend that the Executive and Planning Committee confirm the request by the Superior Court of Orange County for authorization to create and fill a permanent Subordinate Judicial Officer (SJO) position. The court indicates that its judicial need is significant, citing new mandates related to the CARE Act and the court's commitment to support the new Firearms Relinquishment program; with OCR research on SJO workload supportive of the court's findings in this area. Further, the court indicates that since the beginning of the year, it has maintained double digit judicial vacancies that may grow before the end of the year. For this and other reasons the Superior Court of Orange County is seeking approval to create and fill a permanent SJO position. Confirming this request is consistent with

established council policies concerning adjustments to and approval of the number of authorized judicial positions in the courts.

### **Recommendation**

Office of Court Research staff recommend that the Executive and Planning Committee confirm the request by the Superior Court of Orange County to create a new, permanent SJO position and to hire a court commissioner to fill it.

### **Relevant Previous Council Action**

In 2007, the Judicial 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.<sup>1</sup> Government Code section 71622(a) grants authority to the council to determine the number and type of SJO positions in each trial court.

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.<sup>2</sup> 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

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<sup>1</sup> Judicial Council of Cal., mins. (Feb. 23, 2007), Items 9 and 10, *Subordinate Judicial Officers: Policy for Approval of Number of Subordinate Judicial Officers in Trial Courts*, [www.courts.ca.gov/documents/min0207.pdf](http://www.courts.ca.gov/documents/min0207.pdf).

<sup>2</sup> The position of regional administrative director was eliminated in 2012 as a result of the restructuring of the Administrative Office of the Courts (former name of Judicial Council staff).

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 request by the Superior Court of Orange County for authorization to create and fill one new SJO position, is based on a number of factors. These include an increase in judge workload that exceeds its current Authorized Judicial Positions (AJP) and an ongoing vacancy rate that the court indicates may result in as many as 17 judicial vacancies by the end of the year. Further, the court anticipates additional workload related to the CARE Act mandates, has reason to expand its Firearms Relinquishment calendar, and has other forms of workload appropriate for an SJO to hear.

Confirming the court’s request in this matter is within the scope of the Judicial Council’s responsibilities under Government Code section 71622(a),<sup>3</sup> which delegated authority to the Executive and Planning Committee for review and approval of courts’ requests to adjust the workload or number of SJOs serving in a court on a temporary and permanent basis.<sup>4</sup>

### **Policy implications**

Confirming the court’s request for the addition of a new SJO position serving in the role 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 confirmation of the request to create and fill a new SJO position is consistent with council policy. On that basis, no alternatives were considered.

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<sup>3</sup> “Each trial court may establish and may appoint any subordinate judicial officers that are deemed necessary for the performance of subordinate judicial duties, as authorized by law to be performed by subordinate judicial officers. However, the number and type of subordinate judicial officers in a trial court shall be subject to approval by the Judicial Council. Subordinate judicial officers shall serve at the pleasure of the trial court.” (Gov. Code, § 71622(a).)

<sup>4</sup> Judicial Council of Cal., mins. (Feb. 23, 2007), Item 10, *Subordinate Judicial Officers: Policy for Approval of Number of Subordinate Judicial Officers in the Trial Courts*, [www.courts.ca.gov/documents/min0207.pdf](http://www.courts.ca.gov/documents/min0207.pdf).

### **Fiscal and Operational Impacts**

The court indicates that it has performed the necessary budget analysis to confirm that it has sufficient funds to pay for the costs associated with this request. On that basis, implementing the recommendation would generate no fiscal or operational costs to the branch as a whole.

### **Attachments and Links**

1. Attachment A: Letter from Presiding Judge Maria D. Hernandez, Superior Court of Orange County, to Justice Brad R. Hill, Executive and Planning chair (Oct. 9, 2023)



# Superior Court of California County of Orange

CHAMBERS OF  
MARIA D. HERNANDEZ  
PRESIDING JUDGE

700 CIVIC CENTER DRIVE WEST  
P.O. BOX 1994  
SANTA ANA, CA 92702-1994  
PHONE: (657) 622-7011

October 9, 2023

Honorable Bradley Hill, Chair  
Judicial Council Executive and Planning Committee  
455 Golden Gate Avenue  
San Francisco, California 94102-3688

Re: Requesting Increase to Judicial Position Allotment to Add One Commissioner Position

Dear Justice Hill:

I am writing to request that you forward to the Judicial Council's Executive and Planning Committee for consideration of our request to increase our judicial position allotment by one to align our judicial resources to accommodate our current workload. The assessment that established the Orange County Superior Court's current allotment of judicial positions at 144 was performed in the 2012/13 fiscal year. In evaluating our most recent workload data which continues to be increasing each year and suggests that our judicial needs are in excess of 145.

