

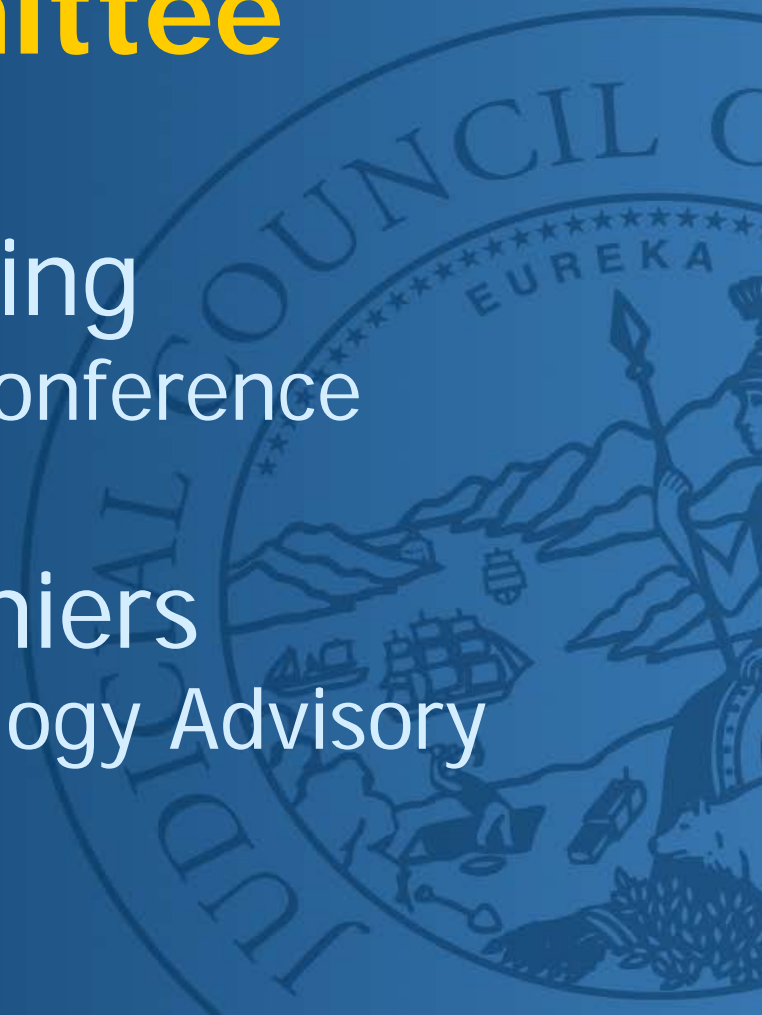
# Information Technology Advisory Committee (ITAC)

