



INFORMATION TECHNOLOGY ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

December 18, 2024

12:00 - 1:00 p.m.

Videoconference

Advisory Body Members Present: Hon. Sheila F. Hanson, Chair; Hon. Samantha P. Jessner, Vice-Chair; Mr. Mike Baniel; Hon. Benjamin J. Cassady; Hon. Kathy Ciuffini; Mr. Brian Cotta; Mr. Adam Creiglow; Hon. Julie R. Culver; Hon. Tara M. Desautels; Ms. Rebecca Fleming; Mr. Jason Galkin; Ms. Carrie Holmes; Mr. Brett Howard; Hon. Ioana Petrou; Mr. Jake Pison; Mr. Neal Taniguchi

Advisory Body Members Absent: Hon. Damon Connolly; Hon. Michael S. Groch; Hon. Amy Guerra; Mr. A.J. Guzman; Hon. Kimberly Menninger

Others Present: Mr. John Yee; Judicial Council staff

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order. Staff took roll call and made opening announcements.

Approval of Minutes

The advisory body reviewed and approved the minutes of the November 11, 2024, Action by Email and the November 20, 2024, Information Technology Advisory Committee meeting.

DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1-5)

Item 1

Chair Report

The committee received an update on activities and news from the Information Technology Advisory Committee chair, Hon. Sheila F. Hanson.

Item 2

Technology Committee Chair Report

This item was deferred to a future committee meeting.

Item 3

Advisory Committee Liaison Reports

The committee received updates on activities and news from advisory committee liaisons Hon. Tara M. Desautels, Liaison, Data Analytics Advisory Committee; Hon. Samantha P. Jessner, Liaison, Trial Court Presiding Judges and Civil & Small Claims Advisory Committee; and Ms. Rebecca J. Flemming, Liaison, Court Executive Advisory Committee. A written update from

Hon. Amy K. Guerra, Liaison, Advisory Committee on Providing Access and Fairness was provided in the meeting materials.

Item 4

Sunset the Advancing the Hybrid Courtroom Phase 1 Workstream

The committee received an overview of the accomplishments of the workstream, which completed its objectives in 2024, from the workstream's executive sponsor, Hon. Samantha P. Jessner.

Action: The committee approved sunsetting the Advancing the Hybrid Courtroom Phase 1 Workstream.

Item 5

2025 Annual Agenda

The committee discussed ideas and reviewed a draft of ITAC's 2025 Annual Agenda, including a review of what may carry over from 2024 and any new business for the committee to consider.

Action: The committee will continue discussing this item at their next meeting.

A D J O U R N M E N T

There being no further business, the meeting was adjourned.

Approved by the advisory body on enter date.



Tactical Plan for Technology

2025–2026

FINAL DRAFT



Judicial Council of California

Information Technology
Advisory Committee

Tactical Plan for Technology 2025–2026 Workstream

Hon. Sheila F. Hanson,
Executive Sponsor
Judge of the Superior Court of California,
County of Orange

Hon. Kyle S. Brodie
Judge of the Superior Court of California,
County of San Bernardino

Mr. Tim Cool
Court Information Officer,
Superior Court of California,
County of Riverside

Mr. Brian Cotta
Clerk/Executive Officer,
Court of Appeal, Fifth Appellate District

Ms. Amy Downey
Assistant Court Executive Officer,
Superior Court of California,
County of Madera

Mr. Jerame Evans
Information Technology Director
Superior Court of California,
County of Nevada

Mr. Todd C. Eyster
Assistant Clerk/Executive Officer
Court of Appeal, Third Appellate District

Mr. Bob Fleshman
Court Executive Officer
Superior Court of California,
County of Napa

Hon. Terri Flynn-Peister
Judge of the Superior Court of California,
County of Orange

Mr. Jason Galkin
Court Executive Officer
Superior Court of California,
County of Riverside

Mr. Hector Gomez
Court Technology Manager,
Court of Appeal, Third Appellate District

Mr. AJ Guzman
Chief Information Officer,
Superior Court of California,
County of Kings

Mr. Greg Harding
Chief Technology Officer
Superior Court of California,
County of Placer

