

Information Technology Advisory Committee (ITAC)

Public Business Meeting
March 17, 2017 Teleconference

Hon. Sheila F. Hanson
Chair, Information Technology Advisory
Committee

Administrative Matters

I. Open Meeting

- Call to Order, Roll Call
- Approve December 2 Minutes

DRAFT Minutes are in the materials e-binder.

II. Public Comment

Item 1. Chair Report

Hon. Sheila F. Hanson

Chair, Information Technology Advisory
Committee

There are no additional slides for this report.

DISCUSSION ITEMS

Item 2. CMS Data Exchange (DX) Operations Plan

Mr. Robert Oyung
Chief Information Officer

Ms. Nicole Rosa
CMS DX Workstream Lead Staff

Advance to the next slide for this report.
Also, refer to the materials e-binder for the detailed task matrix that is referenced in the report.

CMS Data Exchange Workstream

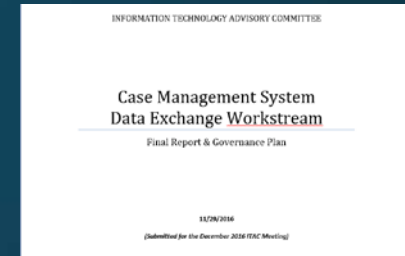
JC IT Operationalization Approach

March 17, 2017

Topics

- Data Exchange (DX) Governance Plan Overview
- Areas to Operationalize
- Operationalization Tasks for JC IT
- Staffing Overview

DX Governance Plan Overview

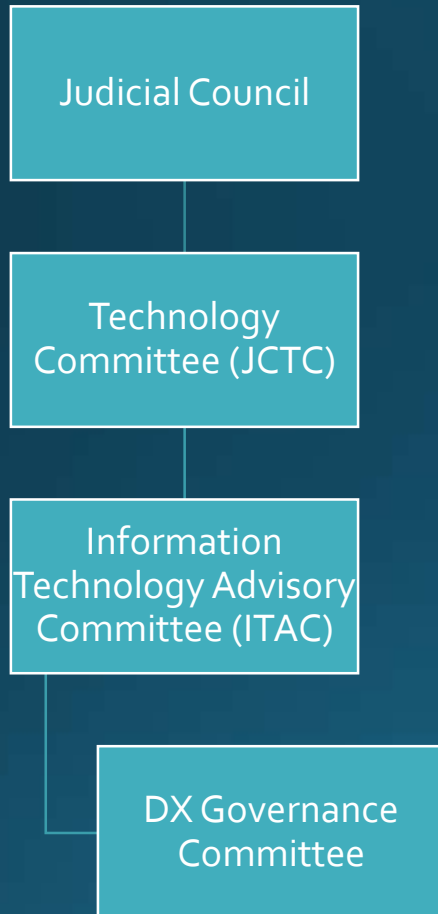


- Created by DX Workstream members and report accepted by ITAC at their December 2016 meeting;
- JC IT committed to operationalize the plan and staffing, and present at future ITAC meeting.
- Goals:
 - Manage Justice Partners relationships;
 - Define communication and ongoing support of lead courts for all partners;
 - Maintain a repository of required materials for standardized exchanges;
 - Provide a foundation for future mandates and improvements;
 - Track implementation status of each exchange by each vendor partner.



Link to the DX Governance Plan (December 2016):
www.courts.ca.gov/documents/itac-20170317-materials-DXGovernancePlan.pdf

Governance Committee



- DX Governance Committee Membership
 - Chair
 - ITAC Liaison
 - Members
 - Justice Partners
 - Court Liaisons
 - Major vendors (non-voting)

Participants & Roles



Courts

- Serving as the court operational subject matter expert (SME)



Justice & Vendor Partners

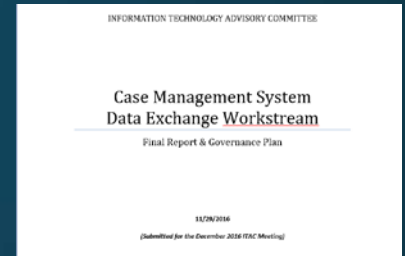
- Serving as technical experts for particular exchanges



Judicial Council IT

- Facilitating stakeholder coordination and providing supplementary SME needs

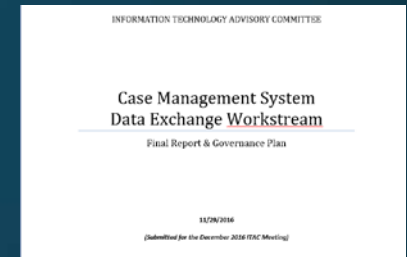
Court Liaison Assignments



- DMV- Los Angeles County Superior Court
- DOJ – San Bernardino County Superior Court
- CDCR – Santa Clara County Superior Court
- CHP – Sacramento County Superior Court
- DSS – Marin Superior Court
- DCSS – Orange County Superior Court

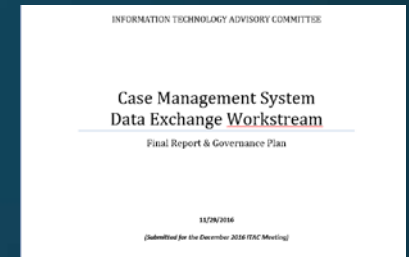
ACTION: Need to reconfirm assignments with the courts

Near-term future state



1. Identify a single data exchange standard between each justice partner and the judicial branch to use as a development target for case management system vendors;
2. Provide a lead court to act as a point of contact for all case management system vendors and justice partners for each justice partner exchange;
3. Collect the required documentation to support exchange development;
4. Document the current implementation status of each exchange by each vendor;
5. Establish a brokerage for modifications to the standard exchanges;
6. Finalize the 'goal state' for the long-term data exchange standards.

