



# JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY  
ADVISORY COMMITTEE

[www.courts.ca.gov/itac.htm](http://www.courts.ca.gov/itac.htm)  
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## INFORMATION TECHNOLOGY ADVISORY COMMITTEE

### MINUTES OF OPEN MEETING

February 2, 2018

10:00 AM to 12:00 PM

Teleconference

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<b>Advisory Body Members &amp; Liaisons Present:</b>	Hon. Sheila F. Hanson, Chair; Hon. Louis R. Mauro, Vice Chair; Mr. Brian Cotta; Hon. Julie R. Culver; Hon. Tara Desautels; Mr. Jason Galkin; Ms. Alexandra Grimwade; Hon. Michael S. Groch; Mr. Paras Gupta; Hon. Samantha P. Jessner; Hon. Jackson Lucky; Mr. Terry McNally; Hon. Kimberly Menninger; Hon. James Mize; Mr. Snorri Ogata; Mr. Darrel Parker; Hon. Alan G. Perkins; Hon. Peter Siggins; Hon. Bruce Smith; Ms. Jeannette Vannoy; Mr. Don Willenburg; Mr. David H. Yamasaki
<b>Advisory Body Members Absent:</b>	Assemblymember Marc Berman; Ms. Heather Pettit; Hon. Daniel J. Buckley; Hon. Joseph Wiseman
<b>Others Present:</b>	Mr. Harry Ermoian (ASM. Berman's office); Mr. Rob Oyung; Mr. Patrick O'Donnell; Mr. Mark Dusman; Ms. Kathy Fink; Ms. Jamel Jones; Ms. Andrea Jaramillo; Ms. Fati Farmanfarmaian; Ms. Nicole Rosa; Ms. Jackie Woods; and other JCC staff present

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#### OPEN MEETING

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

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

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

The advisory body reviewed and approved the minutes of the December 4, 2017 Information Technology Advisory Committee meeting.

There was one written comment submitted regarding item #5 on today's agenda. Comment was circulated to members; the comment will be discussed with that item at today's meeting.

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#### DISCUSSION AND ACTION ITEMS (ITEMS 1-10)

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##### **Item 1**

##### **Opening Remarks and Chair Report**

Provide general update on activities relevant to the committee.

Presenter: Hon. Sheila F. Hanson, Chair

**Update:** Hon. Sheila Hanson, ITAC Chair, welcomed members, liaisons, and staff to the meeting and provided her updates.

The annual workplan was approved by the Judicial Council Technology Committee (JCTC) at their January 8, 2018 meeting. The approved annual agenda was sent to members and posted on the ITAC website.

Judge Hanson welcomed Mr. Jason Galkin, Court Executive Officer at the Colusa Superior Court. He's been appointed by Education's Governing Committee (CJER) as their liaison to ITAC.

The Chair continues to work with staff confirming committee assignments and roles. Especially those related to the futures commission and new workstreams. Once all assignments are in place, she will have staff share that information with everyone.

Lastly, Judge Hanson approved the membership list for the Tactical Plan Update workstream. As the sponsor of that initiative she plans to launch the workstream in March or April timeframe.

## Item 2

### **Judicial Council Technology Committee Update (Report)**

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

Presenter: Hon. Marsha Slough, Chair, JCTC

**Update:** Justice Slough provided an update since the December ITAC meeting. JCTC met January 8 and approved the annual agenda. They also approved the final deliverables from the Disaster Recovery and Next Generation Hosting workstreams. Those deliverables will be presented at the March 2 Judicial Council meeting.

JCTC continues to receive regular reports on the case management system modernization efforts and all are moving forward successfully.

The committee continues to monitor the six technology budget change proposals (BCPs) requesting Fiscal Year 19-20 funding. They include: the next wave of case management system replacements; upgrade to the Phoenix system; a pilot program for courts to digitize their paper and filmed cases; a branch single sign-on solution to support identify management; a statewide self-represented litigants e-services solution; and expansion to complete deployment of the California Court Protective Order Registry (CCPOR) for the 7 remaining courts. The Governor included funding for CCPOR in his proposed budget and the remaining BCPs will be evaluated in the Governor's May revision.

The Strategic Plan Update Workstream has been officially launched. Work underway includes reviewing existing plan goals. The State Chief Information Officer and Direction of the California Department of Technology, Ms. Amy Tong spoke with the workstream, which led them to think about they might align with the State's plan and what they can learn from their process and end-product. The goal is to have this plan updated and present to the Judicial Council at the end of this year. This plan will be effective 2019 – 2022.

Lastly, Justice Slough attended the Court Executive Presiding Judges meeting where she, Mr. Oyung and Ms. Jones provided committee updates which were well received.

### **Item 3**

#### **Branch Budget Update (Report)**

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 thanked Justice Slough for her status updates on the BCPs. This budget has been the best for the branch for some time. There is \$75 million increase in Trial Court Funding (TCF) discretionary funding and \$50 million for online investing in new projects, such as self-help. The BCP planning for Fiscal Year 19/20 budget has begun, it starts 18 months in advance and the work IT committees do to help prepare budgets and BCPs is invaluable. There will be a new administration next fiscal year, so it's unknown how the branch BCPs will be viewed. There are declining funds in the Improvement & Modernization Fund (IMF) where many IT projects are funded. One important project, the LAN/WAN, is funded from IMF. Looking at options to secure more IMF funding, if more projects are covered under the general fund.

### **Item 4**

#### **Judicial Council Operations & Programs Division Update (Report)**

Update on the activities and news coming from the Chief Operating Officer, including branch technology initiatives and collaborations.