Public Business Meeting

October 30, 2015 Teleconference

Hon. Terence L. Bruiniers

Chair, Information Technology Advisory  
Committee



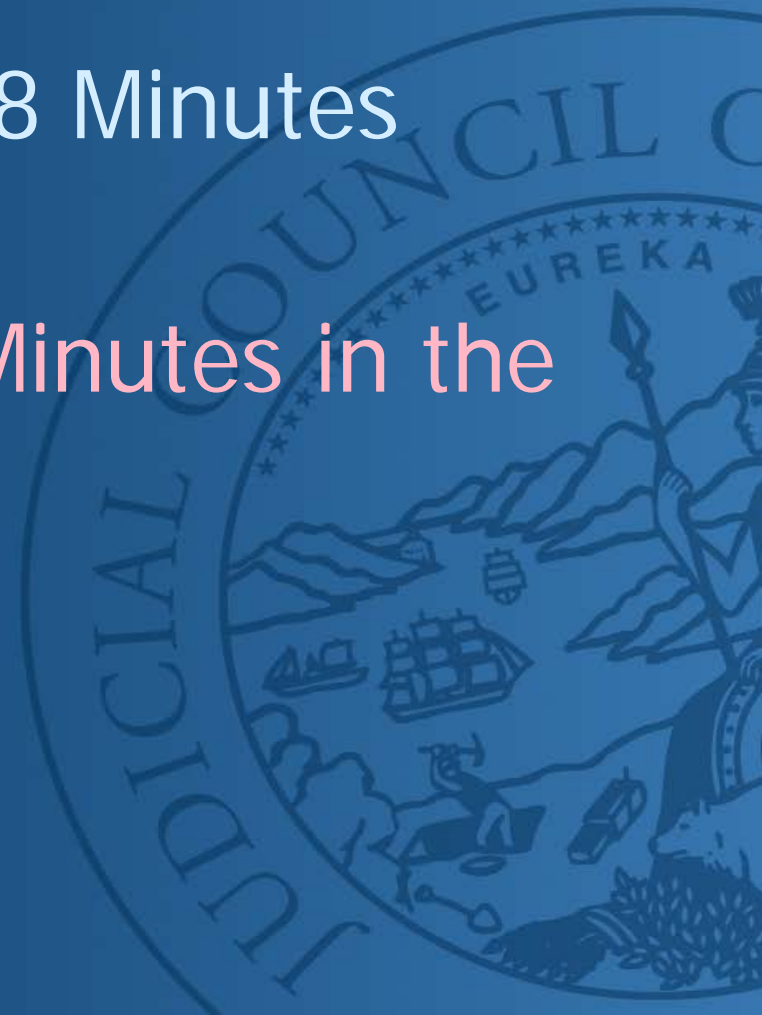
# Open Meeting

## I. Call to Order, Roll Call

Approval of August 18 Minutes  
(Open Session)

Refer to the DRAFT Minutes in the materials.

## II. Public Comment



# Item 1. Chair Report

Hon. Terence L. Bruiniers

Chair, Information Technology Advisory  
Committee

Continue to next slide for this report.

# ITAC Membership Update

New and reappointed members:

- Judge Mize, Sacramento (reappointed)
- Judge Groch, San Diego (eff. 9/15)
- Judge Lucky, Riverside (eff. 11/1)
- Mr. McNally, CEO, Kern (eff. 9/15)
- Mr. Ogata, CIO, Los Angeles (eff. 11/1)
- Mr. Parker, CEO, Santa Barbara (eff. 9/15)

# ITAC Membership Update (cont'd)

Farewell to departing members:

- Judge Barton, San Diego (eff. 10/31)
- Pat Patterson, Ventura (eff. 10/31)
- Judge Zayner, Santa Clara (eff. 9/14)
- Jake Chatters, Placer (eff. 9/14)

# Subcommittee Assignments

- ITAC consists of 21 members.
- All members are appointed to at least one (of three) subcommittees.
  - **Existing** members who prefer to change subcommittees, please inform the chair.
  - **New** members will receive information at orientation and can indicate preference thereafter.
- Chair plans to finalize assignment changes by the December in-person meeting.

# Liaison Assignments

## *ITAC Member:*

- Vacant
- Vacant
- Hon. Terence Bruiniers
- Hon. James Mize
- Vacant
- Hon. Robert Freedman
- Hon. Alan Perkins
- Hon. Julie Culver
- Hon. Kyle Brodie

## *Liaison to:*

TC Presiding Judges  
Court Executives  
Appellate  
Access  
Civil Jury Instructions  
Civil & Small Claims  
Criminal Law  
Education (CJER)  
Traffic

# Workstream Membership

- JCTC approved the workstream membership lists as an information item at their 9/15 meeting for:
  - Next Generation Hosting Strategy
  - Data Exchange
  - E-Filing



# Report from the Court Technology Conference (CTC)

Relevant discussions/presentations:

- Video Remote Interpreting
- Self-Represented Litigants
- Disaster Recovery



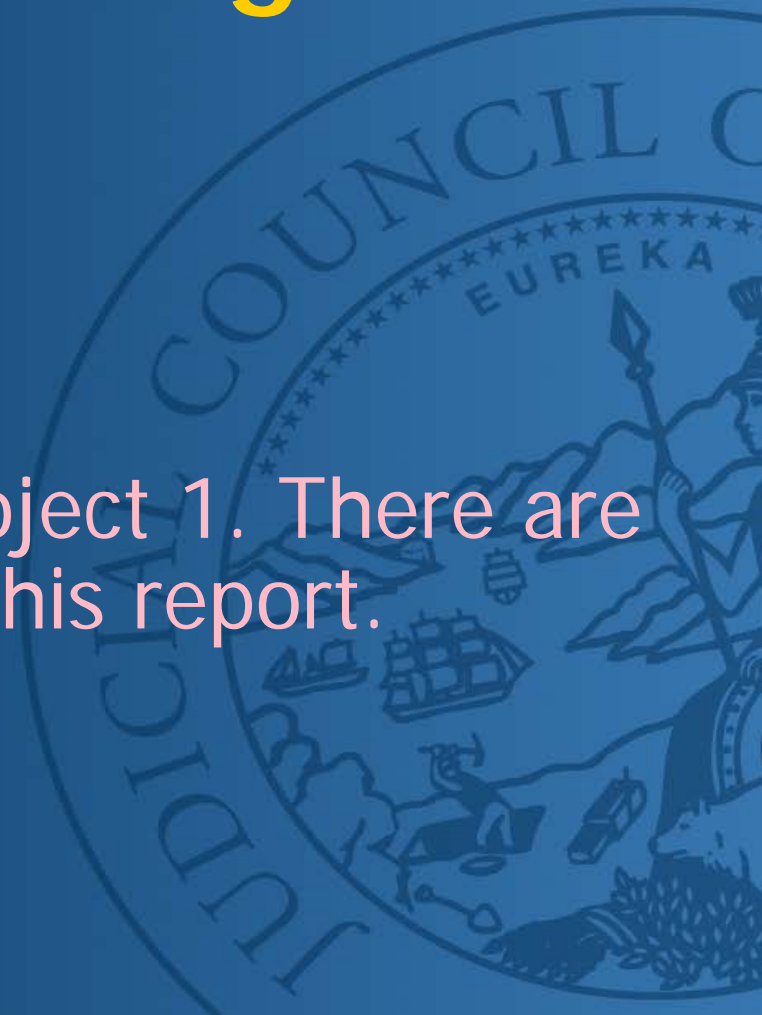
## WORKSTREAM REPORTS

# Item 2. Data Exchange Workstream

Mr. David Yamasaki

Executive Sponsor

Refer to Status Report Project 1. There are no additional slides for this report.



## WORKSTREAM REPORTS

# Item 3. E-Filing Workstream

Hon. Sheila F. Hanson  
Executive Sponsor

Mr. Rob Oyung  
Executive Sponsor

Refer to Status Report Project 2. There are  
no additional slides for this report.