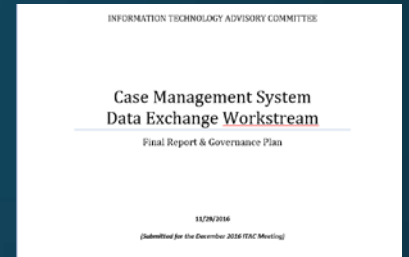
Long-term future state



1. Identify the technical standards to be used for the implementation of all data exchanges between the judicial branch and justice partners;
2. Establish and execute a formal governance process for exchange updates and modifications;
3. Maintain a repository of required materials that support development of standardized exchanges;
4. Promote the technical standards as the default standards for local data exchanges.

Areas To Operationalize

- Stakeholder Engagement
- Communications
- Technology Compliance
- Change Control Management



Operationalization Tasks for JC IT

Area	Task
Plan Management	Develop Governance Cohesive Plan (Guidelines)
Change Control	Maintain & Update Governance Cohesive Plan
Technology Compliance	Deliver Recommendations on Multiple Data Exchanges (Subject Matter Expert)
Stakeholder Engagement	Monitor Stakeholder Relationships
Communications	Maintain Data Exchange Repository & Web Publishing
	Maintain Official Membership Roster
	Status Reporting
	Coordinate Meetings

Refer to the meeting materials e-binder for a detailed matrix.

Decision #1: Committee Structure

Recommendation:

The proposed Governance Committee becomes a Data Exchange Working Group composed of identified stakeholder groups and convened on an ad hoc basis.

Decision #2: Staffing Requirements

Year 1

JC IT Senior Business Systems Analyst

- 1 person (one-time activity; 1-4 months @ 120 hours)
- Cohesive Plan
 - Stakeholder Management Plan
 - Communication Management Plan
 - Change Control Management Plan

Ongoing, after Year 1

JC IT Senior Technology Analyst

- 1 person (commitment dependent upon effort needed to supplement court resources)
- Subject Matter Expert: Support Group Data Exchange Decisions

JC IT Business Systems Analyst

- 1 person (4 hours per week)
- Maintain/Update Cohesive Plan
- Facilitate Issue Resolution
- Maintain Data Exchange Repository
- Facilitate Web Publishing
- Maintain Official Membership Roster
- Facilitate Status Reporting
- Coordinate Meetings

DISCUSSION ITEMS

Item 3. Annual Agenda and Tactical Planning Alignment

Mr. Robert Oyung
Chief Information Officer

Advance to the next slide for this report.

ITAC Planning Realignment Proposal

March 2017



JUDICIAL COUNCIL
OF CALIFORNIA

Outcomes/Problem Statement

Overlapped planning results in:

- Confusion and frustration amongst ITAC members and branch;
- Repetitious updates and review cycles by ITAC workstream sponsors, members, and staff;
- Requests for projects outside of the Tactical Plan; and,
- Potential alignment to an expired Tactical Plan.

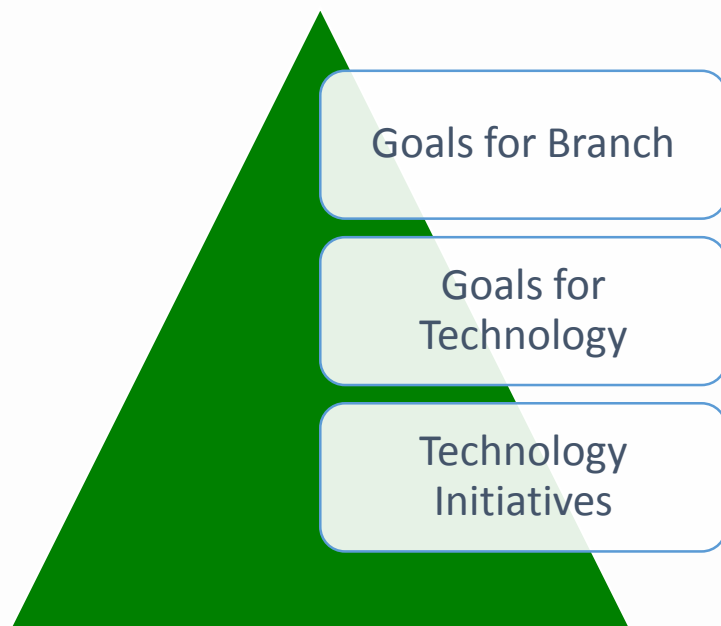
Need:

- Establish a planning process for the new governance model that ensures the process is clear, streamlined, and tightly aligned to the strategic and tactical plans.

