

Information Technology Advisory Committee (ITAC)

Public Business Meeting
August 27, 2018 In Person

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

Administrative Matters

I. Open Meeting

- Call to Order, Roll Call
- Approve Minutes
 - June 22 (teleconference)
 - July 2 (special rules teleconference)
 - July 19 (action by email)

DRAFT Minutes are in the materials e-binder.

II. Public Comment

REPORT

Item 1. Chair Report

Hon. Sheila F. Hanson

Chair, Information Technology Advisory
Committee

There are no additional slides for this report.

REPORT

Item 2. Judicial Council Technology Committee Update

Hon. Marsha Slough, Chair

There are no additional slides for this report.

REPORT

Item 3. Branch Budget Update

Mr. Zlatko Theodorovic,
Director, Budget Services

There are no additional slides for this report.

DISCUSSION ITEM

Item 4. Strategic Plan Update

Hon. Jackson Lucky,
Member, Strategic Plan Workstream

Advance to the next slide for this report.

Governance

Business Goals

Judicial Council

Goals for Branch

JCTC

Goals for Technology

ITAC

Technology Initiatives

Technology Projects

Guiding Documents

Branch Strategic Plan

Technology Strategic Plan
4-year plan

Technology Tactical Plan
2-year plan

ITAC Annual Agenda

Workstream Members

Hon. Marsha G. Slough,
Executive Co-Sponsor

Mr. Robert Oyung,
Executive Co-Sponsor

Hon. Daniel J. Buckley
(PJ, Los Angeles)

Mr. Jake Chatters
(CEO, Placer)

Mr. Brian Cotta
(Asst. CEO, 5DCA)

Ms. Alexandra Grimwade
(CIO, 20th Century Fox Television)

Ms. Audra Ibarra
(Appellate Attorney)

Mr. James Kim
(CEO, Marin)

Hon. Jackson Lucky
(Riverside)

Mr. Patrick O'Donnell (Legal Staff)

Ms. Amy Tong
(CIO, CA Dept. of Technology)

Ms. Jeannette Vannoy
(CIO, Napa)

Ms. Andrea K. Wallin-Rohmann
(CEO, 3DCA)

Mr. David H. Yamasaki
(CEO, Orange)

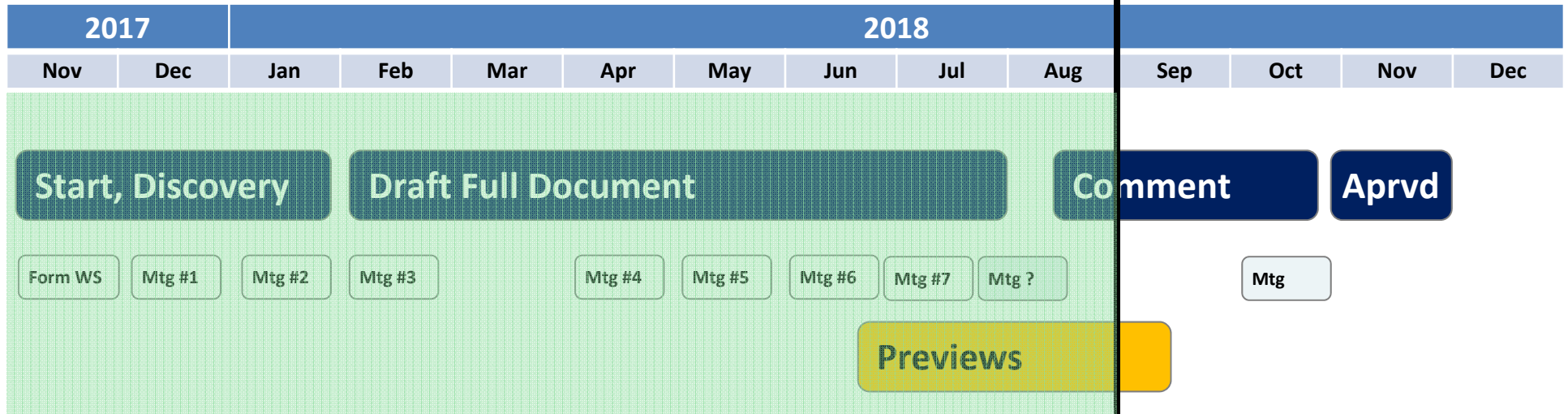
COMMITTEE STAFF

Ms. Jamel Jones

Ms. Jessica Craven

Ms. Rica Abesa

Timeline



Next Steps:

- Branch Comment (2 weeks) – *begin in late August*
- Public Comment (4 weeks) – *begin in late September*
- Approval by JCTC – *November 12*
- Approval by Judicial Council – *November 29/30*

Previews for Input

- ✓ **June 20**– California Department of Technology
- ✓ **July 9**– Judicial Council Technology Committee
- ✓ **July 19-20** CIO Community/Court Information Technology Management Forum Meeting
- ✓ **August 16-17** TCPJAC/CEAC Meeting
- **August 27** ITAC Meeting
 - **Webinar**– Appellate Courts
 - **September 12**– Judicial Council Management Council update

Team Assumptions

- Enhance and update the existing Strategic Plan—do not recreate it
- Maintain feedback loop
- Use it to *guide* the work — not “do” the work — of the Tactical Plan

Plan Updates



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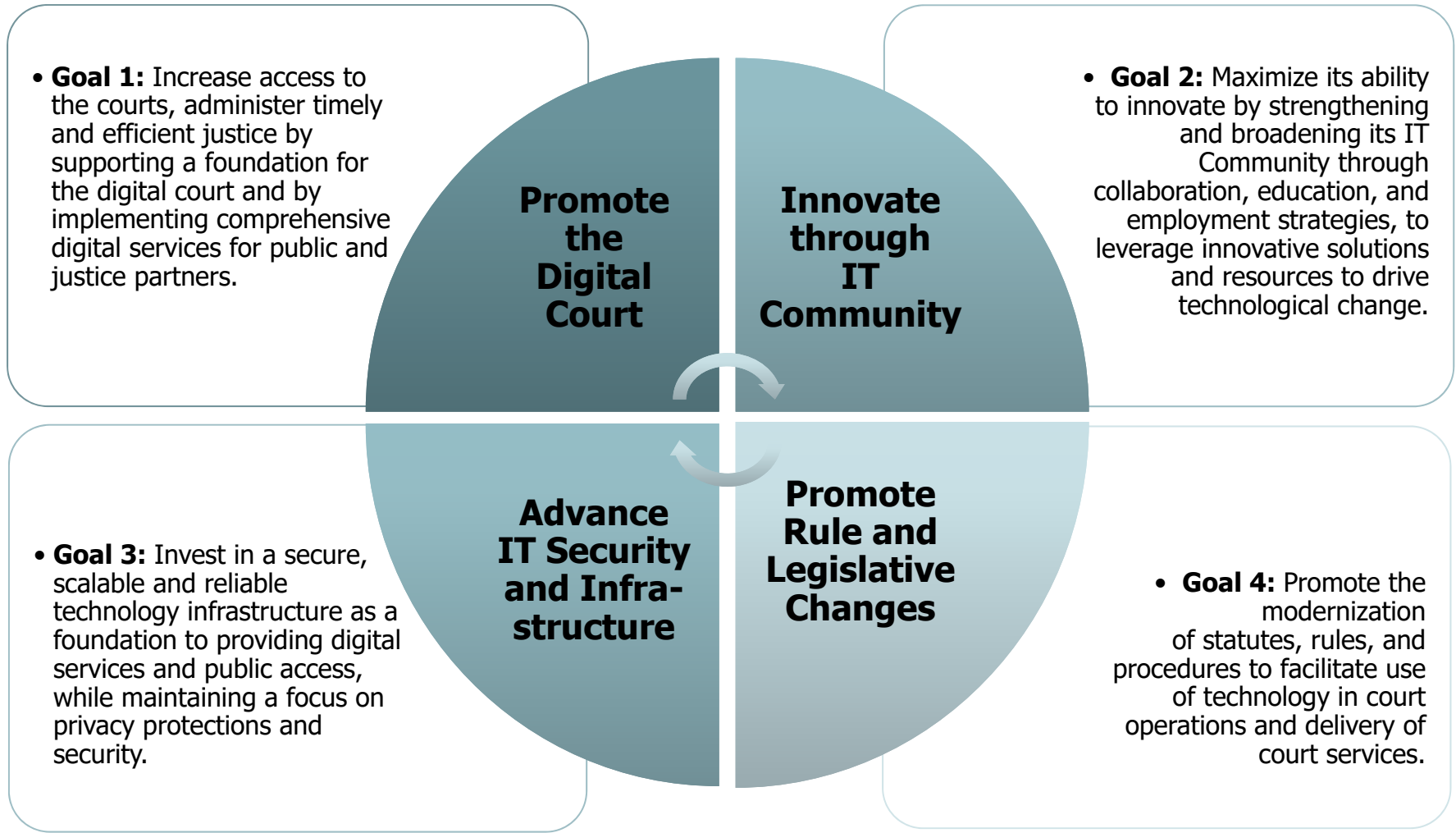


