



JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY
ADVISORY COMMITTEE

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INFORMATION TECHNOLOGY ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

June 9, 2017

10:00 a.m. - 3:00 p.m.

Ronald M. George State Office Complex
William C. Vickrey Judicial Council Conference Center, 3rd Floor
Malcolm M. Lucas Board Room
455 Golden Gate Avenue San Francisco, California 94102-3688

Advisory Body Members Present: Hon. Sheila F. Hanson, Chair; Hon. Louis R. Mauro, Vice Chair; Mr. Brian Cotta; Hon. Julie R. Culver; Ms. Alexandra Grimwade; Hon. Michael S. Groch; Hon. Samantha P. Jessner; Hon. Jackson Lucky; Mr. Terry McNally; Hon. Kimberly Menninger; Hon. James Mize; Mr. Snorri Ogata; Hon. Alan G. Perkins; Mr. Don Willenburg; Mr. David H. Yamasaki

Advisory Body Members Absent: Mr. Darrel Parker; Hon. Mark Stone; Hon. Joseph Wiseman

Others Present: Hon. Daniel J. Buckley; Mr. Robert Oyung; Mr. Mark Dusman; Ms. Virginia Sanders-Hinds; Ms. Kathy Fink; Ms. Jamel Jones; Mr. Patrick O'Donnell; Ms. Andrea Jaramillo; Ms. Fati Farmanfamaian; Ms. Nicole Rosa; Ms. Jackie Woods

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 10:00 a.m., and took roll call.

Approval of Minutes

The advisory body reviewed and approved the minutes of the May 5, 2017, Information Technology Advisory Committee meeting with changes, and the May 19, 2017 Information Technology Advisory Committee action by email.

There were no public comments submitted or in person.

DISCUSSION AND ACTION ITEMS (ITEMS 1-14)

Item 1

Chair Opening Remarks

Presenter: Hon. Sheila F. Hanson, ITAC Chair

Update: Hon. Shelia Hanson welcomed members to the bi-annual in person ITAC meeting.

She provided an update on the committee nominations. There were numerous candidates for the 8 open ITAC positions. They have been reviewed, deliberated with staff, and recommendations have been submitted to the Executive & Planning Committee for consideration by the Chief Justice. Judge Hanson thanked those who personally reached out to colleagues or submitted nominations. The Chief Justice will make her final decision in September, new members will begin their terms on September 15.

Judge Hanson asked for a volunteer to replace Judge Freedman who recently retired, as liaison to the Civil & Small Claims Advisory Committee. Judge Samantha Jessner volunteered and Judge Hanson confirmed her appointment.

Additionally, Judge Jessner has been appointed as the Video Remote Interpreting Workstream (VRI) executive sponsor. Judge Jessner will continue to work closely with Justice Terence Bruiniers as the chair of the Technological Solutions Subcommittee of the Language Access Task Force who is leading the VRI project.

Judge Hanson provided an update on JCTC decisions since the May ITAC meeting. They include: approval of the final deliverables from the Data Exchange Workstream; the Rules & Policy Subcommittee were authorized to form an ad hoc joint working group led by ITAC and consisting of 8 other subject matter advisory bodies to streamline the development of the new rules for remote access to records for parties, their attorneys, and justice partners; the final item is an amendment to ITAC's annual agenda permitting ITAC to initiate a digital evidence workstream with Judge Kimberley Menninger as the executive sponsor, this will be considered at the JCTC meeting next Monday, June 12.

The Chair briefly reported on the Small Court Technology Summit, noting there will be a full report later. Both ITAC chairs attended the event. There were over 30 courts with 80 participants. The event was extremely engaging and interactive as well as eye-opening. One instance where courts were asked to identify top challenges, one court responded "having reliable internet" as their issue. It became clear that some challenges are shared by all courts while others are unique to smaller and medium sized courts.

Final update from Judge Hanson was on the Futures Commission directives. Mr. Michael Planet will join the meeting to provide an overview on these directives. The chair noted the Chief Justice has assigned four immediate directives to be prioritized and addressed. One of those is specifically assigned to ITAC to be discussed further after Mr. Planet's report. This concluded the chair report.

Item 2

Disaster Recovery Framework Workstream—Preview of Deliverables

Present for discussion the draft deliverables of the Disaster Recovery Workstream including a DR Framework document and model DR Plan (adaptable by individual courts). Provide input prior to branch circulation for comment.