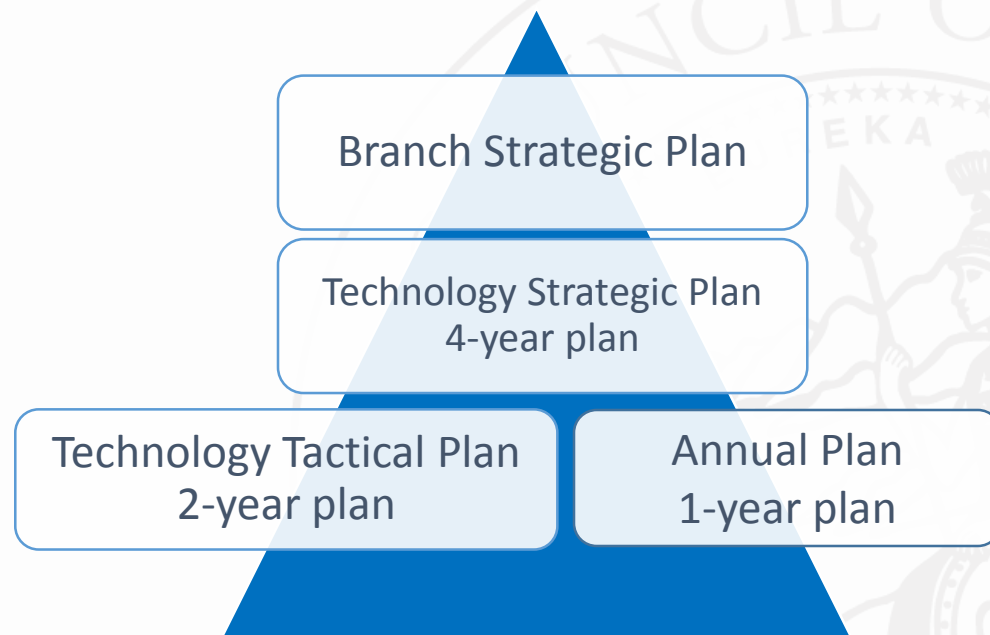


Today's Structure

Business Goals

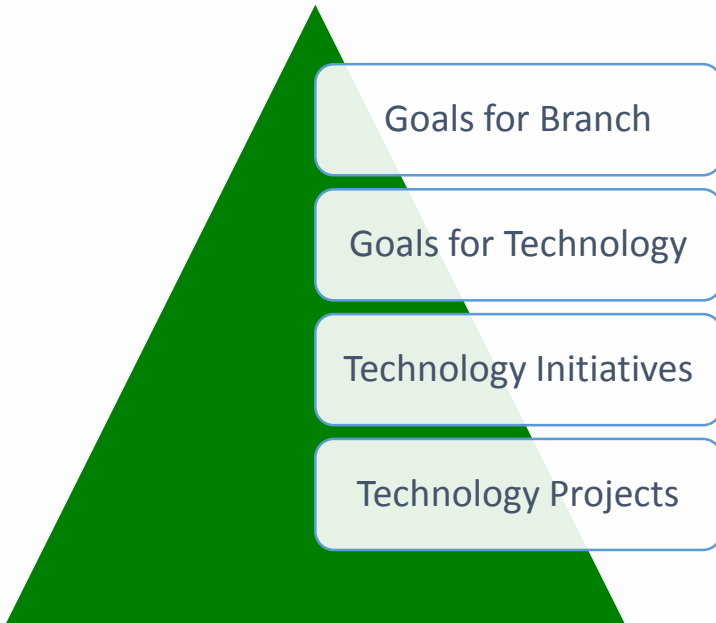


Guiding Documents



Proposed Structure

Business Goals



Guiding Documents



New! *Annual* Tactical Plan Review Process

In this new world, ITAC would:

Review (R)

- Review **Tactical Plan**
- Review progress to date (report)

OCTOBER

Assess (A)

- Assess carryover activities (Workstreams)
- Assess rules/legislative needs (RPS, JATS)
- Assess resource availability (Chairs, JCIT)

NOVEMBER

Identify & Detail (I)

- Identify **Tactical Plan** projects to pursue for year (in progress, new)
- Identify resources, deliverables, timeframes

DECEMBER

Staff would then prepare the annual plan in Judicial Council format for JCTC approval.



Additional Modifications

- Eliminate Project ranking
 - Insignificant unless there is a resources overlap
- Project Managers will use consistent templates
 - Project plans/schedule, reporting, etc.
 - Aligned with new Program Management Office



New Outcomes

Advantages:

- Eliminates overlap and redundancy in planning.
- Makes process more clear and efficient.
- Provides *inherent alignment* to the Tactical Plan by framing ITAC's annual discussion within the context of the Tactical Plan.
- Increases ITAC member familiarity/engagement with the Tactical Plan.



REPORTS

Item 4. Comments and Questions Regarding Written Workstream and Committee Reports

Advance to the next slide to view written reports.