- **Future-focused tone**
- **Improved usability**
 - Shortened and streamlined
 - Modeled after California Department of Technology plan
 - Refreshed visual design
- **Updated not recreated** → Refined goals and content
- **Properly leveled**
 - Reframed metrics as “measures for success”
 - Removed detailed focus areas for hand off to the Tactical Plan Workstream
- **Simplified but kept meaningful**
 - Removed history, dependency sections
 - Eliminated reference to specific technologies
 - Organized guiding “principles” into user-friendly categories

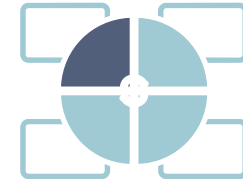
Principles- *categorized!*

Innovative <i>Foster a culture of innovation through planning, collaboration, and education to enhance court services and operations.</i>	Reliable <i>Maintain a well architected, secure and reliable technical infrastructure.</i>	Accessible <i>Provide accessible and easy-to-use systems for all persons seeking services from the courts.</i>
<ul style="list-style-type: none">• Improve Court Operations• Provide Education and Support• Consider Branchwide Collaboration and Economies of Scale• Foster Local Decision-Making• Encourage Local Innovation	<ul style="list-style-type: none">• Secure Private Information• Provide Reliable Information• Protect from Technology Failure• Plan Ahead• Improve Branchwide Compatibility Through Technology Standards	<ul style="list-style-type: none">• Ensure Access and Fairness• Include Self-Represented Litigants• Preserve Traditional Access• Design for Ease of Use

Goals- *refined!*

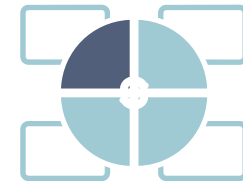


Goal 1



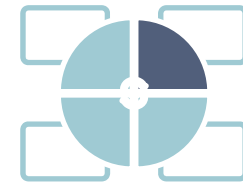
- Formerly – Promote the Digital Court
 - Part 1: Foundation
 - Part 2: Access, Services, and Partnerships
- New – **Promote the Digital Court**
- **Key updates**
 - Deemphasis of digital court foundation
 - Continued emphasis on innovation, access, services, and partnerships
 - Introduce emphasis on data-driven decision-making

Goal 1



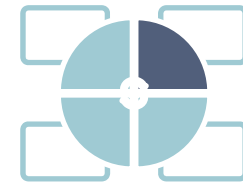
The judicial branch will increase access to the courts, administer timely and efficient justice, and gain case processing **efficiencies** by supporting a foundation for the digital court and by implementing **comprehensive digital services** for public interaction and collaboration with justice partners.

Goal 2



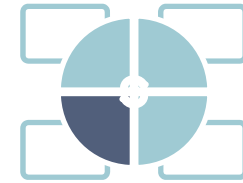
- Formerly – Optimize Branch Resources
- New – **Innovate through IT Community**
- **Key updates**
 - Emphasis on IT collaboration and technology education
 - New focus communicates progress
 - Includes enhancing relationships with external stakeholders to inform technology solutions and decision-making

Goal 2



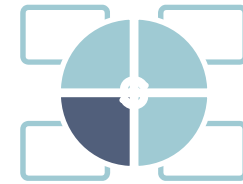
The judicial branch will maximize its ability to **innovate by strengthening and broadening its IT Community** through collaboration, education, and employment strategies, to **leverage innovative solutions and resources** to drive technological change.

Goal 3



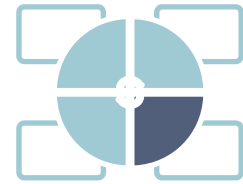
- Formerly – Optimize Infrastructure
- New – **Advance IT Security and Infrastructure**
- **Key updates**
 - Emphasis on security
 - Removed named technologies to avoid limitations and become more open-ended

Goal 3



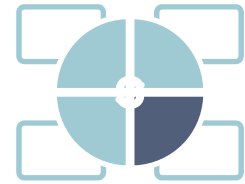
The judicial branch will continue to invest in a **secure, scalable and reliable** technology infrastructure as a foundation to providing digital services and public access, while maintaining a focus on privacy protections and security.

Goal 4



- **Promote Legislative and Rule Changes**
- **Key updates**
 - Emphasis on being proactive and allowing for change and future innovation
 - Deemphasized specific areas of focus

Goal 4



The judicial branch will promote the **modernization of statutes, rules, and procedures** to facilitate use of technology in court operations and delivery of court services.

Feedback Welcome

jctc@jud.ca.gov

Thank you!



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DISCUSSION ITEM

Item 5. Tactical Plan Update

Hon. Sheila Hanson,
Executive Sponsor, Tactical Plan Workstream

Advance to the next slide for this item.

Membership

- **Hon. Sheila Hanson**, Sponsor (Orange)
- **Hon. Louis Mauro** (3DCA)
- **Hon. Kyle Brodie** (San Bernardino)
- **Hon. Tara Desautels** (Alameda)
- **Ms. Nancy Eberhardt** (CEO, San Bernardino)
- **Ms. Kim Flener** (CEO, Butte)
- **Mr. Jim Lombard** (Dep. CEO, Sacramento)
- **Mr. Darren Dang** (CFO, Orange)
- **Mr. Paras Gupta** (CIO, Monterey)
- **Mr. Kirk Hauer** (IT Manager, Butte)
- **Mr. David Schlothauer** (CIO, Nevada)
- **Mr. Rick Walery** (CIO, San Mateo)
- **Mr. Robert Oyung** (COO, JCC)
- **Ms. Heather Pettit** (IT Principal Manager, JCC)
- **Ms. Jamel Jones** (JCC), Workstream Lead
- **Ms. Kathy Fink** (JCC), Workstream Project Manager



+ Significant contributions from workstream sponsors, leads, SMEs

Scope for 2017-18

“ The **majority of the initiatives will be managed by the Information Technology Advisory Committee**, while the Judicial Council Technology Committee may identify some initiatives that they wish to oversee directly.

This 2017–2018 tactical plan contains a set of technology initiatives encompassed in a number of focused, ambitious projects with a **two-year** timeframe for completion.



WORKSTREAM INPUT

Scope discussion

Include initiatives...

- At the right level (significant dollar value, multi-year)
- With branch-wide impact
- That need financial or strategic advocacy
- (Exclude operational activities, unless above applies)

Plan size?