Ms. Carrie Holmes
Executive Director
Center for Access to QDROs
California State Bar Appointee

Mr. Alex Lesberg
Court Technology Manager
Court of Appeal, Fourth Appellate District

Mr. Scott Lindsay
Information Technology Manager
Superior Court of California,
County of Kings

Hon. Kimberly Menninger
Judge of the Superior Court of California,
County of Orange

Mr. Luis Olachea
Deputy Chief Information Officer
Superior Court of California,
County of Los Angeles

Mr. Quim Perez
Court Technology Manager
Court of Appeal, Second Appellate District

Mr. Neal Taniguchi
Court Executive Officer
Superior Court of California,
County of San Mateo

Hon. Michelle Williams Court
Judge of the Superior Court of California,
County of Los Angeles

WORKSTREAM STAFF

Mr. John Yee
Interim Chief Information Officer, Judicial
Council Information Technology

Ms. Daphne Light
IT Manager, Judicial Council Information
Technology

Ms. Jamel Jones
IT Manager, Judicial Council Information
Technology

Ms. Jessica Craven
IT Supervisor, Judicial Council Information
Technology

Ms. Sarina Tsoi
Senior Business Systems Analyst, Judicial
Council Information Technology

DRAFT

Table of Contents

Introduction	1
Technology Strategic Plan 2023–2026: Executive Summary	2
California Courts Connected Framework	3
Foundational Systems	4
Case Management System Modernization and Improvement	4
Expanded Use of Electronic Records	6
Enterprise Resource Management	8
Shared Solutions	10
Shared Integrations	10
Public and Partner Services	12
Enhanced Self-Help Services.....	12
Remote Proceedings.....	14
Electronic Evidence Management	16
Language Access Technology	18
Security and Infrastructure	20
Network Infrastructure.....	20
Modern Hosting Solutions	22
Disaster Recovery and Business Continuity.....	24
Identity Management	26
Branchwide Information Security.....	28
Data and Governance	30
Legislation and Rule Modernization.....	30
Data Analytics: Governance, Data Sharing, and Branch Data Management.....	32
Emerging Technologies	34
Emerging Technologies Program.....	34

Introduction

The 2025–2026 Tactical Plan for Technology represents the California judicial branch’s commitment to its biennial cycle of advancing technology initiatives. This critical roadmap guides the branch in furthering its goal to leverage technology to improve access to justice and enhance court operations. Guided by the *Strategic Plan for Technology 2023–2026*, this updated plan reflects the branch’s progress and outlines the next steps in modernizing the California judicial system to meet the evolving needs of all Californians.

Over the past two years, the judicial branch has navigated unprecedented challenges and opportunities, including adapting to a rapidly changing digital landscape. The branch has made significant strides in expanding remote court access, streamlining processes, and adopting new technologies that improve efficiency and security. The work is driven by a shared vision: to make justice accessible, equitable, and effective for everyone.

This tactical plan builds upon successes with clear and actionable initiatives that address branch wide priorities. These include modernizing case management systems, enhancing remote proceedings, strengthening information security, and integrating emerging technologies. The new Emerging Technologies initiative aims to systematically explore, evaluate, and implement innovations, such as Artificial Intelligence (AI) and automation, that align with strategic objectives, driving innovation and ensuring the courts remain at the forefront of technological advancements. The focus remains on innovation, collaboration, and the intentional alignment of technology with judicial branch goals. All the initiatives reflect the branch’s commitment to delivering public value through thoughtful planning and the use of cutting-edge solutions.

Collaboration remains central to the branch’s success. Judicial officers, court executives, technologists, and justice partners continue to come together to share expertise, address common challenges, and co-develop solutions. Together, we are shaping the future of the courts and ensuring that technology continues serving as a bridge to justice.

The 2025–2026 *Tactical Plan for Technology* reflects a branch united in its mission to embrace digital transformation. Each initiative builds on past lessons, addresses emerging challenges, and fosters agility in adapting to change. This plan is a commitment to meet the needs of the people of California and provide equitable access to justice.