1. Tactical Plan Update

Summary Update Tactical Plan for Technology for Effective Date 2017-2018	
ITAC Resource	Workstream
Sponsor(s) or Chair(s)	Hon. Terence L. Bruiniers PM: Ms. Kathleen Fink
JCC Resources	JCIT (Kathleen Fink, Jamel Jones)
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).
Membership Established	<input checked="" type="checkbox"/> Approved by ITAC Chair (5/3/2016) and JCTC (6/3/2016); forwarded to E&P (staff).
Project Active	<input checked="" type="checkbox"/> Meeting ad-hoc.
Expected Outcomes	1. Tactical Plan for Technology 2017-2018
Expected Completion	April 2017



Status Report

1. Tactical Plan Update

Major Tasks	Status	Description
(a) Complete circulation of updated Tactical Plan for public comment and revise, as needed.	Complete	<p>The Tactical Plan for Technology 2017-2018 was circulated for public comment between December 16, 2016 and January 23, 2017. During the formal comment period, two commentators agreed with the proposal if modified, and four did not indicate their position on the proposal as a whole, but provided comments on specific aspects of the proposal. Overall, the feedback was constructive and generally helped to further clarify ambiguities. The Tactical Plan Update workstream met to discuss and respond to comments, and revisions were incorporated where the workstream agreed it was appropriate.</p>
(b) Finalize and submit for approval to the JCTC and the Judicial Council.	In Progress	<p>The red-lined Tactical Plan for Technology 2017-2018 and the chart of public comments were circulated to ITAC for action by email to recommend Judicial Council adoption of the Tactical Plan 2017-2018. ITAC approved the recommendation, 16 members voting to approve, 0 votes to disapprove, and 4 members not voting.</p> <p>The red-lined Tactical Plan for Technology 2017-2018 and the chart of public comments were then circulated to JCTC for action by email to recommend Judicial Council adoption of the Tactical Plan 2017-2018. The JCTC action by email concluded with 9 members voting to approve, no members voting to disapprove, and 1 member not responding.</p> <p>Judge Hanson, Justice Bruiniers, and Rob Oyung will present the updated Tactical Plan to the Judicial Council for approval at its March 24 meeting.</p>



2. Next Generation Hosting Strategy

Summary	Assess Alternatives for Transition to a Next-Generation Branchwide Hosting Model	
ITAC Resource	Workstream	
Sponsor(s) or Chair(s)	Hon. Jackson Lucky, Mr. Brian Cotta	PM: Ms. Heather Pettit
JCC Resources	JCIT (Donna Keating and other SMEs, as needed)	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).	
Membership Established	<input checked="" type="checkbox"/> Approved by ITAC Chair (8/21/2015) and JCTC (9/15/2015); forwarded to E&P (staff).	
Project Active	<input checked="" type="checkbox"/> Meeting ad-hoc.	
Expected Outcomes	<ol style="list-style-type: none"> 1. Assessment Findings: Best practices, Solution Options 2. Educational Document for Courts 3. Host 1-Day Summit on Hosting 4. Recommendations For Branch-level Hosting 	
Expected Completion	June 2017	



Status Report

2. Next Generation Hosting Strategy

Major Tasks	Status	Description
(a) Define workstream project schedule and detailed tasks.	Complete	A high-level project schedule/plan has been developed; and is being progressively detailed as topics are completed.
(b) Outline industry best practices for hosting (including solution matrix with pros, cons, example applications, and costs).	Complete	Provided in the meeting materials e-binder for review.
(c) Produce a roadmap tool for use by courts in evaluating options.	In Progress	In draft and undergoing edits.
(d) Consider educational summit on hosting options, and hold summit if appropriate.	In Progress	Still under evaluation, but likely not to happen as a dedicated summit specific to this workstream.
(e) Identify requirements for centralized hosting.	Complete	Provided in the meeting materials e-binder for review.
(f) Recommend a branch-level hosting strategy.	Complete	Provided in the meeting materials e-binder for review.



3. Disaster Recovery Framework

Summary Document and Adopt a Court Disaster Recovery Framework	
ITAC Resource	Workstream
Sponsor(s) or Chair(s)	Hon. Alan Perkins, Mr. Brian Cotta PM: Mr. Brian Cotta
JCC Resources	JCIT (Michael Derr)
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).
Membership Established	<input checked="" type="checkbox"/> Approved by ITAC Chair (4/21/2016) and JCTC Chair (4/27/2016); forwarded to E&P (staff).
Project Active	<input checked="" type="checkbox"/> Meeting biweekly.
Expected Outcomes	1. Disaster Recovery Framework Document and Checklist 2. BCP Recommendations
Expected Completion	June 2017

Status Update

3. Disaster Recovery Framework

Major Tasks	Status	Description
(a) Develop model disaster recovery guidelines, standard recovery times, and priorities for each of the major technology components of the branch.	In Progress	Nearly completed. More “DR” strategy/scenarios need to be included and additional focus around cloud computing DR scenarios. Additionally, the requirement for Microsoft Office 365 backups (hosted email, OneDrive content, etc.) will be outlined. After final edits and review from the workstream members, review/comment may need to be obtained from all CIO’s and CEO’s (if applicable).
(b) Develop a disaster recovery framework document that could be adapted for any trial or appellate court to serve as a court’s disaster recovery plan.	Complete	This has been completed, with the exception of review/comment from all CIO’s and CEO’s (if applicable).
(c) Create a plan for providing technology components that could be leveraged by all courts for disaster recovery purposes.	In Progress	The plan will likely be as simple as a BCP.
(d) Develop recommendations for a potential BCP (e.g., if it is appropriate to fund a pilot, to assist courts, or to purchase any products). (Note: Drafting a BCP would be a separate effort.)	Not Started	The results of the DR/backups survey that was conducted will help in the generation of the recommendations.
(e) Coordinate and plan with JCIT regarding operational support, if appropriate.	Not Started	