Avoid limiting the number of initiatives
Avoid creating the “all inclusive” plan



Workstream approach

Based on **new strategic goals** and **scope**, evaluate and address:

- 1 Existing plan
- 2 Work in progress (not in existing plan)
- 3 New ideas and priorities



1

Existing plan initiatives

- | | |
|-----|---|
| 1. | Case Management System (CMS) Assessment and Prioritization |
| 2. | Document Management System (DMS) Expansion |
| 3. | Courthouse Video Connectivity (including video remote interpreting) |
| 4. | California Courts Protective Order Registry (CCPOR) |
| 5. | Implement a Portal for Self-Represented Litigants |
| 6. | Statewide E-filing Program Development |
| 7. | E-filing Deployment |
| 8. | Identify and Encourage Projects That Provide Innovative Services |
| 9. | Digital Evidence: Acceptance, Storage, and Retention |
| 10. | Expand Collaboration within the Branch IT Community |
| 11. | Extend LAN/WAN to Remaining Courts |
| 12. | Transition to Next-Generation Branchwide Hosting Model- Phase 2 |
| 13. | Court Disaster Recovery Framework and Pilot- Phase 2 |
| 14. | Identify New Policy, Rule, and Legislative Changes |

1

Areas with feedback

- | | |
|-----|---|
| 1. | Case Management System (CMS) Assessment and Prioritization |
| 2. | Document Management System (DMS) Expansion |
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WORKSTREAM INPUT

What might stay/change

- 3. **Courthouse video connectivity-** divide initiative into (a) remote-video and (b) language-access focuses
- 6, 7. **Statewide e-filing program development and deployment-** does this become one initiative?
- 11. **Extend LAN/WAN-** ongoing activity, but retain in plan because significant budget item; stable funding is needed across administration/committee turnover
- 14. **Identify new policy, rule changes-** ongoing activity, but retain in plan because fundamental branch/committee activity



WORKSTREAM INPUT

What might go

4. **CCPOR**- funding received to deploy to remaining courts; additional request would be small
8. **Identify and encourage projects that provide innovative services**- which creates a system for moving from local innovation to statewide productization

This function should be addressed through existing governance structure



1 Impacts to existing plan

- | | |
|-----|---|
| 1. | Case Management System (CMS) Assessment and Prioritization |
| 2. | Document Management System (DMS) Expansion |
| 3. | Remote Video Technology |
| 4. | Language Access Technology |
| | California Courts Protective Order Registry (CCPOR) |
| 5. | Implement a Portal for Self-Represented Litigants |
| 6. | E-filing Program |
| | Identify and Encourage Projects That Provide Innovative Services |
| 7. | Digital Evidence: Acceptance, Storage, and Retention |
| 8. | Expand Collaboration within the branch IT Community |
| 9. | Extend LAN/WAN to Remaining Courts |
| 10. | Transition to Next-Generation Branchwide Hosting Model- Phase 2 |
| 11. | Court Disaster Recovery Framework and Pilot- Phase 2 |
| 12. | Identify New Policy, Rule, and Legislative Changes |

2 Adding work(streams) in progress

- Futures directives workstreams
 - Intelligent chat → tie into SRL initiative
 - Remote video → tie into ***new*** remote video initiative
 - Voice-to-text translation → tie into ***new*** language access
- Identity management workstream
- Data analytics workstream



3 New Initiatives/Projects

The idea collection process...

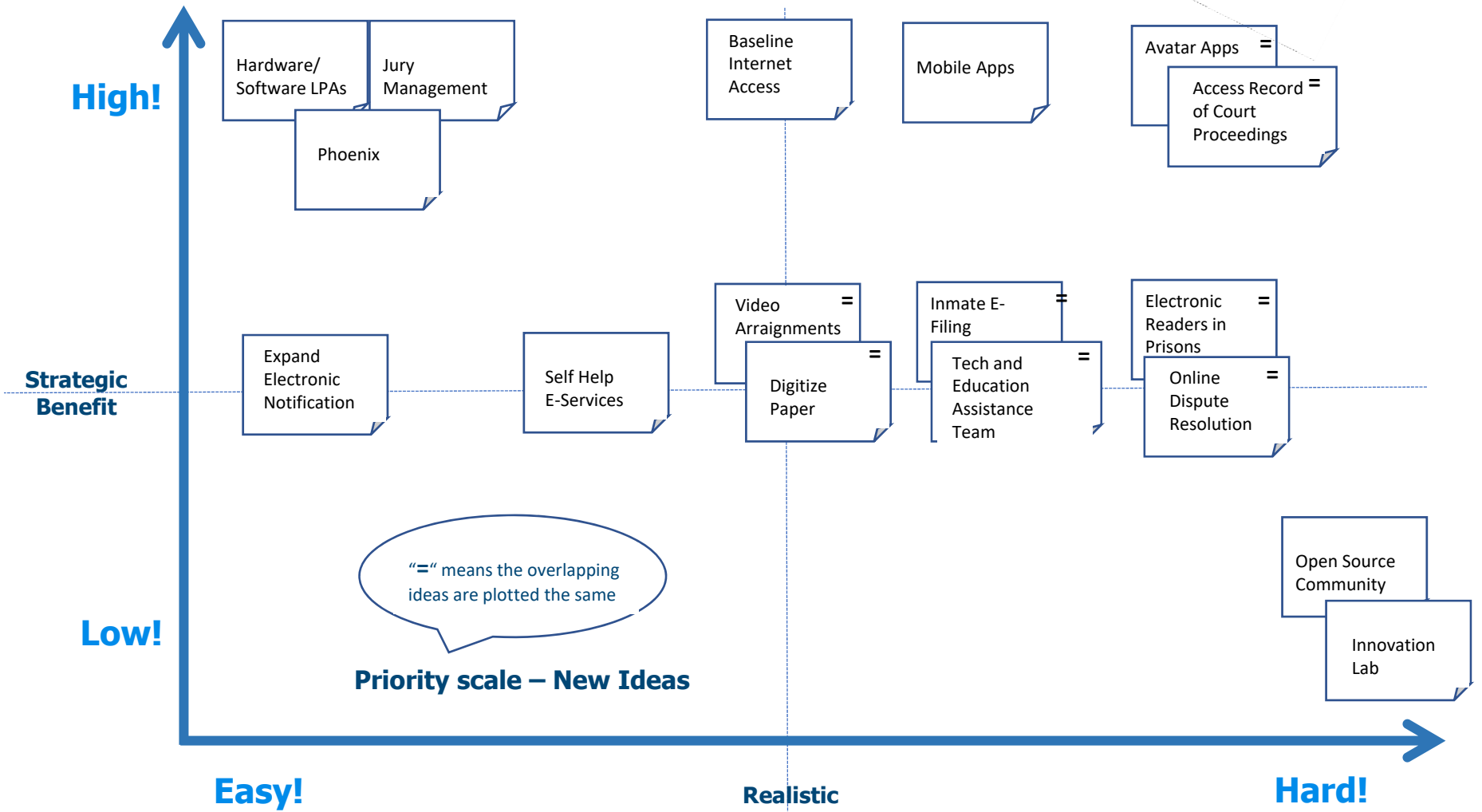
- Leveraged previous brainstorm session feedback from the JCTC, ITAC, appellate clerk/CEOs, Court IT Management Forum (CITMF), TCPJAC/CEAC
- Innovation grants
- Futures Commission final report
- Additions from Tactical Plan Workstream members at in person meeting



