



JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY
ADVISORY COMMITTEE

www.courts.ca.gov/itac.htm
itac@jud.ca.gov

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INFORMATION TECHNOLOGY ADVISORY COMMITTEE

NOTICE AND AGENDA OF OPEN IN-PERSON MEETING

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

THIS MEETING IS BEING RECORDED

Date: April 30, 2018
Time: 10:00 a.m. - 3:00 p.m.
Location: 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
Call-in Number: This is an in-person meeting for ITAC members.
A call-in number is being provided for the public.
1-877-820-7831 Listen Only Code: 1437245 #

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

Members of the public seeking to make an audio recording of the meeting must submit a written request at least two business days before the meeting. Requests can be e-mailed to itac@jud.ca.gov.

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

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

Call to Order and Roll Call 10:00 a.m. – 10:05 a.m.

Approval of Minutes

Approve minutes of the February 2, 2018 and the March 16, 2018 Information Technology Advisory Committee meetings.

Version 4/23/2018

II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(1)-(2))

In-Person Public Comment

Members of the public requesting to speak during the public comment portion of the meeting must place the speaker's name, the name of the organization that the speaker represents if any, and the agenda item that the public comment will address, on the public comment sign-up sheet. The sign-up sheet will be available at the meeting location at least **1 hour** prior to the meeting start time. The Chair will establish speaking limits at the beginning of the public comment session. While the advisory body welcomes and encourages public comment, time may not permit all persons requesting to speak to be heard at this meeting.

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 or mailed or delivered to 455 Golden Gate Avenue, 8th Floor, San Francisco 94102, attention: **Jackie Woods**. Only written comments received by **10 a.m. on April 27** will be provided to advisory body members prior to the start of the meeting.

III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1-12)

Item 1

Chair's Report

Presenter: Hon. Sheila F. Hanson, Chair

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

Item 3

Modernize Appellate Court Rules– Sealed and Confidential Records (Discussion)

Discuss comments to the proposed rule amendments that would establish procedures for handling sealed and confidential materials submitted electronically in the Court of Appeal.

Presenter: Hon. Louis R. Mauro, Chair, Joint Appellate Technology Subcommittee
Ms. Ingrid Leverett, Attorney II, Legal Services

Note: Times are estimated. Actual start and end times may vary.

Item 4

Intelligent Forms Workstream—Status and Final Report (Action Requested)

Review and discuss final report and recommendations from the workstream’s Phase 1 activities. Decide report’s readiness to recommend to the Judicial Council Technology Committee for acceptance; and initiate Phase 2 tasks.

Presenters: Hon. Jackson Lucky, Workstream Executive Co-Sponsor
Ms. Camilla Kieliger, Senior Analyst, Legal Services; Workstream Project Manager

BREAK

Item 5

Project Spotlight (Report)—Video Remote Interpreting Workstream

Featured report from the Video Remote Interpreting Workstream providing project status, discussion items, and milestones.

Presenters: Hon. Samantha Jessner, Executive Sponsor
Ms. Olivia Lawrence, Principal Manager, Court Operations Services
Ms. Fati Farmanfarmaian, Senior Business Systems Analyst, Information Technology; Workstream IT Liaison

Item 6

Branch Budget Update and Technology Budget Change Proposals (BCP) (Report)

Overview of the BCP process and status of technology funding proposals for FY18/19 and FY19/20. Update on the budget discussions and hearings with the Department of Finance and with Legislators.

Presenter: Mr. Zlatko Theodorovic, Director, Budget Services
Mr. Mark Dusman, Principal Manager, Information Technology

Item 7

Next Steps for Recently Completed Workstreams (Action Requested)

Since the deliverables of the Disaster Recovery Workstream and Next-Generation Hosting workstreams have been approved by the Judicial Council, the committee will now consider formally closing Phase 1 of the projects and discuss next steps, including communications and initiation of Phase 2 (if still applicable).

A. Disaster Recovery Workstream

Facilitators: Hon. Alan Perkins, Phase 1 Workstream Executive Co-Sponsor
Mr. Brian Cotta, Phase 1 Workstream Executive Co-Sponsor
Mr. Paras Gupta, Phase 2 Workstream Executive Sponsor

Note: Times are estimated. Actual start and end times may vary.

B. Next-Generation Hosting Workstream

Facilitators: Hon. Jackson Lucky, Phase 1 Workstream Executive Co-Sponsor
Ms. Heather Pettit, Principal Manager, Information Technology;
Phase 1 Workstream Program Manager
Ms. Brian Cotta, Phase 2 Workstream Executive Sponsor

Item 8

Futures Commission Directives—Progress Reports

Updates on the progress of the Futures Commission Directives assigned to this committee by the Chief Justice.

Presenters: Hon. Samantha Jessner, Executive Sponsor, Remote Video Appearances
for Most Non-Criminal Hearings
Ms. Jamel Jones, Supervisor, Information Technology

Item 9

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

Item 10

Comments and Questions Regarding Written Workstream and Subcommittee Reports

Tactical Plan Update Workstream

Hon. Sheila F. Hanson, Executive Sponsor

E-Filing Strategy Workstream

Hon. Sheila F. Hanson, Executive Sponsor

Identity and Access Management Strategy Workstream

Mr. Snorri Ogata, Executive Sponsor

Self-Represented Litigants (SRL) E-Services Workstream

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

Note: Times are estimated. Actual start and end times may vary.

IT Community Development Workstream

Hon. Alan Perkins and Ms. Jeannette Vannoy, Executive Sponsors

Digital Evidence Workstream

Hon. Kimberly Menninger, Executive Sponsor

Data Analytics: Assess and Report Workstream

Hon. Tara Desautels and Mr. David Yamasaki, Executive Sponsors

Rules & Policy Subcommittee

Hon. Peter Siggins, Chair

Joint Ad Hoc Subcommittee on Remote Access to Court Records

Hon. Peter Siggins, Chair

Item 11

Liaison Reports

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

Presenters:

Member:

Liaison to/from:

Member appointed on behalf of ITAC to liaison committee:

Hon. Sheila F. Hanson	TC Presiding Judges
Mr. David Yamasaki	Court Executives
Hon. Louis R. Mauro	Appellate
Hon. James M. Mize	Access
Hon. Samantha P. Jessner	Civil & Small Claims
Hon. Alan G. Perkins	Criminal Law
Hon. Julie R. Culver	Education (CJER)
Hon. Michael S. Groch	Traffic

Liaison member appointed on behalf of partner committee:

Mr. Jason Galkin	Education (CJER)
Hon. Daniel Buckley	Presiding Judges
Hon. Joseph Wiseman	Tribal Court

Note: Times are estimated. Actual start and end times may vary.

Item 12

General Updates/New Business (time permitting)

Members are invited to highlight key accomplishments since the December meeting or other new business.

IV. ADJOURNMENT

Adjourn

ITAC Meeting Schedule for 2018

- June 22 (teleconference)
- August 27 (in person)
- October 26 (teleconference)
- December 3 (in person)

Important Dates:

- April 9 – June 8, 2018, Public Comment of Branch Rules Proposals
- May 14 – Judicial Council Technology Committee Meeting (teleconference)
- May 23 – Judicial Council Technology Committee Meeting
- December 10-12 – eCourts Conference
(Note: Travel/registration expenses are the responsibility of the attendee.)

Note: Times are estimated. Actual start and end times may vary.