4. E-Filing Strategy

Summary	Update E-Filing Standards; Develop Provider Certification and a Deployment Strategy	
ITAC Resource	Workstream	
Sponsor(s) or Chair(s)	Hon. Sheila F. Hanson	PM: Mr. Brian Cotta
JCC Resources	JCIT (Edmund Herbert), Legal Services (Patrick O'Donnell, Andrea Jaramillo), Procurement (Paula Coombs)	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).	
Membership Established	<input checked="" type="checkbox"/> Approved by ITAC Chair (8/21/2015) and JCTC (9/15/2015); forwarded to E&P (staff).	
Project Active	<input checked="" type="checkbox"/> Meeting biweekly.	
Expected Outcomes	<ol style="list-style-type: none"> 1. Selection of Statewide EFMs 2. Certification Program 3. E-Filing Roadmap and Implementation Plan 4. Selection of Identity Management Service/Provider 	
Expected Completion	December 2017	



Status Update

4. E-Filing Strategy

Major Tasks	Status	Description
(a) Develop and issue an RFP for statewide E-Filing Managers (EFMs).	In Progress	The workstream is getting very close to completing the RFP and are targeting a March 10 th posting date. We have just completed the rules for the scoring of proposals. All that remains is to complete the calendar for the selection process which must be included in the RFP.
(b) Select statewide EFMs.	Not Started	The selection of the Statewide EFM's is expected to occur in the July 2017 timeframe. Following the posting of the RFP and the receipt of proposals there will be an opportunity for the responding vendors to demo their products. Then a bidder's conference will be held ahead of final selection.
(c) Develop the E-Filing Service Provider (EFSP) selection/certification process.	In Progress	MTG consulting was hired to assist in developing the certification process for EFSPs seeking to access the California e-filing business. The group will explore the possibility of using the IIS Institute's Springboard Certification process.
(d) Develop the roadmap for an e-filing deployment strategy, approach, and branch solutions/alternatives.	In Progress	At its June 2016 meeting the Judicial Council approved the Workstream's roadmap recommendations. Recommendations include: statewide policies, high-level functional requirements, and direction for ITAC to undertake and manage a procurement process to select multiple EFMs.
(e) Report on the plan for implementation of the approved NIEM/ECF standards, including effective date, per direction of the Judicial Council at its June 24, 2016 meeting.	Not Started	



5. SRL E-Services

Summary	Develop Requirements and a Request for Proposal (RFP) for Establishing Online Branchwide Self-Represented Litigants (SRL) E-Services	
ITAC Resource	Workstream	
Sponsor(s) or Chair(s)	Hon. Robert Freedman, Hon. James Mize	PM: Brett Howard
JCC Resources	JCIT (Mark Gelade) and CFCC (Karen Cannata, Diana Glick)	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).	
Membership Established	<input checked="" type="checkbox"/> Approved ITAC Chair (4/5/2016) and JCTC (4/14/2016); forwarded to E&P (staff).	
Project Active	<input checked="" type="checkbox"/> Meeting monthly with break out working groups meeting in between.	
Expected Outcomes	<ol style="list-style-type: none"> 1. SRL Portal Requirements Document 2. Request for Information (RFI) and Request for Proposal (RFP) 	
Expected Completion	December 2017	

Status Update

5. SRL E-Services

Major Tasks	Status	Description
(a) Develop requirements for branchwide SRL e-capabilities to facilitate interactive FAQ, triage functionality, and document assembly to guide SRLs through the process, and interoperability with the branchwide e-filing solution. The portal will be complementary to existing local court services.	In Progress	<ul style="list-style-type: none">SRL E-Services In-Person Meeting held on February 15, 2017, in San Francisco-JCC Offices, to begin brainstorming requirements and scope. At this meeting, the Workstream determined the need to move forward with an RFI to collect information on SRL E-services and costing for those services. An RFP would then be developed to send to vendors to bid on specific services.Meeting scheduled with JCC Procurement staff on March 6, 2017, to discuss approach/process for RFI (Request for Information)
(b) Determine implementation options for a branch-branded SRL E-Services website that takes optimal advantage of existing branch, local court, and vendor resources.	Not Started	
(c) Coordinate and plan with JCIT regarding operational support, if appropriate.	Not Started	
Note: In scope for 2017 is development of an RFP; out of scope is the actual implementation.		



6. Video Remote Interpreting (VRI) Pilot

Summary	Consult As Requested and Implement Video Remote Interpreting Pilot (VRI) Program	
ITAC Resource	Workstream	
Sponsor(s) or Chair(s)	Hon. Terence L. Bruiniers	PM: Lisa Crownover
JCC Resources	Court Operations Special Services Office (Olivia Lawrence, Doug Denton, Lisa Crownover, Anne Marx); JCIT (Jenny Phu, Fati Farmanfarmaian)	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).	
Membership Established	<input checked="" type="checkbox"/> Approved by ITAC Chair (8/20/2016) and JCTC (9/8/2016); forwarded to E&P (staff).	
Project Active	<input checked="" type="checkbox"/> Meeting ad-hoc.	
Expected Outcomes	<ol style="list-style-type: none"> 1. Implementation of VRI Pilot Program 2. Recommendations for Updated Technical Standards 	
Expected Completion	September 2018	