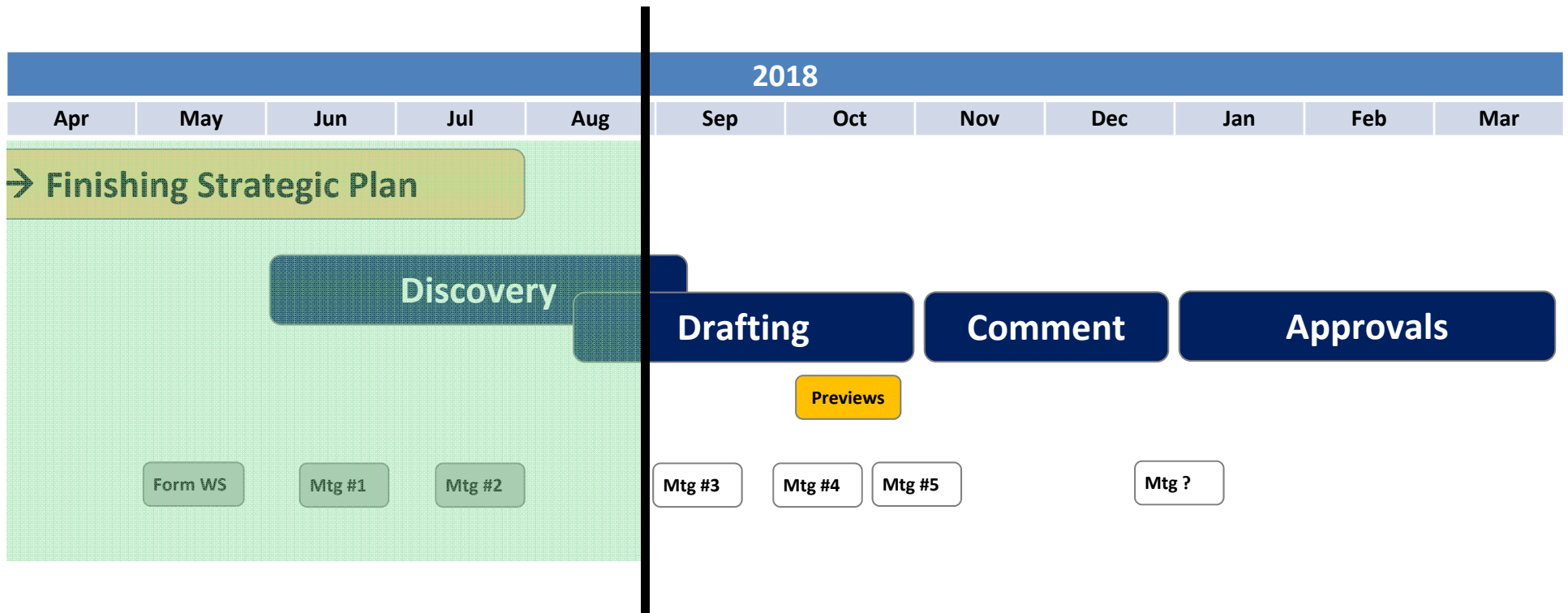
WORKSTREAM INPUT

Priorities Brainstorm

DRAFT



Overview Timeline



Next Steps:

- August-October- *Drafting the new plan*
- November- *Previews, Copy-editing, Branch Comment*
- December- *Public Comment*
- January- *Committee Approvals*
- March- *Judicial Council Approval*

ACTION ITEM

Item 6. Information Security Update

Mr. Michael Derr,
IT Principal Manager

Mr. Matt Nicholls,
IT Supervisor II

Advance to the next slide for this item.

Focus Areas

- Establishing an Information Security Outreach Program
- Updating the Judicial Branch Information Security Framework



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Outreach Program

- Background
- Program Objective
- Current Status



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Security Framework

- Follow-up from December 2017 update to the committee
 - Proposed security framework updates finalized
 - Task completed in partnership with AT&T Cybersecurity Consulting Services
 - Redlined version of the framework has been circulated for internal review



Original Structure

- Designed to adhere to National Institute of Standards and Technology (NIST) standards
- Released as a generic template to be localized by individual courts
- Security framework implementation checklist developed to assist courts with this process



Finalized Structure

- Framework has been revised so it applies universally to the branch
 - Allows courts to shift focus from localizing the framework and instead implement framework tasks
- Additional privacy controls have been incorporated as outlined in NIST



Next Steps

- Approval is requested to submit to the Judicial Council Technology Committee in their September 2018 meeting.



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REPORTS

Item 7. Futures Commission Directive: Intelligent Chat

Hon. Michael Groch,
Executive Sponsor

Advance to the next slide for this report.

1.1. Futures Commission Directive: Intelligent Chat (Phase 1)



Highlight: Workstream formed; in person meeting being held August 28—including orientation and technology demonstrations. FY19-20 BCP funding requested.

Key Objectives	Status	Description
Identify core team (sponsor and leads); form group membership; hold kickoff meeting(s).	In Progress	<p>The core team has been formed. It includes: Executive Sponsor, Judge Michael Groch (San Diego); Technical Lead, John Yee, JCIT; Project Manager, Fati Farmanfarmaian, JCIT, along with JCIT technical resources. The full workstream team/membership has been formed. Executive Sponsor, Judge Groch, distributed a branch memorandum inviting nominations for workstream membership. The request called for those individuals with an interest and experience in intelligent chat and the technology to deliver court services. The request also set membership expectations and defined next steps. A final membership list was approved by the ITAC and JCTC Chairs.</p> <p>A workstream kickoff meeting is scheduled for August 28 and is anticipated to include a full team orientation and educational demos of the intelligent chat technology.</p> <p>Note that the estimated completion date was based on a start date of January 2018; however, given that the workstream began later, this initial target date is being reassessed and will be updated for the next report.</p> <p>Additionally, staff has prepared and the Judicial Council approved the submission of a budget change proposal requesting FY19-20 funding to support more formalized piloting.</p>
(a) Identify and monitor a series of court proofs of concepts (POCs) to assess technology readiness for various cases (e.g., Court of Appeal, E-Filing, Self-Help).	In Progress	Staff conducted initial technology research via Gartner on intelligent chat technologies and platforms; also, received vendor demonstration from Nuance Communications. Discovery will continue into the next quarter to help further identify and monitor court proofs of concepts.
(b) Identify key performance indicators and benchmark before/after success.	Not Started	
(c) Capture learnings and report findings.	Not Started	
(d) Update Phase 2 of workplan based on results.	Not Started	
(e) Seek approval from ITAC and the JCTC to conclude Phase 1 and initiate Phase 2; annual agenda accordingly.	Not Started	

Intelligent Chat Kick-Off Meeting Agenda

Tuesday August 28, 2018

- Welcome and Opening Remarks
- Kick-Off Presentation
 - About the Workstream
 - About Intelligent Chat and Uses
- Intelligent Chat SharePoint Site Overview
- Discussion Session
 - Workstream Goals and Scope
 - Proposed Approach
 - Assignments
- Intelligent Chat Education
- Closing Remarks and Next steps

Workstream Leadership Team

Judge Groch

Executive Sponsor

ITAC Champion

- Provides overall leadership for project.
- Ensures project aligned with branch goals.
- Retains focus on desired outcomes.
- Engages stakeholders and governs communication.
- Is accountable for reports back to ITAC.



John Yee

Business Lead

Strategic driver

- Provides general strategy and oversight of the team.
- Validates technical outcomes are aligned with business drivers/goals.
- Facilitates team decision-making.
- Keeps executive sponsor informed and updated.



Fati Farmanfarmaian

Project Manager

Tactical driver

- Creates and manages execution of project plan.
- Ensures milestones, deliverable timelines, and quality are met.
- Provides regular reports on program.
- Distributes team communications.
- Handles meeting scheduling and logistics (dial ins, webex, notes).



JCC Support

PMO Support

- Team meeting participant.
- Coordinates JCC subject matter expertise, as needed.
- Provides administrative tools (e.g., sample documents, webex, phone lines, etc.), as needed.
- Facilitates reporting to ITAC, et. al.



Workstream Team Members

Hon. Michael Groch - **Sponsor**

Mr. John Yee – **Workstream Lead**

Ms. Fati Farmanfarmaian – **Project Manager**

Hon. Judge Desautels
(Alameda)

Ms. Andrea K. Wallin-Rohmann
(3DCA)

Ms. Natasha R. Moiseyev
(Tulare)

Mr. Paras Gupta
(Monterey)

Mr. Davis Luk
(JCC-IT)

Hon. Jason Webster
(Kern)

Mr. Brett Howard
(Orange)

Ms. Melanie Snider
(Butte and Lake)

Mr. Stan Tyler
(Los Angeles)

Mr. Nelson Wong
(JCC-IT)

Mr. Darrell Mahood
(Los Angeles)

Mr. Steve Tamura
(Los Angeles)

Ms. Hana Miller
(Santa Barbara)

Ms. Karen Cannata
(JCC-CFCC)

Mr. Anson Jen
(JCC-IT)


REPORTS

Item 7. Futures Commission Directive: Remote Video Appearances

Hon. Samantha Jessner,
Executive Sponsor

Advance to the next slide for this report.