The impact on our court of the workload increases has been particularly challenging given the deliberate nature of filling judicial vacancies through the gubernatorial appointment process. Since the beginning of the year, we have maintained double-digit vacancies and by the end of this calendar year, we anticipate having 17 vacancies absent new appointments. Coupled with new mandates related to the CARE Act and our commitment to support the new Firearms Relinquishment program are added challenges that would be mitigated by an additional court commissioner. Our hope, should the Executive and Planning Committee conclude that additional judicial resources are appropriate for our court, is to appoint a court commissioner to enable the court to expand the Firearms Relinquishment calendar to one that operates several times weekly in addition to helping address other workload needs.

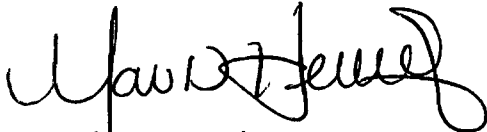


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We fully understand that if this request is ultimately granted, we would be responsible for all associated salary and benefits costs of an additional court commissioner.

Thank you for your consideration and assistance.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Maria Hernandez', written in a cursive style.

Maria Hernandez  
Presiding Judge

cc: Hon. Cheri Pham, Assistant Presiding Judge  
David Yamasaki, Court Executive Officer

MD:lh

**Trial Court Presiding Judges Advisory Committee**  
**Annual Agenda<sup>1</sup>—2024**

**Approved by the Executive and Planning Committee: (Date)**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Maria D. Hernandez, Presiding Judge, Superior Court of Orange County
<b>Lead Staff:</b>	Mr. Corey Rada, Senior Analyst, Trial Court Leadership
<p><b>Committee's Charge/Membership:</b></p> <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>Per rule 10.46(c), the TCPJAC is comprised of the presiding judges of all 58 superior courts. Additionally, rule 10.46 (d) 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>	

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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 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 Working Group on California Code of Civil Procedure 367.10

## Meetings Planned for 2024<sup>3</sup> (Advisory body and all subcommittees and working groups)

Date/Time/Location or Teleconference:

Joint TCPJAC/CEAC and TCPJAC Statewide Meetings:

- February 1–2, 2024 (in person, location TBD)
- August 15–16, 2024 (in-person, location TBD)

Joint TCPJAC/CEAC and TCPJAC Executive Committee Meetings:

- April 24, 2024 (in-person, Sacramento)
- October 16, 2024 (in-person, Sacramento)

Specific subcommittee/working group meeting dates are to be determined at this time. Meeting occurrences are estimates for 2024 and may be subject to change.

TCPJAC/CEAC Joint Legislation Subcommittee – 15 teleconferences

TCPJAC/CEAC Joint Rules Subcommittee – 5 teleconferences

Working Group on California Code of Civil Procedure 367.10 – 2 teleconferences

Check here if exception to policy is granted by Executive Office.

Assistant presiding judges are permitted to attend and be reimbursed for travel expenditures to statewide meetings in addition to members of the Trial Court Presiding Judges Advisory Committee.

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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.

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

## COMMITTEE PROJECTS

#	New or One-Time Projects <sup>4</sup>	
1.	<b>Project Title:</b> TCPJAC Working Group on California Code of Civil Procedure 367.10 (One-Time)	<b>Priority<sup>5</sup></b> 1 <b>Strategic Plan Goal<sup>6</sup></b> II, IV, VI
<p><b>Project Summary<sup>7</sup>:</b> As required by California Code of Civil Procedure 367.10, consistent with its constitutional rulemaking authority, the Judicial Council shall adopt rules that include standards for when a judicial officer, in limited situations and in the interest of justice, may preside over a remote court proceeding from a location other than a courtroom.</p> <p>The working group will provide preliminary recommendations on remote proceeding standards for judicial officers. Input on more substantive policy decisions will first be vetted by the Trial Court Presiding Judges Advisory Committee and then presented to the Judicial Council for final review.</p> <p><b>Status/Timeline:</b> July 2024</p> <p><b>Fiscal Impact/Resources:</b> Trial Court Leadership, Governmental Affairs, Human Resources, Legal Services, and Policy &amp; Research staff</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Superior courts.</p> <p><b>AC Collaboration:</b> Rules Committee, CEAC, and other advisory bodies as needed.</p>		

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

<sup>5</sup> For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to or accurately reflect the law; 1(b) Council or an internal committee has directed the committee to consider new or amended rules and forms; 1(c) Change is urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(d) Proposal is 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 changes in law; 2(b) Responsive to identified concerns or problems; 2(c) Helpful in otherwise advancing Judicial Council goals and objectives.