Presenter: Mr. Robert Oyung, Chief Operating Officer, Judicial Council of California

**Update:** Mr. Oyung observed and shared that many branch IT activities and projects are contributing to the strategic plan and helping to move towards a digital court. ITAC's annual agenda, future's commission, and innovation grants are using ITAC to leverage and contribute to the strategic plan's priorities.

In his new capacity at the Judicial Council Chief Operating Officer, he noted that technology across the branch is more focused on data analytics for increasing operations and for the public. As an example, there are several innovation grants for digital online services and ITAC is sponsoring SRL Portal. He wants to transfer some physical services to online services, for example the ability to pay calculator. He also wants to implement a stronger portfolio management across the branch.

### **Item 5**

#### **Modernization Project Rules Proposal— Proposed Amendments to Title 2, Division 3, Chapter 2 (Action Requested)**

Consider whether to recommend circulating proposed amendments to title 2, division 3, chapter 2 of the California Rules of Court for public comment. The proposed amendments respond to

new requirements in Code of Civil Procedure section 1010.6, amend definitions in the rules, and ensure indigent filers are not required to have a payment mechanism to create an account with electronic filing service providers. comment.

Presenters: Hon. Peter J. Siggins, Chair, Rules & Policy Subcommittee  
Mr. Patrick O'Donnell, Managing Attorney, Legal Services  
Ms. Andrea Jaramillo, Attorney II, Legal Services

**Action:** Justice Siggins advised there are various technical changes that are being presented today. Ms. Jaramillo went through the detailed amendments included in your materials. Comments were received from an EFSP and from others in the community with regards to what manifests consent to electronic service. One idea is to have the invitation to comment include both the JCC & EFSP suggested changes and circulate for comment. Members agreed.

**Request a Motion to Approve the recommendation to circulate the proposed amendments with the inclusion of the language change and a call out at the end of comment to Title 2, Division 3, Chapter 2 of the California Rules of Court for public comment.**

**Motion Approved**

#### Item 6

##### **Modernization Project: Form Proposal, Withdrawal of Consent to Electronic Service**

##### **(Action Requested)**

Consider whether to recommend circulating proposed Judicial Council form EFS-005-##, *Withdrawal of Consent to Electronic Service*. The purpose of the proposal is to comply with Code of Civil Procedure section 1010.6(a)(6), which requires the Judicial Council to create such a form by January 1, 2019. This is a joint proposal with the Civil and Small Claims Advisory Committee.

Presenters: Hon. Peter J. Siggins, Chair, Rules & Policy Subcommittee  
Mr. Patrick O'Donnell, Managing Attorney, Legal Services  
Ms. Andrea Jaramillo, Attorney II, Legal Services

**Action:** Justice Siggins noted the Civil & Small Claims Advisory Committee has approved the changes and recommends the revised version in the supplemental materials to be circulated.

**Request a Motion to Approve the recommendation to circulate the proposed Judicial Council form EFS-006-CV, *Withdrawal of Consent to Electronic Service*.**

**Motion Approved**

## Item 7

### **Remote Access for Government Entities, Parties, Attorneys Rules Proposal—Proposed Amendments to Title 2, Division 1, Chapter 2 of the California Rules of Court**

#### **(Action Requested)**

Consider whether to recommend circulating proposed amendments to title 2, division 1, chapter 2 of the California Rules of Court. The proposed amendments facilitate remote access to trial court records by state, local, and tribal government entities, parties, parties', attorneys, and court-appointed persons.

Presenters: Hon. Peter J. Siggins, Chair, Rules & Policy Subcommittee  
Mr. Patrick O'Donnell, Managing Attorney, Legal Services  
Ms. Andrea Jaramillo, Attorney II, Legal Services

**Action:** Justice Siggins reported this is a new request to circulate for comment for the work of the Joint Ad Hoc Subcommittee on Remote Access that works on the issue of remote access to court cases. They try to facilitate existing relationships, provide a clear authority to the courts, limit remote access to the same records a person could get by looking up cases at the courthouse, and keep the scope of the annual agenda. The change would add three articles to the rule for public comment.

Ms. Jaramillo walked the members through the new articles (in materials provided). Members requested a change to include law enforcement agencies for public comment.

**Request a Motion to Approve the recommendation to circulate the proposed amendments to title 2, division 1, chapter 2 of the California Rules of Court.**

**Motion Approved**

## Item 8

### **Project Spotlight (Reports)**

Featured reports from workstreams or subcommittees providing project status, discussion items, and milestones.

### **Intelligent Forms Strategy: Research & Scope (Phase 1)**

Hon. Jackson Lucky, Executive Sponsor

Ms. Camilla Kieliger, Senior Analyst, and Workstream Project Manager

**Update:** Deferred to next ITAC meeting due to time constraints.

### **Self-Represented Litigants (SRL) E-Services**

Hon. James Mize and Hon. Michael Groch, Executive Sponsors

Mr. Brett Howard, Court Lead

Mr. Mark Gelade, Supervisor, Web Services and Workstream SME

**Update:** Deferred to next ITAC meeting due to time constraints.

**Item 9**

**Liaison Reports (time permitting)**

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

Presenters:

**Update:** No liaison updates.

**Item 10**

**General Updates/New Business (time permitting)**

Next ITAC meeting will be April 30, 2018 in San Francisco.

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**A D J O U R N M E N T**

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There being no further business, the meeting was adjourned at 12:00 PM.

Approved by the advisory body on April 30m 2018.