1.3. Futures Commission Directive: Remote Video Appearances for Most Non-Criminal Hearings (Phase 1)

 **Highlight:** Workstream formed and meeting monthly. Divided into subcommittees and is preparing topics list for recommendations. FY19-20 BCP funding requested.

Key Objectives	Status	Description
<p>Identify core team (sponsor and leads); form group membership; hold kickoff meeting(s).</p>	<p>Completed</p>	<p>The core team has been formed. It includes: Executive Sponsor, Judge Samantha Jessner (Los Angeles); Court Lead, Jake Chatters (CEO, Placer); Project Manager, Alan Crouse (Deputy CEO, San Bernardino), along with support from the Judicial Council Information Technology Office (JCIT), Language Access Plan and VRI programs.</p> <p>The full initiative team/membership has been formed and approved. Eight courts, representing a diversity of size; participants from the VRI Workstream and remote video innovation grant, are a part of the team for this directive—specifically, the Superior Courts of Fresno, Los Angeles, Merced, Mono, Orange, Placer, Sacramento, and San Bernardino.</p> <p>The workstream held its kickoff and meets monthly. It has formed 4 subgroups/subcommittees and assigned a Chair/lead to each - Procedures, Evidence, Rules, and Technology. The subcommittees will develop initial recommendations on topics including but not limited to user technical requirements, evidence exchange, and presentation rules.</p> <p>Note that the estimated completion date was based on a start date of January 2018; however, given that the workstream began later, this initial target date is being reassessed and will be updated for the next report.</p> <p>Additionally, staff has prepared and the Judicial Council approved the submission of a budget change proposal requesting FY19-20 funding to support pilot deployments to the courts.</p>
<p>(a) Identify and conduct a mock remote video hearing using a web conferencing system for a specific hearing type (e.g., Civil – Small Claims) as a Proof of Concept (POC) in a court. Include one or more mock hearings of the selected hearing type.</p>	<p>In Progress</p>	<p>The Core Team identified a number of recent studies by the Center for Legal and Court Technology, the National Association for Presiding Judges and Court Executive Officers, the State Justice Institute, and the Self-Represented Litigation Network. Thus, an initial set of challenges to be explored has been developed for further refinement and investigation by the team.</p>

1.3. Futures Commission Directive: Remote Video Appearances for Most Non-Criminal Hearings (Phase 1 – cont.)



Highlight: Workstream formed and meeting monthly. Divided into subcommittees and is preparing topics list for recommendations. FY19-20 BCP funding requested.

Key Objectives	Status	Description
(b) Capture learnings and report findings.	Not Started	
(c) Update Phase 2 of workplan based on results.	Not Started	
(d) Seek approval from ITAC and the JCTC to conclude Phase 1 and initiate Phase 2; annual agenda accordingly.	Not Started	

REPORTS

**Item 7. Futures
Commission Directive:
Voice-to-Text Translation
Services**

Mr. Rick Walery,
Project Manager

Advance to the next slide for this report.

1.2. Futures Commission Directive: Voice-To-Text Language Services Outside the Courtroom (Phase 1)

 **Highlight:** In progress of identifying a full workstream team. FY19-20 BCP funding requested.

Key Objectives	Status	Description
Identify core team (sponsor and leads); form group membership; hold kickoff meeting(s).	In Progress	<p>The core team has been formed. It includes: Executive Sponsor, Judge James Mize, (Sacramento); Business Lead, Heather Pettit, Judicial Council Information Technology (JCIT); and Project Manager, Rick Walery, (IT Director, San Mateo).</p> <p>On August 21, a memorandum was distributed to the branch (appellate and trial court presiding judges, CEOs, and CIOs) seeking nominations for members, and including expectations and next steps. Final membership is expected to be approved in September, after which a kickoff meeting will be scheduled.</p> <p>The target timeframe for completion of Phase 1 of this effort is 6-9 months from the workstream kickoff. After that time, it will be determined if a Phase 2 workstream will need to be established.</p> <p>Additionally, staff has prepared and the Judicial Council approved the submission of a budget change proposal requesting FY19-20 funding to support more formalized piloting.</p>
(NEW) Define the standard of success and how to measure it as well as define the difference between translation and interpretation.	Not Started	Once the project team is formed, define what the standard of success is for voice-to-text language services. Part of the comparator for success will be the current level of accuracy for non-machine language services. Part of the definition of success will also need to include definitions of the terms <u>translation</u> and <u>interpretation</u> since the differences may be somewhat nuanced.
(NEW) Determine how or if the work for this initiative aligns with existing work of the Language Access Plan Implementation Task Force (LAPITF) and the work of The Legal Design Lab at the Stanford University Law School.	Not Started	
(a) Setup a technical lab environment at the Judicial Council or a local court to test the technical recommendations of the Futures Commission for this initiative.	Not Started	

1.2. Futures Commission Directive: Voice-To-Text Language Services Outside the Courtroom (Phase 1 – cont.)

 **Highlight:** In progress of identifying a full workstream team. FY19-20 BCP funding requested.

Key Objectives	Status	Description
(b) Pilot various voice-to-text language services in a lab environment, will allow for exposure to more technologies and shorter learning cycles than if a specific technology is deployed at a court for piloting.	Not Started	
(c) Capture learnings and draft a white paper report on the lessons learned, findings, and recommendations for next steps.	Not Started	
(d) Update Phase 2 of workplan based on results.	Not Started	
(e) Seek approval from ITAC and the JCTC to conclude Phase 1 and initiate Phase 2; amend the Annual Agenda accordingly.	Not Started	


REPORTS

Item 8. Comments and Questions Regarding Written Workstream and Subcommittee Reports

During this section, members are invited to comment on the written reports of initiatives **not** already discussed.

For written reports, refer to the full report in the materials e-binder. Advance to the next slide for meeting reports.

3. Video Remote Interpreting (VRI) Pilot

 **Highlight:** July-2018 - VRI was conducted successfully from county to county (inter-court). The six-month VRI Pilot concluded on July 31, 2018.

Key Objectives	Status	Description
(a) Support implementation of the Assessment Period of the VRI pilot program (including kickoff, court preparations, site visits, and deployment), as requested.	In Progress	<ul style="list-style-type: none"> January 2018: Onsite training was conducted at the three VRI pilot courts: Sacramento, Merced and Ventura Superior Courts. The pilot courts went live with VRI events. February 2018: SDSU Research Foundation (the independent evaluator) began collecting data. March-April 2018: SDSU conducted onsite observation in Sacramento to gather additional data. July 2018: The pilot courts successfully shared interpreters from county to county (inter-court). The VRI pilot was completed on July 31, 2018.
(b) Review pilot findings; validate, refine, and amend, if necessary, the technical standards.	In Progress	<ul style="list-style-type: none"> August 2018: SDSU will conduct an online survey with stakeholders (including attorneys) to gather feedback and additional data. SDSU will then begin work to prepare a final report with findings and recommendations, which will be included in a report to the Judicial Council on VRI in early 2019.
(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	

4. E-Filing Strategy



Highlight: Continued progress on EFM negotiations; and report on progress of EFSP accessibility.