We invite you to join the branch in continuing this journey with the goal of fostering innovation and collaboration, ensuring the courts are more accessible, effective, and resilient than ever before.

Technology Strategic Plan 2023–2026

Executive Summary



Vision

Through collaboration, innovation, and initiative at a branchwide and local level, the judicial branch adopts and uses technology to improve access to justice and provide a broader range and higher quality of services to litigants, attorneys, justice partners, and the public.

Principles

ACCESS

Provide accessible and easy-to-use systems for all persons seeking services from the courts.

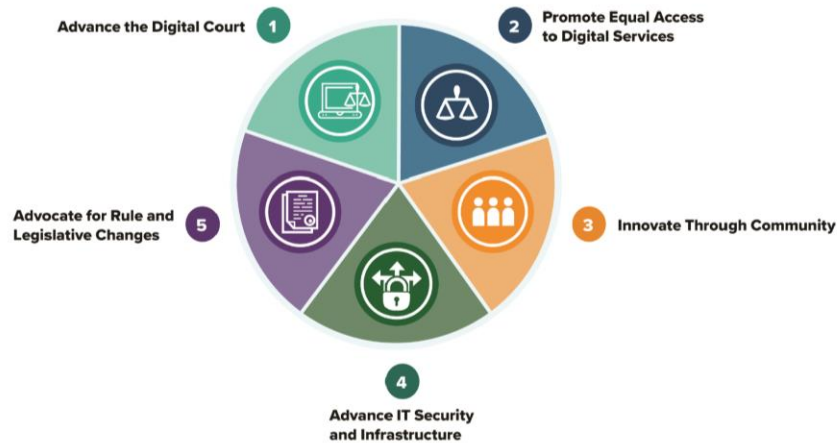
RELIABILITY

Maintain a well-architected, secure, and reliable technical infrastructure.

INNOVATION

Foster a culture of innovation through planning, collaboration, and education to enhance court services and operations.