Presenters: Hon. Alan Perkins, Workstream Executive Co-Sponsor
Mr. Brian Cotta, Workstream Executive Co-Sponsor and Project Manager

Mr. Michael Derr, Principal Manager and Workstream Staff/SME, Judicial Council Information Technology

Update: Judge Alan Perkins thanked the workstream and staff and thought this effort would be especially very helpful to small and medium sized courts. Mr. Brian Cotta provided a detailed review of the project deliverables via his slide presentation, located in your materials. Of note are the Output documents that include: Output 1." How to Use: Guide, Output 2. Disaster Recovery Recommendations and Reference Guide, Output 3. Disaster Recovery Adaptable Template, and Output 4. Recommendation to ITAC to pursue a budget change proposal (BCP). He asked ITAC to review the materials and provide comments to him by June 23 and to support circulation of the documents to all CEO's, Clerk/Administrators, and CTO's. He noted the approval/acceptance of all deliverables and recommendations as well as project closure of the workstream, will be requested at the August ITAC meeting.

Item 3

Next Generation Hosting Strategy Workstream—Preview of Deliverables

Present for discussion the draft deliverables of the Next Generation Hosting Strategy Workstream including a Next Generation Hosting Framework document and recommendations. Provide input/feedback.

Presenters: Hon. Jackson Lucky, Workstream Executive Co-Sponsor
Mr. Brian Cotta, Workstream Executive Co-Sponsor
Ms. Heather Pettit, Workstream Project Manager/Court Lead

Update: Ms. Pettit shared the framework document that outlines an inventory of technology assets, their criticality, and a recommended hosting solution for each. Options include: local data center, or cloud hosting. The team developed road mapping tools that courts may adapt for their own planning purposes. Final deliverables from this workstream are due in August. Please see meeting materials for handouts and slide presentation.

Item 4

ITAC Structure: Projects Subcommittee Discussion (Action Requested)

Discuss the path forward for the Projects Subcommittee and decide whether to sunset this group or to take another action.

Presenters: Hon. Sheila Hanson, ITAC Chair
Mr. Robert Oyung, CIO/Director, Judicial Council Information Technology

Action: Judge Hanson asked members if ITAC should continue with the Projects Subcommittee or could it be sunset. Mr. Oyung believes it has outlived its usefulness and that ad hoc working groups and/or workstreams are move beneficial. It was deiced to use the current workstream methods to invite for working groups.

Request a Motion to Sunset the Projects Subcommittee.

Approved.

Item 5

Brainstorming Session: Expanding Collaboration within the Branch IT Community

Discussion session to gather feedback and input on priorities from ITAC on the newly added Tactical Plan for Technology initiative: Expanding Collaboration within the Branch IT Community. This initiative is intended to identify opportunities for sharing technical resources, advancing technology leadership, and expanding collaboration throughout the judicial branch.

Facilitators: Ms. Jeannette Vannoy, ITAC Member

Ms. Kathleen Fink, Manager, Judicial Council Information Technology

Discussion: Ms. Vannoy held an initial discussion on expanding collaboration within the branch IT community. She asked ITAC to review and rank priorities on slide 41 in the materials. Along with ITAC, she is gathering input from the Court Information Technology Management Forum and two IT summits to inform how ITAC may support this initiative through a workstream as part of the ITAC 2018 Annual Agenda. Additional information is in her presentation slides included with meeting materials.

Item 6

Comments and Questions Regarding Written Workstream and Committee Reports

E-Filing Strategy Workstream

Hon. Sheila F. Hanson, Executive Sponsor

Mr. Snorri Ogata, Project Manager

Comments: E-filing strategy BCP has received positive feedback. The BCP may conclude with trailer bill language attached.

Self-Represented Litigants (SRL) E-Services Workstream

Hon. James M. Mize, Executive Sponsor

Comments: Next steps are to develop the RIF, then the RFP.

Video Remote Interpreting Workstream

Hon. Samantha Jessner, Executive Sponsor

Comments: Judge Samantha Jessner will be the new executive sponsor and, upon the retirement of Justice Terence Bruiniers, assuming the role as chair of the Technological Solutions Subcommittee of the Language Access Task Force who is leading the VRI project.

Intelligent Forms Workstream

Hon. Jackson Lucky, Executive Sponsor

Comments: The workstream concluded their first meeting and will continue bi-weekly meetings.

ITAC Rules & Policy Subcommittee

Hon. Peter Siggins, Chair, ITAC Rules & Policy Subcommittee Member

Comments: A new ad hoc working group is being formed, Rules for Remote Access. Mr. Snorri Ogata volunteered to be the IT resource. Membership is assembled from other committees. There will be a roster posted.

Court Executive Advisory Committee (CEAC) will be the lead on electronic court records.

Modernization rules with the Legislature regarding CCP 13b and 10.6 and Senate 8976 to require an opt in via the Judicial Council form. The focus has been on opting out on the form.

Privacy Policy resource guide is similar to the court resource manual. Obligated to provide information accordingly or protect public and private information. There is a need for subject matter experts, let the chair know if you are interested.