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

<sup>7</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>4</sup></b>	
1.	<b><i>Project Title: TCPJAC/CEAC Joint Legislation Subcommittee</i></b>
	<b><i>Priority 1<sup>5</sup></i></b>
<b><i>Strategic Plan Goal<sup>6</sup> II, III</i></b>	
<p><b><i>Project Summary<sup>7</sup>:</i></b> The TCPJAC/CEAC Joint Legislation Subcommittee (JLS) is charged with developing, reviewing, commenting, and making recommendations on proposed legislation to establish new or amend existing laws. The subcommittee 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 recommends proposals for future consideration by the Legislation Committee.</p> <p><b><i>Status/Timeline:</i></b> Ongoing.</p> <p><b><i>Fiscal Impact/Resources:</i></b> Governmental Affairs and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b><i>Internal/External Stakeholders:</i></b> None.</p> <p><b><i>AC Collaboration:</i></b> CEAC and Legislation Committee.</p>	
2.	<b><i>Project Title: TCPJAC/CEAC Joint Rules Subcommittee</i></b>
	<b><i>Priority 1<sup>5</sup></i></b>
<b><i>Strategic Plan Goal<sup>6</sup> II, III, VI</i></b>	
<p><b><i>Project Summary<sup>7</sup>:</i></b> The TCPJAC/CEAC Joint Rules Subcommittee (JRS) is charged with developing, reviewing, and providing input on proposals to establish, amend, or repeal the California Rules of Court, Standards of Judicial Administration, and Judicial Council forms to improve the efficiency or effectiveness of the trial courts. The subcommittee focuses on those proposals that may lead to a significant fiscal or operational impact on the trial courts and makes recommendations to the Rules Committee concerning the overall rule making process. Additionally, JRS is charged with reviewing non-rule related invitations to comment that may have an impact on the trial courts.</p> <p><b><i>Status/Timeline:</i></b> Ongoing.</p> <p><b><i>Fiscal Impact/Resources:</i></b> Legal Services and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>The project includes allocations or distributions of funds to the courts, which have been reviewed and approved by Budget Service.</i></p> <p><b><i>Internal/External Stakeholders:</i></b> None.</p> <p><b><i>AC Collaboration:</i></b> CEAC, Rules Committee, and various advisory bodies.</p>	

3.	<b>Project Title: Strengthen the Role of Presiding Judges in Outreach to the Legislative and Executive Branches</b>	<b>Priority 2<sup>5</sup></b>
<p><b>Project Summary<sup>7</sup>:</b> In consultation with the Judicial Council’s Administrative Director, Governmental Affairs, and Budget Services, TCPJAC will support Judicial Council 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 materials for presiding judges and perhaps educational sessions with legislative staff to educate them on the judicial branch budget and the fiscal/operational needs of the trial courts. TCPJAC will also assist in strengthening communication with the executive branch and with the Department of Finance in particular.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Judicial Council’s Administrative Director; Trial Court Leadership, Budget Services, and Governmental Affairs staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None.</p>		<b>Strategic Plan Goal<sup>6</sup> II</b>
4.	<b>Project Title: Serve as a Resource and Identify Emerging Trends and Issues in the Courts</b>	<b>Priority 2<sup>5</sup></b>
<p><b>Project Summary<sup>7</sup>:</b> Serve as a subject matter resource for Judicial Council divisions and other council advisory groups to avoid duplication of efforts and contribute to the development of recommendations for council action. Identify, monitor, and discuss emerging trends and issues at the trial court level to increase communication with the Judicial Council, make recommendations concerning court administration to the council, and identify matters to bring to the council’s Executive Office to enhance branch communication.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Superior courts.</p> <p><b>AC Collaboration:</b> CEAC and various advisory bodies as needed.</p>		