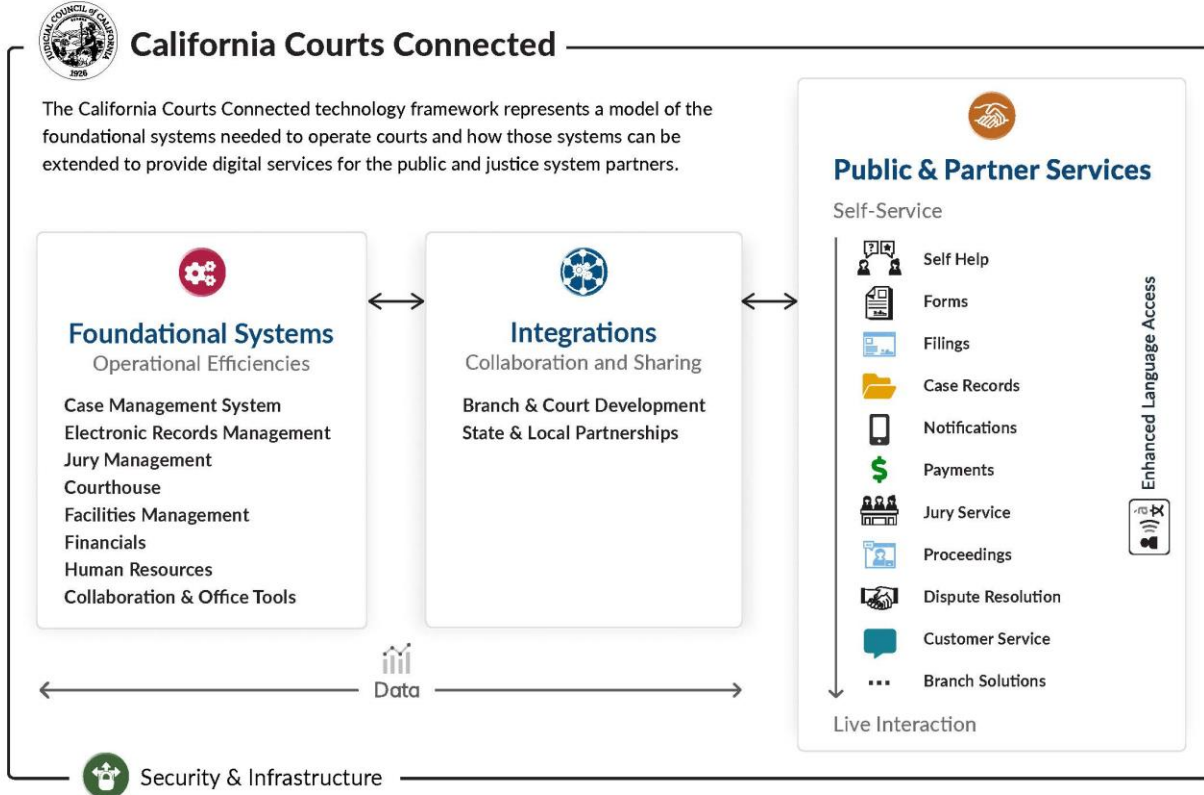
Goals



- 1 Advance the Digital Court**
Gain operational efficiencies and provide consistent and reliable digital services to all.
- 2 Promote Equal Access to Digital Services**
Promote digital services that are accessible to all, regardless of location, socioeconomic status, language, physical ability, or technological access or experience.
- 3 Innovate Through Community**
Maximize the ability to innovate through collaboration, education, and investment in the skills and talents needed to propel technological advancement.
- 4 Advance IT Security and Infrastructure**
Invest in a high-performing technology infrastructure that secures and protects data, privacy, and confidentiality.
- 5 Advocate for Rule and Legislative Changes**
Identify, promote, and support legislation, rules, and procedures that improve court operations and the delivery of services using technology.

California Courts Connected Framework

This framework represents the full scope of solutions for courts to effectively operate and provide digital services to the public and justice partners. The framework allows courts to identify focus areas and their alignment to strategic and tactical priorities.



Foundational Systems

Case Management System Modernization and Improvement

Description

Case management systems (CMSs) play a key role in maintaining court records, improving efficiency, and expanding access to public services. While many courts have already upgraded their systems, others are still transitioning. It is essential that outdated systems are replaced and regularly updated to keep pace with the needs of modern courts.

Collaboration within the branch is key to speeding up system improvements. Courts should share knowledge and experiences to help each other in modernizing their CMSs.

Benefits

- Helps courts save time and resources by automating tasks.
- Provides a solid foundation for expanding digital access and services.
- Enables easy access to records by courts, justice partners, and the public.
- Improves responsiveness to new laws and requirements.
- Encourages collaboration between courts for system improvements.
- Captures accurate data for better decision-making and reporting.

Goals and Objectives

- Continue to improve and update CMSs to enhance efficiency and public services.
- Develop efficient methods for testing and upgrading CMSs.
- Foster collaboration through user groups and knowledge sharing.
- Ensure systems adapt to new laws and allow for public access to case information and documents.

Metrics

- Number of court systems that are:
 - In need of replacement;
 - On a supported and maintained release of a CMS;
 - On a system that is adaptable to new changes in law;
 - On a system that allows for implementation of automated workflows;
 - On a system that allows for electronic filing of documents by litigants;
 - On a system that allows for public access to case information;
 - On a system that allows for public access to case documents;
 - On a system that allows for data exchange and/or interfaces with state and local justice partners; and

- On a system that allows for accurate and comprehensive data for reporting and analytics.
- Number of meetings attended by a cross-section of court administrators focused on collaboration for CMS improvements.

Considerations

- Availability of system updates and resources for implementation.
- Readiness of courts and partners to adopt new technologies and processes.
- Availability of funding for system upgrades and improvements.

Potential Funding Requirements

One-time costs

- Deployment of new case management systems.
- Upgrades to existing case management systems to add or improve functionality.

Ongoing costs

- Maintenance, licenses, system upgrades, and staffing.

DRAFT

Foundational Systems

Expanded Use of Electronic Records

Description

California courts are making progress in shifting from paper-based processes to electronic records. Although many courts now use digital records, more work is needed, particularly to secure funding for further digitization efforts. Electronic records not only improve operational efficiency but also support remote access for court staff and the public, aid disaster recovery, and reduce the need for physical storage.