Joint Appellate Technology Subcommittee

Hon. Louis R. Mauro, Chair, Joint Appellate Technology Subcommittee

Comments: No additional comments.

Item 7

Technology Innovation Grants Update

Review the grants awarded for technological innovations by the Judicial Council, and provide an update on the coordination with related initiatives and branch IT governance.

Presenters: Ms. Maureen Dumas, Principal Manager, Judicial Council Special Projects
Mr. Robert Oyung, CIO/Director, Judicial Council Information Technology

Update: Mr. Oyung provided an update on the awarded grants and next steps in managing grants with court collaboration. Included in the meeting materials is the list of courts and dollar amounts awarded.

Ms. Dumas noted there were 28 trial courts and one appellate court awarded innovation grants and an Inter Branch Agreement (IBA) is in place. There were four courts funded in June and the remaining will be funded in July. Innovation grant courts will be funded in full every July through 2020. Mr. Oyung drafted a proposal that was shared at the last CIO meeting that outlines the JCC staff will help facilitate discussions between courts, the host repository, and manage mailing lists.

Item 8

Branch Budget Update

Update on the status of the branch budget, along with any technology-related discussions with the Department of Finance and/or with Legislators.

Presenter: Mr. Zlatko Theodorovic, Director, Judicial Council Budget Services

Update: Mr. Theodorovic provided a branch budget update to ITAC. The budget committee concluded work which will be sent to the floor next week in Sacramento. There will be a vote on Proposition 54 on June 15, comment period is 72 hours. There is limited new funding in the new budget. Nine small courts were approved to move their CMS. DMS funding was also approved. There is a general fund loan included in the Governor's May Revise to assist in developing and maintaining a statewide trial court e-filing environment. This loan would be paid back from user fees. Disability group raised the issue with existing ADA as well as new programs, and draft trailer bill language has been added to address comments related to ensuring access to those with disabilities. Funding was also requested to migrate courts to the state financial system. Finally, work is underway on next year's BCPs which are due to the Judicial Council this summer.

Item 9

Judicial Council Technology Committee Update

Update on activities and news coming from this internal oversight committee.

Presenter: Hon. Marsha Slough, Chair, JCTC

Update: Justice Slough provided an update on JCTC activities since the last ITAC meeting. She also expressed her appreciation for the work and partnership of ITAC. JCTC held an educational session, two open meetings and, co-hosted a Small Court Technology Summit with the California Trial Court Consortium. At the March JC meeting the 2017-2018 Tactical Plan was approved.

There will be a statewide technology summit held August 23 & 24 in Sacramento in conjunction with the statewide TCPJAC and CEAC. The summit is open to CIOs, Appellate Presiding Justices, Appellate Court Administrators, administration, and others. Content feedback has been gathered from ITAC, CIO Management Forum, CEAC, Appellate Court Clerks, and other. ITAC members are welcome to attend. The information gathered from this summit will help to update the Technology Strategic Plan.

The Futures Commission report has been released and there are technology recommendations that ITAC will address. Further discussion today by Mr. Planet.

The technology BCPs for FY 18/19 BCPs have been ranked in a discussion lead by Judge Daniel Buckley. The ranking is: 1. CMS replacements; 2. Deploy and maintain California Court Protective Order Registry (CCPOR); 3. Phoenix system required updates; 4. Self-Represented Litigants (SRL) Statewide E-Services Solution; 5. Digitizing Paper and Filmed case files for trial and appellate courts; and 6. Single Source Sign-On

for Judicial Branch. These are consistent with the approved Court Technology Governance and Strategic Plan.

Item 10

Futures Commission Update

Update on the status of the Commission on the Future of California's Court System and its [final Report to the Chief Justice](#). On April 26, 2017, a [news release](#) announced the completion of the final report.

Presenter: Mr. Michael Planet, Technology Working Group, Futures Commission; Court Executive Officer, Superior Court of Ventura

Update: Mr. Planet advised ITAC that the final report has gone to the Judicial Council and the commission is complete. Of the 65-page report, the Chief Justice selected three top priorities for ITAC. 1. Remote Video Appearances: Developing a pilot project to allow remote appearances by parties, counsel, and witnesses for most noncriminal court proceedings; 2. Video Arraignments: Authorizing video arraignments in all cases, without the defendant's stipulation, if certain minimum technology standards are met; 3. Intelligent Chat Technology: Developing a pilot project using intelligent chat technology to provide information and self-help services. He noted there is a fourth unofficial project to continue with the Tactical Plan.

Judge Hanson noted that the Chief Justice has issued those directives to ITAC. Justice Mauro has attended a meeting with internal committee chairs and staff to discuss ITAC's approach to this assignment. ITAC plans to reach out to the CIO community for volunteers to assist with this special assignment. Next, ITAC will hold a one-day brainstorming session with CIOs and staff on the three areas of focus to identify all the factors and elements to consider as part of the analysis; as well as identify all stakeholders for input. Then, assigned CIO will develop an overall workplan for the project, which is due in August.