6. Video Remote Interpreting (VRI) Pilot

Major Tasks	Status	Description
In cooperation and under the direction of the Language Access Plan Implementation Task Force (LAPITF) Technological Solutions Subcommittee (TSS): (a) Support implementation of the Assessment Period of the VRI pilot program (including kickoff, court preparations, site visits, and deployment), as requested.	In Progress	On January 25, 2017, a VRI Pilot Project Workstream meeting was held to discuss development of training. In early 2017, Judicial Council staff visited the three pilot courts (Merced, Sacramento and Ventura Superior Courts) to discuss project needs. On February 10, 2017, Sacramento Superior Court hosted the first pilot project participant meeting with staff from all three pilot courts. A separate meeting took place on February 10 with Justice Bruiniers, Presiding Judge Culhane, and the Sacramento Public Defender and District Attorney to discuss the goals of the pilot project. Contracts are currently being finalized with two equipment vendors (Paras and Associates, and Connected Justice) and the independent pilot evaluator, San Diego State University. One vendor, Stratus and Associates, withdrew from the pilot. Once vendor contracts are finalized, the vendors will visit the participating courts to select courtrooms and help finalize the pilot design. Efforts are currently underway for the Workstream to work with the individual courts and Judicial Council staff to develop training for judges, court interpreters, court staff, and court IT staff. The goal is for equipment to be in place and the six-month Assessment Period to start no later than July 2017.
(b) Review pilot findings; validate, refine, and amend, if necessary, the technical standards.	Not Started	
(c) Identify whether new or amended rules of court are needed (and advise the Rules & Policy Subcommittee for follow up).	Not Started	
(d) Consult and collaborate with LAPITF, as needed, in preparing recommendations to the Judicial Council on VRI implementations.	Not Started	
(e) Coordinate and plan with JCIT regarding operational support, if appropriate.	Not Started	



7. Intelligent Forms Phase I: Scoping

Summary	Investigate Options for Modernizing the Electronic Format and Delivery of Judicial Council Forms	
ITAC Resource	Workstream	
Sponsor(s) or Chair(s)	Hon. Jackson Lucky	PM: Camilla Kieliger
JCC Resources	Legal Services (Camilla Kieliger), JCIT (TBD)	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2017 Annual Agenda (1/9/2017).	
Membership Established	<input type="checkbox"/> Sponsor and Project Manager confirmed in February. Solicitation for members distributed and closes on March 21.	
Project Active	<input type="checkbox"/> Expect to hold workstream kickoff in March/April.	
Expected Outcomes	1. Recommendations on approach to modernize forms 2. BCP Recommendations	
Expected Completion	September 2017	



Status Update

7. Intelligent Forms Phase I: Scoping

Major Tasks	Status	Description
Investigate, prioritize and scope a project, including: (a) Evaluate Judicial Council form usage (by courts, partners, litigants) and recommend a solution that better aligns with CMS operability and better ensures the courts' ability to adhere to quality standards and implement updates without reengineer.	Not Started	
(b) Address form security issues that have arisen because of the recent availability and use of unlocked Judicial Council forms in place of secure forms for e-filing documents into the courts; seek solutions that will ensure the forms integrity and preserves legal content.	Not Started	
(c) Investigate options for redesigning forms to take advantages of new technologies, such as document assembly technologies.	Not Started	
(d) Investigate options for developing a standardized data dictionary that would enable "smart forms" to be efficiently electronically filed into the various modern CMSs across the state.	Not Started	
(e) Explore the creation and use of court generated text-based forms as an alternative to graphic forms.	Not Started	



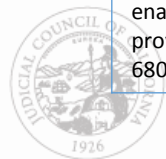
8 – 12. Rules & Policy Subcommittee Projects

Summary		<i>Various Projects, refer to following slides</i>	
ITAC Resource	Rules & Policy Subcommittee		
Sponsor(s) or Chair(s)	Hon. Peter J. Siggins	PM:	N/A
JCC Resources	Legal Services (Patrick O'Donnell, Andrea Jaramillo, Jane Whang, Camilla Kieliger), JCIT (Fati Farmanfarmaian)		
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2017 Annual Agenda (1/9/2017).		
Membership Established	<input checked="" type="checkbox"/> Rules & Policy Subcommittee		
Active	<input checked="" type="checkbox"/> Meeting ad-hoc.		
Expected Outcomes	1. Rule and/or Legislative Proposal(s), if appropriate		
Expected Completion	Ongoing		

8. Modernize Rules of Court for Trial Courts

Major Tasks	Status	Description
<p>(a) In collaboration with other advisory committees, continue review of rules and statutes in a systematic manner and develop recommendations for more comprehensive changes to align with modern business practices (e.g., eliminating paper dependencies).</p>	<p>In Progress</p>	<ul style="list-style-type: none"> In collaboration with CSCAC, reviewed and considered for public circulation rules proposals (effective January 2018): <ul style="list-style-type: none"> Rules 2.250-2.259: The rules proposal makes amendments to trial court electronic filing and service rules in the California Rules of Court. The rule amendments would reduce redundancies and improve consistency between electronic filing and service provisions of California Rules of Court and the Code of Civil Procedure. The proposal also includes amendments to make limited organizational changes to the rules to improve their logical ordering. And legislative proposal (effective January 2019): <ul style="list-style-type: none"> Legislative Proposal for Electronic Service: The legislative proposal makes amendments to the Civil Code and Code of Civil Procedure. The purpose of the legislative amendments is to provide clarity about and foster the use of electronic service. The proposed amendments authorize electronic service for certain demands and notices consistent with Code of Civil Procedure sections 1010.6 and 1013b (section 1013b will be a new provision of the Code of Civil Procedure and it codifies proof of electronic service provisions currently found in the Rules of Court). The proposal also clarifies that the broader term “service” is applicable rather than “mailing” in certain code sections consistent with Judicial Council-sponsored legislation related to those sections. RUPRO and PCLC approved proposals to circulate for public comment (on February 23 and 24, respectively). Public comment period starts February 27 and ends April 28.