A major component of this shift involves digitizing paper case files and integrating them into case management systems. Courts are also using electronic records to modernize administrative functions such as accounting, procurement, and human resources. With digital records, courts can streamline access and preservation while adapting to evolving public expectations and needs.

Benefits

- Ensures data integrity and supports recovery through redundancy.
- Enables simultaneous access to records by multiple users.
- Facilitates court operations independent of physical locations.
- Supports efficient recovery and continuity during emergencies.
- Provides opportunities to develop automated workflows and adopt modern strategies and methods for managing records.
- Increases options for self-service and improves public access.
- Improves security, restricting access to authorized users only.
- Reduces staff/physical storage needs, freeing up space and resources.
- Reduces reliance on outdated microfilm/fiche viewing equipment.

Goals and Objectives

- Support ongoing digitization projects across courts.
- Leverage master service agreements for software and professional services.
- Set standards and guidelines for managing and destroying electronic records, in accordance with legislative requirements.
- Continue to foster collaboration by sharing best practices and creating records standards.
- Expand outreach efforts to develop comprehensive electronic records management strategies.
- Promote technologies such as intelligent forms and automated workflow for efficacy.
- Support Judicial Council committees in updating policies and procedures for managing electronic and administrative court records.
- Reduce costs by minimizing the need for leased space to store paper and microfilm/fiche.

Metrics

- Number of courts using electronic case files:
 - In all case types (e.g., civil, criminal, family, etc.); and
 - By case type (if not all case types).
- Number of courts using electronic records to support:
 - Financial recordkeeping and workflows; and
 - Human resources recordkeeping and workflows.
- Number of courts providing access to electronic records to the public and justice partners.

Considerations

- Secure funding and resources for ongoing digitization.
- Feasibility of adapting court processes to integrate digital records and meet public expectations for accessibility.
- Capacity planning for electronic records storage and management.
- Support for user adoption of electronic records.

Potential Funding Requirements

One-time costs

- Hardware, software, and professional services for implementing digital solutions.

Ongoing costs

- Hardware and software maintenance, upgrades, and expanded storage capacity.
- Resources for management of electronic records including backup and disaster recovery.
- User access management.

Foundational Systems

Enterprise Resource Management

Description

The judicial branch is committed to using modern systems to support daily operations and business functions. Enterprise resource systems connect all areas of management, including facilities, finance, human resources, and information technology. These systems, hosted by the Judicial Council, provide support to appellate courts, trial courts, and other branch entities. Examples include but are not limited to:

Facilities

Computer-Aided Facilities Management (CAFM): Manages real estate and facilities for the branch. Below is a subset of the critical modules deployed:

- Real Estate
- Capital Projects
- Fire Marshal
- Maintenance
- Lease
- Environmental Health and Safety
- Asset
- Utility
- Facilities Condition Assessment

Finance

Phoenix/SAP: A statewide financial system for trial courts, handling accounting, budget, and procurement.

Oracle/ADP Financials: Provides accounting support for state judicial entities and includes payment of claims processed by the State Controller’s Office.

Human Resources

Phoenix/SAP: A statewide system that provides payroll and personnel management support for a significant number of trial courts. Further deployments are tied to the availability of funding.

Human Resources and Education Management System (HREMS): A human resources application for personnel management, compensation, and continuing education tracking for the Judicial Council, appellate courts, the Habeas Corpus Resource Center, and the Commission on Judicial Performance.

Information Technology

ServiceNow: A platform that provides broad-based, low-code solutions that facilitate the administration of several judicial branch functions, including:

- Help Desk Ticketing
- Technology Asset Management
- Program Budgeting
- Incident Tracking / Response
- Project Management
- Application / Infrastructure Change Controls

Benefits

- Ensures secure, reliable systems that support consistent practices across the branch.
- Reduces maintenance costs by consolidating and eliminating redundancies.
- Automates processes to reduce manual errors and improve service quality.
- Promotes innovation to meet the evolving needs of the judicial branch.
- Improves statewide data consistency for better reporting and analysis.