Item 11

Small Court Technology Summit Report

Report on the May 25 Small Court Technology Summit held at the Judicial Council Sacramento Office.

Presenters: Ms. Linda Romero Soles, Chair, California Trial Court Consortium; Court Executive Officer, Superior Court of Merced

Mr. Richard Feldstein, Court Executive Officer, Superior Court of Napa

Update: Ms. Romero Soles provided an update on behalf of Mr. Feldstein, who was unable to attend today's ITAC meeting. There were more than 80 attendees representing 30 courts and the meeting was well received. Each court identified their CMS, disaster recovery, and e-filing current and future needs. Breakout session tracks included CMS planning, sharing court resources, IT security for CEOs and CIOs, and resource planning. Courts

also identified their strengths and gaps. Materials and output from the meeting are located on the Judicial Resources Network (JRN) [Small Court Technology Summit](#). The information gathered at this meeting will be shared at the August 2017 Technology Summit in Sacramento ensuring that the small and medium courts' needs are included in overall branch technology.

Item 12

Liaison Reports

Reports from members appointed as liaisons to/from other advisory bodies.

Presenters: Mr. David Yamasaki, ITAC Member, Liaison to Court Executive Advisory Committee (CEAC)

Update: CEAC and the Presiding Judges Advisory Committee met jointly, but then split off to discuss court executives focused issues and heard a presentation from Mr. Brian Cotta and Ms. Charlene Ynson about the benefits of electronically filing in the court of appeals. Many courts focus on fiscal as well as technology challenges such as Mr. Yamasaki did while with the Santa Clara court. At his current court in Orange County, he has seen a great benefit to having digital copies and electronically filing. It has reduced onsite paper storage and the time it takes to process a request for copies. This technology could help reduce staffing levels and increase efficiencies. Digitizing documents would be helpful for the entire branch.

Mr. Oyung noted that this is the third time at today's ITAC meeting it's been mentioned about the importance of digitizing documents in the courts. This is an important item for a new BCP.

Presenters: Hon. Louis R. Mauro, ITAC Vice-Chair, Liaison to Appellate Advisory Committee (AAC)

Update: Justice Mauro reported the Supreme Court is going live with e-filing in July. The only appellate district not on e-filing is the 2nd District who is awaiting the new Document Management System (DMS) that the 3rd and 5th Districts are rolling out over the summer. The AAC is making progress to amend CCP 271 that say court reporter transcripts must be in paper. There is an AB 1450 draft that says that originals will be electronic, but allows court reports, or courts that cannot do electronic can opt out. There are many court reporters ready to offer this service now, but there is only one vendor and they worry that it forces a monopoly. Justice Mauro feels that efforts are close to reaching an agreement with the court reporters and the judicial branch.

Presenters: Hon. James Mize, ITAC Member, Access & Fairness Advisory Committee (AFAC)

Update: Judge Mize noted that at a recent meeting he attended he was impressed with a presentation *Using Animation to Simplify Legal Stuff*, and by using visuals to explain items instead of just words, more people would benefit in the courts.

There were no other liaison reports given.

Item 13

Review Legislative Proposal to Amend Civil Code Section 1719 and Code of Civil Procedure Sections 405.22, 405.23, 594, 659, 660, and 663a (Action Required)

Review public comments and decide whether to recommend proposed 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. The proposal also clarifies that the broader term “service” is applicable rather than “mailing” in certain code sections.

Presenters: Hon. Peter Siggins, Chair, Rules and Policy Subcommittee
Mr. Patrick O’Donnell, Principal Managing Attorney, Legal Services
Ms. Andrea Jaramillo, Attorney, Legal Services

Action: Mr. O’Donnell advised the Civil and Small Claims Advisory Committee (CCAC) voted to move these changes forward and he is seeking an action from ITAC to move them forward as well. The meeting materials contain the detailed suggested rules changes.

Motion to Approve the recommendation that the Judicial Council sponsor legislation amending the Civil Code Section 1719 and Code of Civil Procedure Sections 405.22, 405.23, 594, 659, 660, and 663a.

Motion Approved.

Item 14

New Business and Closing Remarks

Update: Judge Hanson advised members that ITAC has been authorized for two in person meetings annually due to the important work of this committee. Members are welcome to share their feedback with her or Justice Mauro.

Mr. Cotta alerted members that the 5th District Court of Appeal (COA) has an e-signing solution that can be used by all COAs and Supreme Court. Mr. Oyung is working on an Inter Branch Agreement (IBA) to allow the trial courts to use this as well.

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 2:11 PM.

Approved by the advisory body on August 7, 2017.