## II. LIST OF 2023 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p><b>Educational Opportunities.</b> TCPJAC and CEAC leadership collaborated with Judicial Council staff to conduct four business meetings in 2023. These meetings covered topics including budget priorities, legislative updates, information technology updates, emergency preparedness and response, and court operations. Participants included presiding judges, assistant presiding judges, court executive officers, and assistant court executive officers.</p>
2.	<p><b>TCPJAC/CEAC Joint Legislation Subcommittee.</b> Remained active throughout 2023, holding 9 conference calls on behalf of TCPJAC and CEAC, to provide review and make recommendations to the Legislation Committee on 48 different bills identified by Governmental Affairs as having significant operational or administrative impact on the trial courts. In December 2023, the subcommittee meeting schedule will be set according to the Legislation Committee’s 2024 meeting schedule. The subcommittee will continue to meet to review proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts, and recommend proposals for future consideration.</p>
3.	<p><b>TCPJAC/CEAC Joint Rules Subcommittee.</b> Remained active throughout 2023, on behalf of the TCPJAC and CEAC, and reviewed 45 rule proposals throughout the course of the year. The subcommittee provided comment on 15 rule proposals that may have a significant fiscal or operational impact on the trial courts. This subcommittee will continue to be active in 2024 and meet as needed.</p>
4.	<p><b>Report to the Legislature: Recommendations to Increase Uniformity in Transcription Rate Expenditures in California.</b> Through the TCPJAC/CEAC Joint Transcript Fee Working Group, TCPJAC developed recommendations to increase transcript fee uniformity. These recommendations were included in a report to the Legislature as required by Government Code section 69950.5.</p>
5.	<p><b>Projects Assigned by the Ad Hoc Workgroup on Post-Pandemic Initiatives (P3).</b> Members held 16 meetings to address the four subject matter areas assigned to the Court Executives Advisory Committee (CEAC) with the assistance of TCPJAC: 1) expand options for e-filing and e-signatures, 2) maintain and improve online self-help services and live chat on court websites, 3) improve the juror experience, and 4) use of staggered calendar for court hearings. Discussions focused on promoting consistency when Judicial Council advisory bodies are considering proposals related to remote access and electronic court records. Meeting discussions reviewed the importance of courts updating e-filing and e-signatures practices as well as information on file with the IT office at the Judicial Council. Implementation self-help website services, such as on-line chat or chatbot experiences, were discussed at length and added as a topic in CEAC’s subject matter expert listing. The juror experience topic was referred to the CEAC Jury Administration and Management Subcommittee (JAMS) for ongoing work. A repository of subject matter experts on staggering court calendars was created and includes a list of courts who implemented the procedure along with documentation of the benefits and challenges for both the courts and their justice partners.</p>

**Court Executives Advisory Committee  
Annual Agenda<sup>1</sup>—2024  
Approved by the Executive and Planning Committee: TBD**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Mr. David Yamasaki, Court Executive Officer, Superior Court of Orange County
<b>Lead Staff:</b>	Ms. Mary Carter, Senior Analyst, Trial Court Leadership
<p><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.</p> <p><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.</p> <p>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. Trial Court Presiding Judges Advisory Committee (TCPJAC)/CEAC Joint Legislation Subcommittee</li> <li>2. TCPJAC/CEAC Joint Rules Subcommittee</li> <li>3. Information Technology Advisory Committee (ITAC)/CEAC Joint Information Security Governance Subcommittee</li> <li>4. CEAC Child Support Services Subcommittee</li> <li>5. CEAC Judicial Branch Statistical Information System Subcommittee</li> <li>6. CEAC Jury Administration and Management Subcommittee</li> <li>7. CEAC Nominations Subcommittee</li> <li>8. CEAC Records Management Subcommittee</li> <li>9. CEAC Trial Court Financial Policies 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.



### **Meetings Planned for 2024<sup>3</sup> (Advisory body and all subcommittees and working groups)**

Joint TCPJAC/CEAC and CEAC Statewide Meetings:

- February 1–2, 2024 (in-person, location TBD)
- August 15–16, 2024 (in-person, location TBD)

Joint TCPJAC/CEAC and CEAC Executive Committee Meetings:

- April 24, 2024 (in-person, Sacramento)
- October 16, 2024 (in-person, Sacramento)

Specific subcommittee/working group meeting dates are to be determined at this time. Meeting occurrences are estimates for 2024 and may be subject to change.