Goals and Objectives

- Continue to provide modern and secure systems in collaboration with the courts and managed by the Judicial Council.
- Expand data integration between court systems and between court and external partners.
- Introduce new tools that automate workflows, enhance reporting, and improve efficiency.
- Migrate to updated systems and cloud-based solutions where feasible.

Metrics

- Number of courts using the available systems.
- New solutions deployed across the branch (e.g., automation tools, data dashboards).
- System uptime and disaster recovery performance.
- Number of interfaces supporting data exchanges between courts and external partners.

Considerations

- Adjustment of branch processes to fully benefit from enterprise systems.
- Standardizing processes across courts requires strong change management and readiness.
- Adequate resources and funding for ongoing improvements.

Potential Funding Requirements

One-time costs

- Implementation of new systems and modernization efforts, including the purchase or development of required systems, applications, software, and hardware.

Ongoing costs

- Maintenance, cloud hosting, staffing, and training.

Shared Solutions

Shared Integrations

Description

The judicial branch is focused on providing consistent digital services to the public by pursuing common products and solutions. By using integration frameworks, courts can simplify the adoption of these solutions. Integration frameworks are tools that manage communication and data exchange between interconnected software systems. These tools allow a court or vendor to create a single solution that can be used by multiple courts, eliminating the need for duplicative efforts. With shared integration frameworks, courts can benefit from work developed by other branch entities and vendors.

Several integration strategies are actively in use across the judicial branch, such as electronic hearing notice reminders and MyCitations (online traffic adjudication). Continued efforts are needed to further develop and support these frameworks to ensure consistent digital services across all courts statewide.

Benefits

- Enables the adoption of consistent digital services across the branch.
- Supports efficient implementation of branchwide programs, including those mandated by legislation.
- Promotes collaboration and sharing among courts through established frameworks or standard APIs.
- Reduces development and support costs by reusing existing solutions.

Goals and Objectives

- Expand the development of integration components.
- Create a support model for ongoing development and maintenance.
- Communicate the branch's priorities for leveraging common solutions.
- Foster information sharing among developers across the branch.

Metrics

- Number of shared applications developed.
- Number of shared applications implemented.
- Number of courts using shared applications.

Considerations

- Capacity and resources needed to develop and integrate new products.
- Ongoing support for the digital ecosystem requires long-term branch commitment.
- Staffing of developers and subject matter experts is crucial for each shared application.

Potential Funding Requirements

One-time costs

- Investment in shared infrastructure.
- Implementation services.
- Acquisition of software and/or hardware.
- Development of standard interfaces to external systems.

Ongoing costs

- Hosted platforms, licenses and subscriptions.
- Management, maintenance, support, staffing, and training.

DRAFT

Public and Partner Services

Enhanced Self-Help Services

Description

California courts are dedicated to enhancing digital services for self-represented litigants resolving legal issues without an attorney. The primary areas of focus include simplifying information and instructions, assisting with document preparation, and streamlining electronic filing. The courts continue to seek opportunities to meet the diverse needs of self-represented litigants and to seamlessly connect them with local court solutions and resources statewide.

Benefits

- Expands access to digital services for self-represented litigants.
- Prepares self-represented litigants for visiting self-help centers and participating in court proceedings.
- Reduces errors on legal forms and documents filed with the court.
- Achieves economies of scale by leveraging statewide materials and resources.
- Streamlines and expands service delivery through easy-to-use digital services, including online chat support.
- Provides access to mobile-friendly self-help resources.
- Improves overall satisfaction with the court experience.

Goals and Objectives

- Complete the transition to the redesigned California Courts Self-Help Guide webpages featuring updated content.
- Strengthen collaboration between the Judicial Council and local courts to provide consistent, expanded digital self-help services, including information and resources.
- Expand guidance and options for online completion and submission of court forms.
- Identify opportunities to coordinate and share self-help resources through expansion of remote technology to underserved parts of state.
- Align digital self-help services with language access technology and virtual court resources to support limited-English-proficient users.
- Continue to develop content and increase local capacity to expand online chat services, offering self-represented litigants tailored legal information and resources.
- Improve self-represented litigants' ability to access their case information, documents, and court dates.
- Facilitate electronic filing and electronic service options for self-represented litigants.

