



# JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY  
ADVISORY COMMITTEE

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

## INFORMATION TECHNOLOGY ADVISORY COMMITTEE

### RULES AND POLICY SUBCOMMITTEE

#### OPEN MEETING AGENDA

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

THIS MEETING IS BEING RECORDED

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**Date:** October 20, 2015  
**Time:** 12:10PM – 1:00PM  
**Location:** Teleconference  
**Public Call-In Number** 1-877-820-7831 Public Access Code 4348559#

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

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

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

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

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

Approve minutes of the August 5, 2015, Rules and Policy Subcommittee meeting.

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

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##### **Written Comment**

In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to [itac@jud.ca.gov](mailto:itac@jud.ca.gov) or mailed or delivered to 455 Golden Gate Avenue, 8th Floor, San Francisco, CA 94102, attention: Jackie Woods, ITAC/Rules & Policy Subcommittee. Only written comments received by October 19, 2015 at 12:00PM will be provided to advisory body members prior to the start of the meeting.

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

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**Item 1**

**Electronic Signature Standards and Guidelines (Action Required)**

Review trial court comments and decide whether to recommend a proposal to update the *Trial Court Records Manual* with standards and guidelines governing electronic signatures by judges and courts. These standards and guidelines were developed by the Court Executive Advisory Committee's Records Management Subcommittee to implement Government Code section 68150(g).

Presenters: Hon. Peter Siggins, Chair, Rules and Policy Subcommittee  
Mr. Patrick O'Donnell, Managing Attorney, Legal Services  
Ms. Tara Lundstrom, Attorney, Legal Services

**Item 2**

**2016 Annual Agenda Planning**

In preparation for the ITAC's October 30, 2015 meeting, Rules and Policy Subcommittee members will discuss possible 2016 projects that may be assigned to the subcommittee. Members are encouraged to forward their 2016 project request forms to staff.

Presenters: Hon. Peter Siggins, Chair, Rules and Policy Subcommittee  
Mr. Patrick O'Donnell, Managing Attorney, Legal Services  
Ms. Tara Lundstrom, Attorney, Legal Services

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**IV. ADJOURNMENT**

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**Adjourn**