Note: Projects include rule proposals to amend rules to conform to Judicial Council-sponsored legislation to be introduced in 2017. For example, if the legislation is enacted, the rules on e-filing and e-service (Cal. Rules of Court, rule 2.250-2.275) to be amended by January 1, 2018 to replace the current “close of business” provisions in the rules. Additional codes sections that would benefit from review and amendments to modernizing them include Code Civ. Proc. § 405.23, 594, 680.010-724.260; Civ. Code § 1719; Gov. Code § 915.2; and Labor Code § 3082.



9. Standards, Rules and/or Legislation for E-Signatures

Major Tasks	Status	Description
(a) Develop rule proposal to amend Code of Civil Procedure section 1010.6(b)(2) and Cal. Rules of Court, rule 2.257, to authorize electronic signatures on documents filed by the parties and attorneys.	In Progress	Staff is researching.
(b) CEAC Records Management Subcommittee to develop standards governing electronic signatures for documents filed into the court to be included in the "Trial Court Records Manual" with input from the Court Information Technology Managers Forum (CIOs). Rules & Policy Subcommittee to review.	Not Started	

10. Rules for Remote Access to Records for Justice Partners

Major Tasks	Status	Description
(a) In collaboration with the Criminal Law Advisory Committee, amend trial court rules to facilitate remote access to trial court records by state and local justice partners, parties, and their attorneys.	In Progress	Kick-off meeting was held on March 1, 2017 where JC staff identified the justice partners that need to be included, confirmed staff SMEs representing the justice partners for drafting the rules proposals pertaining to their subject matter; and agreed on a strategy to move forward. Rules will be effective January 1, 2019 since we missed this year's cycle.

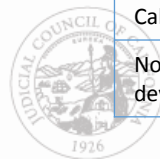
11. Standards for Electronic Court Records as Data

Major Tasks	Status	Description
(a) CEAC Records Management Subcommittee -- in collaboration with the Data Exchange Workstream governance body (TBD) -- to develop standards and proposal to allow trial courts to maintain electronic court records as data in their case management systems to be included in the "Trial Court Records Manual" with input from the Court Information Technology Managers Forum (CITMF). Rules & Policy Subcommittee to review.	Not Started	CEAC Chair is in the process of filling the 5 vacancies on the CEAC Records Management Subcommittee. Once the CEAC Records Management Subcommittee is finalized, the subcommittee will review the section in the Trial Court Records Manual on creating and maintaining records in electronic format; and add provisions relating to creating and maintaining records in form of data.
(b) Determine what statutory and rule changes may be required to authorize and implement the maintenance of records in the form of data; develop proposals to satisfy these changes.	Not Started	Same as above.

12. Rules for E-Filing

Major Tasks	Status	Description
(a) Evaluate current e-filing laws, rules, and amendments. Projects may include reviewing statutes and rules governing Electronic Filing Service Providers (EFSP) and filing deadlines.	In Progress	Ongoing.
(b) Develop rule proposals to implement the legislative proposal developed in 2016, which amends e-filing laws and rules (Code of Civil Procedure section 1010.6 and California Rules of Court, rule 2.250 et seq.).	In Progress	Refer to Project #8.

Note: This effort will be informed by the E-Filing and SRL E-Services Workstreams, and the CMS Data Exchange governance body (TBD) for any additional rules development needed.



Status Update

13. Privacy Policy

Co-sponsored by the Rules & Policy and Joint Appellate Technology Subcommittees

Major Tasks	Status	Description
(a) Continue development of a comprehensive statewide privacy policy addressing electronic access to court records and data to align with both state and federal requirements.	In Progress	Subcommittee chairs met with staff on March 3 to discuss next steps.
(b) Continue development of a model (local) court privacy policy, outlining the key contents and provisions to address within a local court's specific policy.	In Progress	Subcommittee chairs met with staff on March 3 to discuss next steps.



14 – 15. Joint Appellate Subcommittee Projects

Summary		<i>Various Projects, refer to following slides</i>	
ITAC Resource	Joint Appellate Technology Subcommittee		
Sponsor(s) or Chair(s)	Hon. Louis R. Mauro	PM:	N/A
JCC Resources	Legal Services (assignment pending), JCIT (Julie Bagoye)		
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2017 Annual Agenda (1/9/2017).		
Membership Established	<input checked="" type="checkbox"/> Joint Appellate Technology Subcommittee		
Active	<input type="checkbox"/> Not yet requested and awaiting staff attorney support.		
Expected Outcomes	1. Recommendations, as needed		
Expected Completion	Ongoing (availability as issues arise)		

Status Update

14. Modernize Rules of Court for the Appellate Courts

Major Tasks	Status	Description
(a) In collaboration with other advisory committees, continue review of rules and statutes in a systematic manner and develop recommendations for more comprehensive changes to align with modern business practices (e.g., eliminating paper dependencies).	In Progress	Project in abeyance pending assignment of replacement staff attorney to JATS.