TCPJAC/CEAC Joint Legislation Subcommittee – 15 teleconferences

TCPJAC/CEAC Joint Rules Subcommittee – 5 teleconferences

ITAC/CEAC Joint Information Security Governance Subcommittee – 4 teleconferences

CEAC Child Support Services Subcommittee – 5 teleconferences

CEAC Judicial Branch Statistical Information System Subcommittee – 4 teleconferences

CEAC Jury Administration and Management Subcommittee – 4 teleconferences

CEAC Nominations Subcommittee – 6 teleconferences

CEAC Records Management Subcommittee – 3 teleconferences

CEAC Trial Court Financial Policies Subcommittee – 1 teleconference

Check here if exception to policy is granted by [rule 10.48\(g\)](#).

Assistant court executive officers are permitted to attend and be reimbursed for travel expenditures to statewide meetings in addition to members of the Court Executive Advisory Committee.

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

## II. COMMITTEE PROJECTS

#	Ongoing Projects and Activities <sup>4</sup>	
1.	<b>Project Title:</b> TCPJAC/CEAC Joint Legislation Subcommittee	<b>Priority<sup>5</sup></b> 1 <b>Strategic Plan Goal<sup>6</sup></b> II, III
<p><b>Project Summary<sup>7</sup>:</b> The TCPJAC/CEAC Joint Legislation Subcommittee (JLS) is charged with developing, reviewing, commenting, and making recommendations on proposed legislation to establish new or amend existing laws. The subcommittee 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 recommends proposals for future consideration by the Legislation Committee.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Governmental Affairs and Trial Court Leadership staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> TCPJAC and Legislation Committee.</p>		
2.	<b>Project Title:</b> TCPJAC/CEAC Joint Rules Subcommittee	<b>Priority<sup>5</sup></b> 1

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

<sup>5</sup> For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to or accurately reflect the law; 1(b) Council or an internal committee has directed the committee to consider new or amended rules and forms; 1(c) Change is urgently needed to remedy a problem that is causing significant cost or inconvenience to the court or the public; 1(d) Proposal is 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 changes into law; 2(b) Responsive to identified concerns or problems; 2(c) Helpful in otherwise advancing Judicial Council goals and objectives.

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

<sup>7</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>4</sup></b>	
	<i>Strategic Plan Goal<sup>6</sup> II, III, IV</i>	<p><b>Project Summary<sup>7</sup>:</b> The TCPJAC/CEAC Joint Rules Subcommittee (JRS) is charged with developing, reviewing, and providing input on proposals to establish, amend, or repeal the California Rules of Court, Standards of Judicial Administration, and Judicial Council forms to improve the efficiency or effectiveness of the trial courts. The subcommittee focuses on those proposals that may lead to a significant fiscal or operational impact on the trial courts and makes recommendations to the Rules Committee concerning the overall rule-making process. Additionally, JRS is charged with reviewing nonrule-related invitations to comment that may have an impact on the trial courts.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Legal Services and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> TCPJAC, Rules Committee, and various advisory bodies.</p>
3.	<i>Priority<sup>5</sup> 1</i>	<p><b>Project Title:</b> ITAC/CEAC Joint Information Security Governance Subcommittee</p> <p style="text-align: right;"><i>Strategic Plan Goal<sup>6</sup> II, VI</i></p> <p><b>Project Summary<sup>7</sup>:</b> The Joint Information Security Governance Subcommittee will review and provide feedback on security-related recommendations made by the Judicial Council’s Information Security Office and other entities. The subcommittee will also review and recommend policies and other security-related proposals for action by ITAC and CEAC.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Information Technology, Legal Services, and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Courts of Appeal and superior courts.</p>