Key Objectives	Status	Description
(a) Finalize master agreements with the three (3) E-Filing Managers (EFMs) selected to provide services.	In Progress	We continue to negotiate with 2 of the 3 chosen EFM Vendors Tyler, JTI and ImageSoft. We have an executed master agreement with JTI. We are close to agreement with ImageSoft who still must submit a SOW. Issues remain with Tyler that Snorri will discuss with the other courts using Tyler's Odyssey CMS.
(b) Develop the E-Filing Service Provider (EFSP) selection/certification process.	Not Started	Developing the certification process will require the JCIT staff positions, already identified, be filled. The initial position has been advertised with announcement of the selected candidate expected soon.
(c) Monitor the progress of EFSP accessibility compliance.	In Progress	In March 2018, the Judicial Council Information Technology Office conducted a survey of the 58 trial courts to determine compliance with AB 103. Based on survey results, currently 24 of the 58 trial courts provide electronic filing and electronic document service either directly, through vendor services, or a combination of vendor and in-house services. Preliminary feedback from the courts and vendors indicates a substantial level of compliance, with plans for achieving full compliance within the specified time frame of June 2019.
(d) Develop the roadmap for an e-filing deployment strategy, approach, and branch solutions/alternatives.	Not Started	
(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	
(f) Consult and report on the implementation of the court cost recovery fee that will support the statewide e-filing program.	In Progress	We have held a number of discussions with regard to the cost recovery fee. Currently the legal department are reviewing statutes to determine feasibility of implementing the cost recovery fee and distributing the funds collected.
(g) Coordinate and plan with JCIT regarding operational support of the ongoing e-filing program being funded through the court cost-recovery fee.	In Progress	The JCIT have identified the positions required for operational support of the statewide eFiling program. The initial JCIT position has been advertised with announcement of the selected candidate expected soon.
(h) At the completion of these objectives and with the approval of the JCTC, formally sunset the workstream.	Not Started	

6. Self-Represented Litigants (SRL) E-Services



Highlight: BCP approved; began kickoff for pre-RFP planning.


Key Objectives	Status	Description
(a) Provide input for, and track, a SRL E-Services Budget Change Proposal (BCP) process for FY 18-19 funding.	Complete	<ul style="list-style-type: none"> • BCP was approved • \$3.2 million in FY 2018–19 • \$1.9 million in FY 2019–20 • \$709,000 ongoing
(b) 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, and vendor resources.	In Progress	<ul style="list-style-type: none"> • This is being done in conjunction with the next line item (c) as part of the development of the RFP
(c) Develop and issue a request for proposal (RFP) or other solicitation, as needed, to support the implementation of the branchwide e-services portal.	In Progress	<ul style="list-style-type: none"> • In person kickoff meeting held on 7/12/18 • RFP scope and initial content outline completed • Follow-up meetings begin 7/30/18
(d) Determine implementation options for a branch-branded SRL E-Services website that takes optimal advantage of existing branch, local court, and vendor resources.	In Progress	<ul style="list-style-type: none"> • JCIT is funding a project as a pre-cursor to the SRL portal project which will pilot a small subset of features to get some experience and understanding in this area. • SRL E-Services workstream members participating on the advisory council for this Digital Services project
(e) Coordinate and plan with JCIT regarding operational support, if appropriate. Note: In scope for 2018 is the submission and tracking of a budget change proposal (BCP) and development of an RFP; out of scope is the actual implementation.	Not Started	

7. IT Community Development

 **Highlight:** Conducted Workstream Kick-off and forming individual tracks.

Key Objectives	Status	Description
Initiate new workstream: Identify sponsor and leads; form workstream membership; hold kickoff meeting(s).	Complete	Orientation and introduction meeting held on July 30, 2018 for members and workstream track leads to review the three workstream tracks (Resources, Education, Tools) and related key objectives. Next steps are for each track to solicit additional workstream participants as needed based on the area of focus and kick off the individual tracks. Workstream would like to amend its target end date from December 2018 to end of March 2019.
(a) Survey the courts to identify (i) their interest in exploring opportunities to share key technical resources and (ii) IT leadership and resource development needs and priorities; report findings.	In Progress	(ii) At the CITMF July 2018, there was a CIO development introductory session. Following the training, a survey was distributed to CIOs and participants on professional development opportunities for top 5 areas of focus for leadership development.
(b) Assess court CEO/CIO interest in an IT peer consulting program and develop recommendations.	Not Started	
(c) (NEW) Partner with CJER to develop and implement an annual plan for keeping judicial officers, CEO's, and CIO's abreast of technology trends and tools .	Not Started	
(d) Identify, prioritize, and report on collaboration needs and tools for use within the branch.	Not Started	
(e) Evaluate and prioritized possible technologies to improve advisory body and workstream meeting administration; pilot recommended solutions with the committee.	Not Started	
(f) Coordinate and plan with JCIT regarding operational support, as appropriate.	In Progress	Workstream Sponsor and Track Leads are working closely with JCIT to determine inclusive and appropriate workstream track membership and alignment with JC IT resources.

8. Intelligent Forms Strategy: Research & Scope (Phase 1)

 **Highlight:** Workstream concluded at April 2018 ITAC meeting; JCIT tasked with identifying path forward.

Key Objectives	Status	Description
(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.	Completed	Final recommendation, Target Solutions Two and Five: Create and publish Application Programming Interface (API) that will merge data files with Judicial Council forms.
(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.	Completed	Final recommendation, Target Solutions One, Two and Five: Identify and deploy resources to certify all Judicial Council forms. Assign version numbering to all forms. Host all forms on a separate "Judicial Council forms server". Populate forms by merging data files with Judicial Council forms. Move away from filling out PDFs to completing web forms instead.
(c) Investigate options for redesigning forms to take advantages of new technologies, such as documents assembly technologies.	Completed	Final recommendation, Target Solutions Two, Six and Seven: The proposed solution will eventually separate the PDF from the data gathering tool, allowing a multitude of ways to populate forms, including third-party app developers. This proposal also recommends creating a clearinghouse for interview-based solutions so that best practices can be shared across platforms.
(d) Investigate options for developing standardized forms definitions and delivery methods that would enable forms to be efficiently electronically filed into the various modern CMSs across the state.	Completed	Final recommendation, Target Solutions Two, Four and Five: Standardize form field naming conventions by extending NIEM/ECF standards, preferably in collaboration with courts and vendors. Assign version numbering to all forms. Design form update governance standard to enable courts and vendors to easily identify changes.

**** Thank you, Judge Lucky! ****

9. Digital Evidence: Assessment (Phase 1)



Highlight: Report on branchwide survey is being drafted. Justice Partner surveys completed.

Key Objectives	Status	Description
(a) Review existing statutes and rules of court to identify impediments to use of digital evidence and opportunities for improved processes.	In Progress	Existing statewide statutes and rules reviewed and documented. Will review survey results for local rules and statutes.
(b) Survey courts for existing business practices and policies regarding acceptance and retention of digital evidence.	In Progress	Report on branch wide survey being drafted.
(c) Survey courts and justice system groups regarding possible technical standards and business practices for acceptance and storage of digital evidence.	In Progress	Justice partner surveys completed
(d) Report findings to ITAC and provide recommendations on next steps.	In Progress	Report on branch wide survey being drafted.
(e) Coordinate and plan with JCIT regarding operational support, if appropriate.	Not Started	

11.2. Disaster Recovery (DR) Framework Phase 2



Highlight: Initiating workstream in coordination with Innovation Grant pilot.