## WORKSTREAM REPORTS

# Item 4. Remote Courtroom Video Workstream

Hon. Terence L. Bruiniers

Executive Sponsor

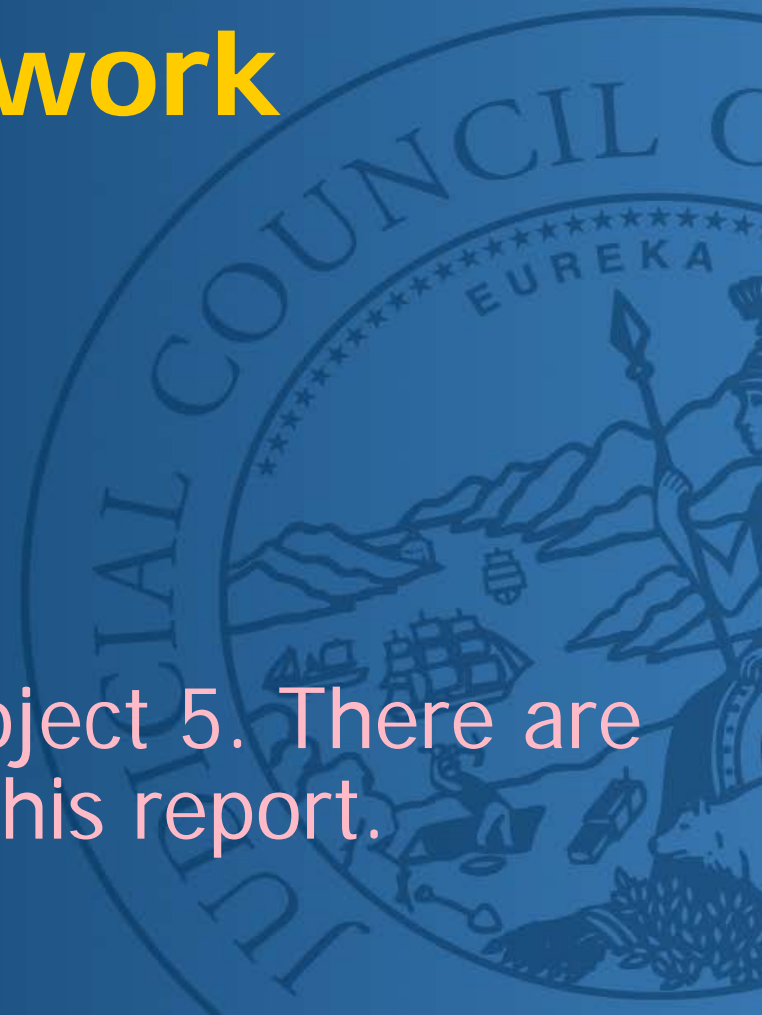
Refer to Status Report Project 3. There are no additional slides for this report.

## WORKSTREAM REPORTS

# Item 5. Information Security Framework Workstream

Mr. Rob Oyung  
Executive Sponsor

Refer to Status Report Project 5. There are no additional slides for this report.



## WORKSTREAM REPORTS

# Item 6. Next Generation Hosting Workstream

Hon. Kyle Brodie  
Executive Sponsor

Mr. Brian Cotta  
Executive Sponsor

Refer to Status Report Project 4. There are  
no additional slides for this report.



## SUBCOMMITTEE REPORTS

# Item 7. ITAC Projects Subcommittee

Hon. Robert B. Freedman  
Chair, Projects Subcommittee

Refer to Status Report Projects 4, 6, 8; and also to the *Disaster Recovery and Next Generation Hosting Solutions Survey and Findings Report* included in the materials.

# SUBCOMMITTEE REPORTS

## **Item 8. ITAC Rules & Policy Subcommittee**

Hon. Peter J. Siggins

Chair, Rules & Policy Subcommittee

Refer to Status Report Projects 7, 9, 12.

Continue to next slide for this report.

(Action Requested)



# Electronic Signatures

## 1. Electronic Signature Standards and Guidelines (Action Requested)

- 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 Executives Advisory Committee's Records Management Subcommittee to implement Government Code section 68150(g).

Refer to the *E-Signatures Update to the Trial Court Records Manual* in the materials.

# SUBCOMMITTEE REPORTS

## **Item 9. Joint Appellate Technology Subcommittee**

Hon. Louis R. Mauro

Chair, Joint Appellate Technology  
Subcommittee

Refer to Status Report Projects 11, 12, 13.

There are no slides for this report.

# Item 10. Judicial Council Technology Committee (JCTC) Update

Hon. Marsha Slough  
Chair, JCTC

There are no slides for this report.



# Item 11. Annual Agenda Planning

Hon. Terence L. Bruiniers

Chair, Information Technology Advisory Committee

Ms. Renea Stewart

Senior Manager, Information Technology

Continue to next slide for this report.

# Today

- Introduction
- Today's Objectives
- Current Year Status
- Terms
- Review and Discuss Proposals
- Next Steps



# Introduction

- The “Annual Agenda” outlines projects ITAC is authorized to carry out annually.
- The agenda is developed by ITAC and requires approval by the JCTC.
- Mid-year shifts require an approved amendment to the agenda.