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<i>AC Collaboration:</i> ITAC and other advisory bodies as needed.	
4.	<b>Project Title: CEAC Child Support Services Subcommittee</b>	<b>Priority<sup>5</sup> 2</b> <b>Strategic Plan Goal<sup>6</sup> VII</b>
	<p><b>Project Summary<sup>7</sup>:</b> Through the Child Support Services Subcommittee, CEAC will work in consultation with the Judicial Council Center for Families, Children &amp; the Courts (CFCC) to provide information about significant fiscal and/or operational impacts on trial courts regarding proposed policy or operational changes by the program or the Department of Child Support Services (DCSS). The subcommittee will review feedback from trial courts related to fiscal and/or operational impacts on trial courts which might be addressed in the Judicial Council's agreement with DCSS. In addition, the subcommittee will develop comments and/or recommendations (for CEAC's approval) concerning recommendations proposed by the Data Analytics Advisory Committee regarding the development of Assembly Bill (AB) 1058 data for the Judicial Branch Statistical Information System (JBSIS). The subcommittee will also convene to address any other critical issues related to the Plan of Cooperation (POC) and AB 1058 court contract that might arise in the interim.</p> <p>If the option for a second year of the FY 2023–2024 is not exercised by the Judicial Council, the Child Support Services Subcommittee will meet to review the AB 1058 court contracts for FY 2024–25.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> CFCC, Trial Court Leadership, and Research and Evaluation staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> DCSS.</p> <p><b>AC Collaboration:</b> Data Analytics Advisory Committee (DAAC), Family and Juvenile Law Advisory Committee, and Trial Court Budget Advisory Committee.</p>	

#	Ongoing Projects and Activities <sup>4</sup>	
5.	<b>Project Title: CEAC Judicial Branch Statistical Information System Subcommittee</b>	<b>Priority<sup>5</sup> 2</b>
<b>Strategic Plan Goal<sup>6</sup> III</b>		
<p><b>Project Summary<sup>7</sup>:</b> CEAC will continue to provide oversight responsibility over Judicial Branch Statistical Information System (JBSIS) through the JBSIS Subcommittee. JBSIS is authorized through California Rules of Court, rule 10.400, and CEAC has oversight responsibility of JBSIS as defined in rule 10.48, which governs CEAC.</p> <p>The subcommittee identified the following projects:</p> <p><b>Developing the JBSIS 4.0 Implementation Plan</b>  The Judicial Council approved the JBSIS 4.0 data at its July 15, 2022, meeting. The subcommittee will work with the ITAC and the Judicial Council’s Information Technology to recommend an implementation plan for the JBSIS 4.0 standards. The plan will include details about how to align JBSIS data submission with JBSIS 4.0 standards as well as how to plan for JBSIS data reporting in the new statewide data warehouse, update associated databases, and modernize related applications and interfaces. This project carries over from 2023.</p> <p><b>Updating and Clarifying JBSIS 3.0 Guidance</b>  The subcommittee will work with the Judicial Council’s Office of Court Research to complete a technical, non-substantive revise of the JBSIS manual. This revision will include updating form and code section references, expanding reporting guidance in certain sections, and making minor formatting changes. Upon completion of this project, the subcommittee will distribute the revised manual to court data contacts. This project carries over from 2023.</p> <p><b>Updating JBSIS Data Reporting Requirements (ongoing)</b>  As needed, the subcommittee will review and propose changes to JBSIS data reporting requirements, and rules of court and standards of judicial administration when applicable, as issues arise or are brought the attention of the subcommittee. In 2024, the subcommittee proposes to focus on implementing a change to JBSIS data reporting related to standard 2.2(m)(renumbered as of January 1, 2024, from rule 2.2(n)), particularly as it relates to diversion proceedings.</p> <p><b>Implementing New Reporting Requirements (Community Assistance Recovery and Empowerment Act, SB 929)</b>  The subcommittee will consider new data reporting requirements from recent legislation and determine how to align them with JBSIS data reporting.</p> <p><b>Status/Timeline:</b> Ongoing.</p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><b>Fiscal Impact/Resources:</b> Information Technology, Trial Court Leadership, and Office of Court Research staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Superior courts and case management system vendors.</p> <p><b>AC Collaboration:</b> DAAC, ITAC, and Rules Committee.</p>	
6.	<b>Project Title: CEAC Nominations Subcommittee</b>	<b>Priority5 1</b>
	<p><b>Project Summary<sup>7</sup>:</b> Pursuant to California Rules of Court, rule 10.48(e)(2), the Executive Committee of CEAC must review and recommend to the council’s Executive and Planning Committee candidates for the following:</p> <ul style="list-style-type: none"> <li>• Members of CEAC’s Executive Committee;</li> <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> Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Executive and Planning Committee and various advisory bodies receiving nominations.</p>	
7.	<b>Project Title: CEAC Records Management Subcommittee</b>	<b>Priority5 2</b>
	<p><b>Project Summary<sup>7</sup>:</b> Through the Records Management Subcommittee, CEAC will continue to develop and publish updates to the <i>Trial Court Records Manual</i> (TCRM), with a focus on ensuring that content reflects current law and promoting best practices. The subcommittee</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p>will monitor the progress of proposed 2024 Judicial Council-sponsored legislations, other legislation affecting court records management, and relevant amendments to the California Rules of Courts and Judicial Council of California forms.</p> <p>The Records Management Committee plans to commence discussions with records managers from the trial and appellate courts on electronic records management best practices and the creation of a records management reference guide which pulls out the most often used portions of the TCRM in a more usable format. The Committee is in discussion with the Digitizing Court Records User Group to collaborate on how to reach more records managers and invigorate the sharing of best practices.</p> <p><b>Status/Timeline:</b> TCRM Updates – Ongoing. Government Code sections 68152(a)(6) and 68153 – 2023.</p> <p><b>Fiscal Impact/Resources:</b> CFCC, Criminal Justice Services, Governmental Affairs, Information Technology, Legal Services, and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Possible consultation with Criminal Law Advisory Committee, Family and Juvenile Law Advisory Committee, ITAC, Probate Mental Health Advisory Committee, and TCPJAC.</p>	
8.	<b>Project Title: CEAC Trial Court Financial Policies Subcommittee</b>	<p><b>Priority</b> 5 2</p> <p><b>Strategic Plan Goal</b> 6 II, III</p>
	<p><b>Project Summary<sup>7</sup>:</b> Through the Trial Court Financial Policies Subcommittee, CEAC will work with Judicial Council’s Branch Accounting and Procurement (BAP) to review and identify needed revisions to the <i>Trial Court Financial Policies and Procedures Manual (TCFPPM)</i>.</p> <p>Pursuant to the California Rules of Court, rule 10.804, the Judicial Council of California is required to adopt financial policies and procedures for the superior courts. The TCFPPM was established in 2001 which set out a system of fundamental internal controls that enable the superior courts to monitor their use of public funds, provide consistent and comparable financial statements, and demonstrate accountability. Annually, the manual is reviewed, and any suggested updates are submitted to the Judicial Council for approval. Throughout the year, BAP works with representatives from various courts to compile and draft recommendations for the next version of the manual. Prior to presentation to the Judicial Council, the rule 10.804(1)(b) requires that the amendments to the manual be made available to the superior courts, the Department of Finance, and the State Controller’s Office for comment.</p>	