Note: Projects may include the appellate rules regarding format and handling of records filed electronically in the appellate courts.

15. Consult on Appellate Court Technological Issues

Major Tasks	Status	Description
(a) The Joint Appellate Technology Subcommittee is available to consult on technology related proposals considered by other advisory bodies to advise on how proposals may impact appellate courts.	In Progress	Project in abeyance pending assignment of replacement staff attorney to JATS.

Item 5. Judicial Council Technology Committee (JCTC) Update

Hon. Marsha Slough
Chair, JCTC

There are no additional slides for this report.

Item 6. Branch Update

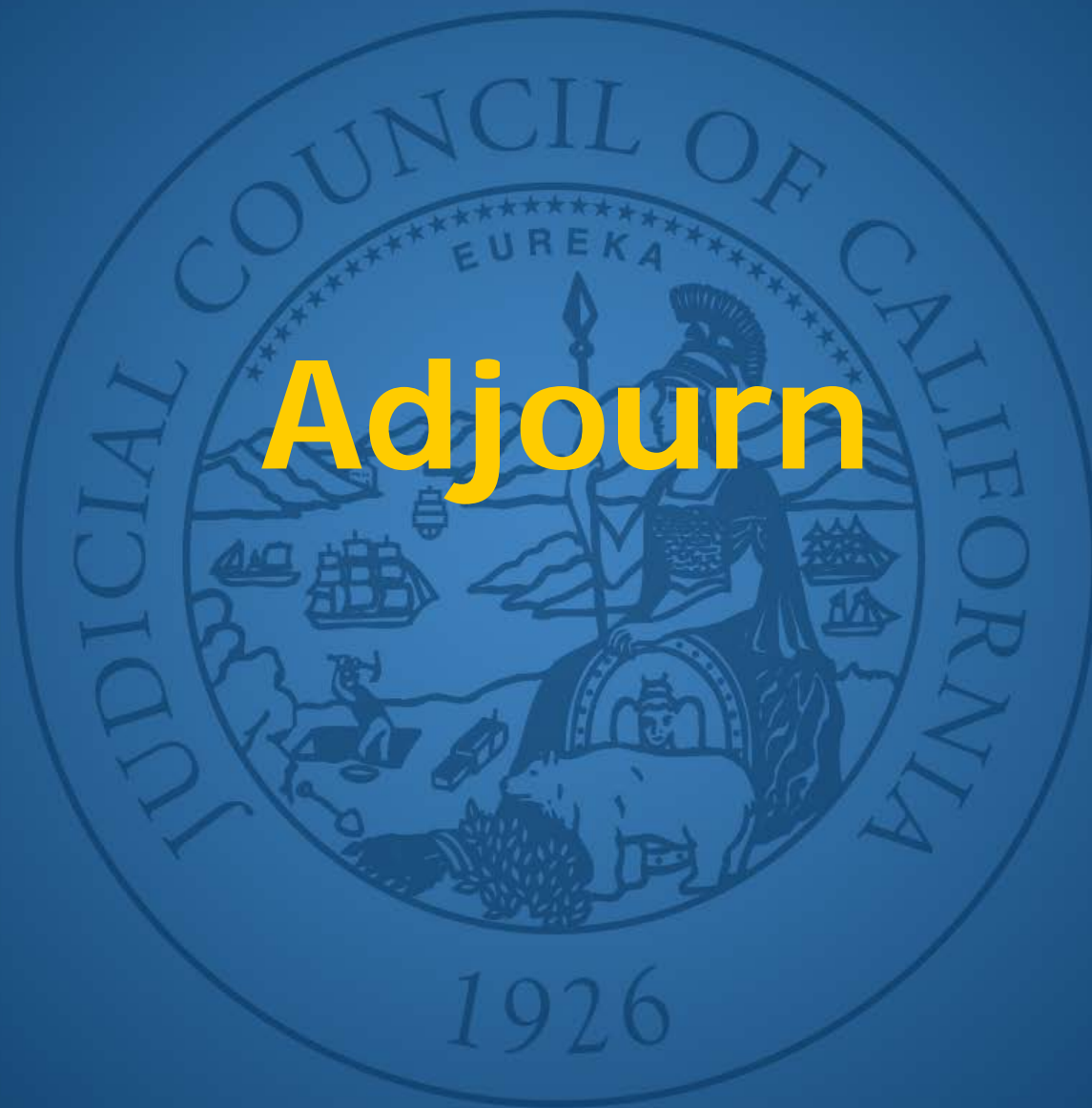
Ms. Lucy Fogarty
Deputy Director, Finance

There are no additional slides for this report.

Item 7. Liaison Reports

Oral reports from ITAC members appointed as liaisons to fellow advisory bodies.

Reference the meeting agenda for assignments.



Adjourn

End of Presentation (Slides)

Meeting materials e-binder
containing supplemental materials
is provided separately.