Key Objectives	Status	Description
Initiate new workstream: Identify sponsor and leads; form workstream membership; hold kickoff meeting(s).	In Progress	Sponsor and Project Manager have been identified. Through our collaborative efforts initiated by the Innovation Grants funded Cloud-Based Disaster Recovery project, members representing 26 JBEs have formed two teams with the objective of crafting a branch-wide RFP that serves the majority of the courts. Kick-off meetings were held in November 2017, and the RFP is still in progress. We plan to seek members of the workstream from the RFP strategy and review teams.
(a) Leverage the innovation grant awarded to the Superior Court of Monterey County for a Cloud DR Pilot Program.	In Progress	We expect to have master agreements completed by the end of September 2018. The next phase will include Monterey County Superior Court to select one for the award vendor solution, design and implement recovery for selected systems and programs.
(b) Recommend a list of critical technology services that make business sense for cloud-based recovery adoption.	Not Started	
(c) Establish a cloud DR master agreement with a short list of cloud service providers for judicial branch entities/courts to leverage.	In Progress	Master agreements with three vendors are expected to be completed by the end of September 2018. All three have been found to be capable of developing and implementing Cloud Based Disaster Recovery
(d) Publish design solution templates using technologies and solutions from vendors selected in the cloud DR master agreement.	Not Started	
(e) Host knowledge sharing sessions for interested judicial branch entities/courts (including tools to estimate cost for deploying recovery solution using a particular cloud service provider; and Monterey solution case study).	In Progress	As part of the RFP for the Cloud-Based Disaster Recovery project, a proposal conference was held on May 31, 2018 to build knowledge on leveraging cloud technologies for disaster recovery. After the conclusion of the pilot phase, additional avenues for knowledge sharing will be made available to the judicial branch technology community.
(f) Provide input to JCIT that will be used in drafting a BCP to fund a pilot group of courts interested in implementing Cloud-based DR for critical technology services (see (b)).	Not Started	
(g) Coordinate and plan with JCIT regarding operational support, if appropriate.	Not Started	

12.2. Next-Generation Hosting Strategy Phase 2

 **Highlight:** Surveyed courts assessing hosting status; plan to formally solicit for membership.

Key Objectives	Status	Description
Initiate new workstream: Identify sponsor and leads; form workstream membership; hold kickoff meeting(s).	In Progress	Continue to work on workstream membership utilizing a survey to courts to gather data and feedback.
(a) Identify and implement a pilot program to test the branch Next-Generation Hosting Framework and report findings. Pilot courts to include those with available funding; also, will include collaboration with courts already in progress of transitioning to next-generation hosting.	In Progress	Investigating current next generation hosting programs throughout the branch, including trial courts and judicial council technology projects.
(b) Establish master agreements for cloud service providers. (Potential shared effort with DR Workstream initiative.)	In Progress	Monterey Court DR in cloud has concluded it's RFP and a Master Agreement with three vendors is in process.
(c) Establish the judicial branch support model for IT services.	Not Started	
(d) Determine funding mechanism to transition courts to new hosting models; this includes exploring a potential Budget Change Proposal (BCP)	Not Started	

13.1. Modernize Trial Court Rules



Highlight: Amendments to title 2, division 3, chapter 2 of the California Rules of Court were submitted for public comment.

Key Objectives	Status	Description
<p>(a) Proposals to create and amend rules to conform to legislation enacted in 2017. For example, new provisions of Code of Civil Procedure section 1010.6 expressly require the Judicial council to adopt rules of court related to disability access and electronic signatures for documents signed under penalty of perjury. The new provisions also require express consent for electronic service, which will require a rule amendment, and creation of a form for withdrawal of consent.</p>	<p>In Progress</p>	<ul style="list-style-type: none"> Amendments to title 2, division 3, chapter 2 of the California Rules of Court are being circulated 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. Proposed Judicial Council form EFS-006, <i>Withdrawal of Consent to Electronic Service</i> is being circulated for public comment. 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. <p>The public comment period ended on June 8, 2018. RPS, ITAC, JCTC and RUPRO have reviewed the rule and form proposals and recommended them to the Judicial Council. The Judicial Council will vote on whether to amend the rules and approve the form at its September meeting.</p>
<p>(b) Proposals based on suggestions from the public such as revising definitions and addressing a barrier to indigent users accessing services of electronic filing service providers.</p>	<p>In Progress</p>	<p>See above.</p>
<p>(c) Proposals for technical amendments to amend rules language that is obsolete or otherwise unnecessary.</p>	<p>In Progress</p>	<p>See above.</p>

13.2 Standards for E-Signature



Highlight: E-signature rule proposal presented to CEAC Records Management Subcommittee and circulation for public comment.

Key Objectives	Status	Description
<p>(a) CEAC Records Management Subcommittee to develop standards governing electronic signatures for documents filed into the court with input from the Court Information Technology Managers Forum (CIOs). Rules & Policy Subcommittee to review.</p>	<p>In Progress</p>	<p>AB 976 amended Code of Civil Procedure section 1010.6 to require express consent for electronic service and not allow the act of electronic filing to be deemed as consent to electronic service. The proposed e-signature rule was presented to CEAC Records Management Subcommittee. The proposed rule defines electronic signature as it is defined in California’s Uniform Electronic Transactions Act (UETA) and bases process for using an electronic signature under penalty of perjury on the process in UETA. The subcommittee did not raise any concerns with this approach.</p> <p>The public comment period ended on June 8, 2018. RPS, ITAC, JCTC and RUPRO have reviewed the rule and recommended it to the Judicial Council. The Judicial Council will vote on whether to amend the rules at its September meeting.</p>

13.3. Remote Access Rules for Government Entities, Parties, Attorneys



Highlight: The Joint Ad Hoc Subcommittee reviewed/approved rules proposal, which is currently posted for public comment.

Key Objectives	Status	Description
(a) Lead the Joint Ad Hoc Subcommittee on Remote Access to amend trial court rules to facilitate remote access to trial court records by state and local government entities, parties, parties' attorneys, and certain court-appointed persons.	In Progress	The public comment ended on June 8, 2018. The Joint Ad Hoc Subcommittee on Remote Access, ITAC, JCTC and RUPRO have reviewed the rule proposal and recommended it to the Judicial Council. The Judicial Council will vote on whether to adopt the rules at its September meeting.

13.4. Standards for Electronic Court Records as Data



Highlight: Members of CEAC Records Management Subcommittee have started working on this project.

Key Objectives	Status	Description
(a) CEAC Records Management Subcommittee – in collaboration with the Data Exchange Workstream governance body – 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.	In Progress	The CEAC Records Management Subcommittee work is in progress.
(b) Determine what statutory and rule changes may be required to authorize and implement the maintenance of record in the form of data; develop proposals to satisfy these changes.	In Progress	Same as above.


13.5. Privacy Resource Guide



Highlight: The draft text of a Privacy Resource Guide (PRG) has been prepared and is continuing to be finalized.


Key Objectives	Status	Description
(a) Continue development of a comprehensive statewide privacy resource guide addressing, among other things, electronic access to court records and data, to align with both state and federal requirements.	In Progress	Finalizing the draft Privacy Resource Guide that will assist the branch in addressing privacy issues; addressing among other things, confidential treatment of court records and data, and administrative records, consistent with statutes and case law. This preliminary draft will be presented to the committee.
(b) Continue development of court privacy resource guide, outlining the key requirements, contents, and provisions for courts to address within its specific privacy policy.	In Progress	The Privacy Resource Guide will include a section on best privacy practices for local courts to refer to regarding confidential treatment of court records and administrative records, and model templates for them to use. Legal staff has contacted various committees and divisions for assistance with this project.

14.1. Modernize Appellate Court Rules

 **Highlight:** JATS recommended amended rules proposals following public comment. ITAC and AAC approved; Judicial Council will consider in September. Initiating annual agenda planning for 2019.


Key Objectives	Status	Description
(a) Formatting of electronic reporters’ transcripts: Rule 8.144 was amended in the prior rules cycle to provide format requirements for electronic court reporter transcripts consistent with amendments to Code of Civil Procedure section 271. In this rules cycle JATS will consider whether additional amendments to Rule 8.144 are needed.	In Progress-Monitoring	JATS has not received reports of concerns or problems with the rule amendment in practice. The subcommittee will continue to monitor and be responsive to comments or concerns if they are raised.
(b) Sealed & Confidential Material: Rules for the handling of sealed or confidential materials that are submitted electronically.	In Progress	The public comment period ended for the rule amendment proposal. JATS and the Appellate Advisory Committee recommended that the amendments be adopted. The Rules & Projects internal committee will consider the proposal on Aug 23; subject to that review, the Judicial Council will consider the matter at its September meeting. If approved, the rules will become effective January 1, 2019.
(c) Return of lodged electronic records: The trial court rule modernization changes made in 2016 amend rules 2.551(b) and 2.577)d)(4) to give the moving party ten days after a motion to seal is denied, to notify the court if the party wants the record to be filed unsealed. If the clerk does not receive notification in then days, the clerk must return the record, if lodged in paper form, or permanently delete it if lodged in electronic form. JATS will consider whether equivalent appellate rules are desirable.	In Progress	This proposal was consolidated with the proposal regarding sealed and confidential material. See above.
(d) Rule amendments regarding access: JATS will consider possible rule amendments to address online access to trial court records for parties, their attorneys, local justice partners, and other government agencies. The plan is for JATS to review what is ultimately proposed at the trial court level and use that as a basis for developing a companion proposal for access to appellate court records.	Not Started-On Hold	This project is dependent on pending action related to the trial court rules. JATS will review what is ultimately proposed for the trial courts and consider whether similar rules should be developed for appellate court records.