**# Ongoing Projects and Activities<sup>4</sup>**

The subcommittee will be reviewing proposed edits to the *Trial Court Financial Policies and Procedures Manual* including but not limited to, purchase card receipts, Petty Cash and Cash Change forms, clarifying forms of acceptable payments discretionary verbiage to match GC 71386(b), clarifying “year” vs. “fiscal year” for record retention, remote deposit option for banking services, updated Delegation of Authority to Accept Gifts memo, and added language authorizing escheatment of unclaimed eminent domain funds, stale dated Franchise Tax Board over-garnishment refunds, and stale dated refunds for overpayment of criminal proceedings.

**Status/Timeline:** Ongoing.

**Fiscal Impact/Resources:** BAP, Budget Services, and Trial Court Leadership staff.

*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.*

**Internal/External Stakeholders:** Superior courts.

**AC Collaboration:** None.



#	Ongoing Projects and Activities <sup>4</sup>	
9.	<b>Project Title: Strengthen the Role of Court Executive Officers in Outreach to the Legislative and Executive Branches</b>	<b>Priority5 2</b> <b>Strategic Plan Goal6 II</b>
<p><b>Project Summary<sup>7</sup>:</b> In consultation with the Judicial Council’s Administrative Director, Governmental Affairs, and Budget Services, CEAC will support Judicial Council 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 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. CEAC will also assist in strengthening communication with the executive branch and with the Department of Finance in particular.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Judicial Council’s Administrative Director; Trial Court Leadership, Budget Services, and Governmental Affairs staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None.</p>		
10.	<b>Project Title: Serve as a Resource and Identify Emerging Trends and Issues in the Courts</b>	<b>Priority5 2</b>
<p><b>Project Summary<sup>7</sup>:</b> Serve as a subject matter resource for Judicial Council divisions and other council advisory groups to avoid duplication of efforts and contribute to the development of recommendations for council action. Identify, monitor, and discuss emerging trends and issues at the trial court level to increase communication with the Judicial Council, make recommendations concerning court administration to the council, and identify matters to bring to the Executive Office of the Judicial Council to enhance branch communication.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Various Judicial Council divisions as needed.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Various advisory bodies as needed.</p>		