# Today's Objectives

- Introduce the proposals that are **less familiar** to members.
- Provide members with their first opportunity to **ask questions and clarify** proposals, generally.
- Identify any **missing** proposals and/or specific deliverables.

# Current Year Status

- Began the process earlier to have more time to consider and refine proposals.
- Introduced standardized project forms to make process consistent and transparent.
  - Received 17 project proposals.
  - No proposals specifically requested monies; however, initiatives do need resources.
- Chairs concurrently reviewed the Tactical Plan and determined committee is on track to complete the established priorities.



# Terms: Project Type

- Carryover = Continued work from 2015 agenda
- Phase II = New scope/next phase, same general topic
- New = New project on ITAC annual agenda

# Terms: Priority

- **P1/High** = Must be done, e.g.
  - legal mandate
  - JCTC/council directive
  - urgently needed to remedy a problem causing significant cost or inconvenience to courts or the public
  - other urgency
- **P2/Medium** = Should be done.

# Terms: Executive Sponsor

- The chair designates 1 or 2 ITAC members to act as “executive sponsors” for each workstream.
- Responsibilities:
  - Assumes overall executive responsibility for project deliverables;
  - Periodically provides high-level project status updates to the advisory committee and council;
  - Facilitates the work plans for the initiative.

(Refer to Calif. Rule of Court, rule 10.53 (c)(3))

# Terms: Workstreams

- A team assigned an ITAC initiative with a specific charge and duration.
- Led by an ITAC Executive Sponsor.
- The workstream team:
  - Consists of selected/volunteer members of the branch with appropriate technology and project management expertise.
  - Is responsible for structuring, tracking, and managing the progress of tasks and milestones to complete the initiative

# Today's Review

- Focus on select proposals:
  - 3 "Phase II" workstreams (10 min each)
  - 2 "new" rules project proposals (10 min total)
- Open discussion to other proposals, as requested and time permitting (10 min)

# Review: Workstreams

Pg. 1	Disaster Recovery Phase II: Framework and Pilot	Phase II
Pg. 2	Next Generation Hosting Strategy	Phase II
Pg. 3	Self-Represented Litigants (SRL) E- Services Portal: Phase II	Phase II
Pg. 4	CMS Data Exchanges	Carryover
Pg. 5	E-Filing Strategy	Carryover
Pg. 6	Remote Courtroom Video Pilot	Carryover

# Review: Rules & Policy Subcommittee

Pg. 7	Modernize Rules of Court: Phase II	Phase II
Pg. 8	E-Signature Standards, Rules and/or Legislation	Phase II
Pg. 9	Rules for Data Exchanges with Local Justice Partners	New
Pg. 10	Standards for Electronic Court Records	New
Pg. 11	E-Filing Rules	Carryover
Pg. 12	Privacy Policy	Carryover

# Joint Appellate Technology Subcommittee

Pg. 13	Appellate Forms: Electronic Proof of Service	New
Pg. 14	Appellate Forms: Email Requirement	New
Pg. 15	Appellate Rule: E-Filing	New
Pg. 16	Consultation on Appellate Court Technological Issues	New

Will hold discussion of JATS proposals for December meeting.



# Final Thoughts

- Questions about any proposals not reviewed?
- Any missing that you expected/hoped to see submitted?

# Next Steps

Review all proposals and submit additional feedback!

- Questions or clarifications?
- High priorities not addressed?

Subcommittee Chairs and Sponsors:

- Establish timelines for deliverables indicated in your proposals.

# Next Steps

ITAC Chairs with assistance from staff:

- **Refine proposals** based on today's discussion and subsequent feedback.
- **Review resource availability** and balancing.
- Prioritize and **prepare finalized agenda** draft for review at December meeting.

# Meeting Adjourn

Next Meeting:  
December 4 in San Francisco



# End of Presentation (Slides)

Meeting Materials e-Binder  
provided separately.