14.1. Modernize Appellate Court Rules (cont'd)

 **Highlight:** JATS will consider whether to pursue these projects in the coming rules cycle. It is initiating annual agenda planning for 2019.

Key Objectives	Status	Description
(e) Bookmarking: The 2016 trial court rules modernization changes include a new requirement, added to rule 3.1110(f), that electronic exhibits be electronically bookmarked. This issue was set aside by JATS for 2016, to permit those appellate courts new to e-filing at the time (or not yet on e-filing at the time) a chance to gain some experience with e-filing before participating in statewide decisions on this topic.	Not Started-Deferred	This subject was consolidated with item (f) below. After discussions and recommendations from JATS, the Appellate Advisory Committee deferred this project in order to expand the scope to develop uniform format requirements for electronic documents in the appellate courts. JATS and the AAC will decide whether to pursue the expanded project this year. In August, Justice Mauro (chair) and staff met with Justice Hull (chair, RUPRO) in a preliminary planning session to initiate the next annual agenda cycle.
(f) Exhibits: Create a requirement that exhibits submitted in electronic form be submitted in electronic volumes, rather than individually.	Not Started-Deferred	See above.
(g) Numbering of materials in requests for judicial notice: Consider amending rule 8.252, which requires numbering materials to be judicially noticed consecutively, starting with page number one. The materials are attached to a motion and declaration(s) and are electronically filed as one document, making pagination and references to these materials in the briefs confusing for litigants and the courts.	Not Started	This is a two year project. The subcommittee will consider whether to begin this work in the Fall of 2018, based on priorities.

14.2. Rules Regarding Certification of Electronic Records, E-Signature, and Paper Copies

 **Highlight:** The start of this project is dependent upon development of trial court rules proposals.

Key Objectives	Status	Description
(a) Provide input on proposed changes to the trial court rules of court governing certifications of electronic records, standards for electronic signatures, and requirements for paper copies of e-filed documents that will impact the appellate courts.	Not Started	JATS is holding on this item while the Rules & Policy Subcommittee develops the applicable trial court rules. It is anticipated that this item will remain on the annual agenda for the coming year.
(b) Consider whether to propose changes to the appellate court rules on this topic.	Not Started	This project is dependent on action related to trial court rules (see above). JATS will review what is ultimately proposed for the trial courts and consider whether similar rules should be developed for the appellate courts.

14.3. Input on Appellate Document Management System



Highlight: JATS is monitoring and providing input.

Key Objectives	Status	Description
(a) Monitor and provide input on the implementation of a new document system (DMS) for the appellate courts.	In Progress-Monitoring	Phase 1 of this project has begun. The Third Appellate District and Fifth Appellate District will pilot initial implementation. JATS is monitoring and providing input through its Chair, Justice Mauro.

REPORTS

Data Exchange Work Group Annual Report

- Report due to ITAC from the Data Exchange Work Group
- Provides progress on data exchange development, implementation, and coordination

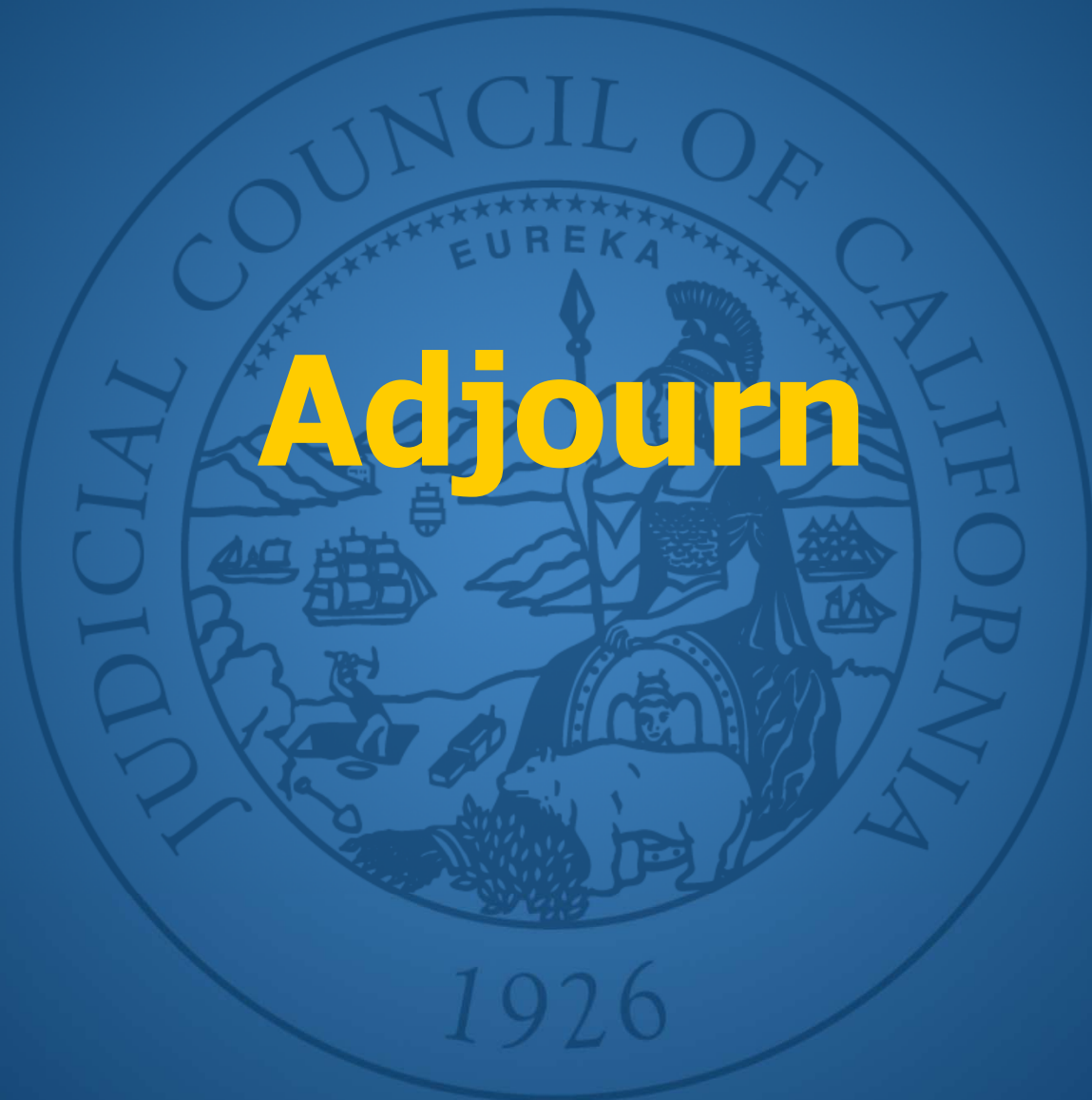
Refer to the *Annual Work Group Report* provided in the meeting materials e-binder.

REPORTS

Item 9. Liaison Reports

Reports from members appointed as liaisons to/from other advisory bodies are invited to highlight key accomplishments.

There are no additional slides for this item.



Adjourn