## LIST OF 2023 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<b>Educational Opportunities.</b> TCPJAC and CEAC leadership collaborated with Judicial Council staff to hold four business meetings in 2023. These meetings covered topics including budget priorities, legislative updates, information technology updates, and court operations. Participants included presiding judges, assistant presiding judges, court executive officers, and assistant court executive officers
2.	<b>TCPJAC/CEAC Joint Legislation Subcommittee.</b> Remained active throughout 2023, holding 9 conference calls on behalf of the TCPJAC and CEAC, to provide review and make recommendations to the Legislation Committee on 48 different bills identified by Governmental Affairs as having significant operational or administrative impact on the trial courts. In December 2023, the subcommittee meeting schedule will be set according to the Legislation Committee’s 2024 meeting schedule. The subcommittee will continue to meet to review proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts, and recommend proposals for future consideration.
3.	<b>TCPJAC/CEAC Joint Rules Subcommittee.</b> Remained active throughout 2023, on behalf of the TCPJAC and CEAC, and reviewed 45 rule proposals throughout the course of the year. The subcommittee provided comment on 15 rule proposals that may have a significant fiscal or operational impact on the trial courts. This subcommittee will continue to be active in 2024 and meet as needed.
4.	<b>Child Support Services Subcommittee.</b> The subcommittee reviewed the AB 1058 court contracts for FY 2023–24 and provided feedback to the program on changes to the contract terms. The subcommittee also met with program representative to outline a timeline and process for subcommittee involvement in the review of contracts and plans of cooperation.
5.	<b>JBSIS Subcommittee.</b> In 2023, the subcommittee made progress on several of its ongoing projects. Some projects are carried over due to staffing issues and to better align with JCIT timelines for the new statewide data warehouse. The subcommittee approved a revision to Standard 2.2(m) to improve clarity of data reporting. Following CEAC approval and a public comment period, the Judicial Council approved the subcommittee’s recommendation at its September 19, 2023, meeting.
6.	<b>Nominations Subcommittee.</b> During the 2023 nominations cycle, the subcommittee identified, assessed, and recommended court executive officer/judicial administrator candidates for membership on the Judicial Council, CEAC Executive Committee, and other council advisory bodies.
7.	<b>Records Management Subcommittee.</b> The subcommittee is working on updates on the TCRM to include legislatively mandated updates and best practices for court records.
8.	<b>Trial Court Financial Policies Subcommittee.</b> The subcommittee began the TCFPPM–13th revision period and Judicial Council staff held multiple meetings to review proposals and complete draft revisions. Proposed drafts were shared with the members of the Trial Court Financial Policies Workgroup and Court Fiscal Officer Roundtable Networking Group participants for review and comment.
9.	<b>Report to the Legislature: Recommendations to Increase Uniformity in Transcription Rate Expenditures in California.</b> Through the TCPJAC/CEAC Joint Transcript Fee Working Group, TCPJAC developed recommendations to increase transcript fee uniformity. These recommendations were included in a report to the Legislature as required by Government Code section 69950.5.

#	Project Highlights and Achievements
10.	<p><b>Projects Assigned by the Ad Hoc Workgroup on Post-Pandemic Initiatives (P3).</b> Members held 16 meetings to address the four subject matter areas assigned to the Court Executives Advisory Committee (CEAC) with the assistance of the Trial Court Presiding Judges Advisory Committee (TCPJAC): 1) expand options for e-filing and e-signatures, 2) maintain and improve online self-help services and live chat on court websites, 3) improve the juror experience, and 4) use of staggered calendar for court hearings. Discussions focused on promoting consistency when Judicial Council advisory bodies are considering proposals related to remote access and electronic court records. Meeting discussions reviewed the importance of courts updating e-filing and e-signatures practices as well as information on file with the IT office at the Judicial Council. Implementation self-help website services, such as on-line chat or chatbot experiences, were discussed at length and added as a topic in CEAC’s subject matter expert listing. The juror experience topic was referred to the CEAC Jury Administration and Management Subcommittee (JAMS) for ongoing work. A repository of subject matter experts on staggering court calendars was created and includes a list of courts who implemented the procedure along with documentation of the benefits and challenges for both the courts and their justice partners.</p>

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