Metrics

- User engagement time expended on the California Courts Self-Help Guide.
- Number of litigants helped by chatbot, live chat, and remote support technologies.
- Chatbot usage on the California Courts Self-Help Guide, including the types of questions asked (e.g., questions about case types, guidance on court forms, and court information).

Considerations

- Coordination with related judicial technology initiatives (e.g., electronic filing, intelligent chat, intelligent forms, and language access).
- Integration of existing technologies adopted by the courts with the California Courts Self-Help Guide.
- Stabilization of funding for ongoing support of self-help technologies.
- Collaboration with self-help and technical resources at the branch and local court levels.

Potential Funding Requirements

One-time costs

- Initial design, testing, development, deployment, and integration of expanded digital services based on a phased rollout.

Ongoing costs

- Maintenance of digital and translation services.
- Updates of forms, information, resources, and instructional materials.

Public and Partner Services

Remote Proceedings

Description

California courts utilize a combination of in-person, remote, and hybrid proceedings. There is significant potential to enhance the user experience by expanding and improving remote technology. The courts are dedicated to increasing remote access and upgrading remote technology to improve court services.

The judicial branch has experienced a significant shift toward the adoption of hybrid court technologies, propelled by the efforts of the Judicial Council and Legislature. The branch continues to advocate for the ability to conduct remote proceedings using remote technology to expand safe and reliable access to justice.

Benefits

- Ensures clear functional requirements for court operations, facilitates accurate budgeting, promotes equitable funding, supports scalable solutions, enables comprehensive legislative assessments, and minimizes downtime for court proceedings.
- Aligns current communication practices and digital service expectations.
- Enables faster processing, efficient document handling, and streamlined scheduling.
- Increases participation from remote experts and support staff.
- Reduces travel barriers by court users, minimizes their time off work, reduces the need to arrange for childcare, and accommodates those with mobility challenges.
- Lowers travel and childcare expenses; may also reduce legal expenses due to increased efficiency.
- Decreases travel and leads to a reduced carbon footprint and positive environmental impacts.
- Creates a more approachable environment for participants.
- Enhances safety by minimizing health risks and potential confrontations.

Goals and Objectives

- Create and annually update a technology playbook¹ based on standards promulgated by the Judicial Council as required by Senate Bill 133 (Stats. 2023, ch. 34).²
- Analyze gaps between established standards and current equipment.
- Create a branchwide five-year budget forecast for technology alignment, annual refresh

¹ Information Technology Advisory Com., *Report of the Advancing the Hybrid Courtroom Workstream: Findings and Recommendations* (Oct. 20, 2023), <https://courts.ca.gov/documents/Advancing-the-Hybrid-Courtroom-Workstream.pdf>.

² Judicial Council of Cal., *Minimum Technology Standards for Remote Proceedings (SB 133)* (Feb. 1, 2024), www.courts.ca.gov/documents/Minimum-Technology-Standards-20240401.pdf.

costs, and an ongoing maintenance cycle of two or three years.

- Establish standards for managing remote technology life cycles and end-of-life impacts.
- Create a branchwide plan for audiovisual equipment maintenance and support.
- Implement an annual inventory process for audiovisual equipment.
- Assess changes to legislative mandates that impact remote proceedings.

Metrics

- Number of fully equipped courtrooms and those lacking necessary equipment.
- Number of courtrooms that successfully implemented remote proceeding standards.
- Estimates of costs and time required to meet remote proceeding standards.
- User satisfaction ratings for litigants, attorneys, judges, and court staff.
- Frequency of technical issues and time taken to resolve them.
- Percentage of proceedings conducted remotely versus in person.
- Time savings for remote proceeding participants (e.g., average travel time saved).
- Cost savings for the courts and remote proceeding participants.
- Attendance and default rates for remote proceedings compared to in-person proceedings.
- Case processing times for remote versus in-person proceedings.
- Number of remote interpreter sessions conducted.
- Accessibility compliance rates for remote platforms.

Considerations

- Maintain the gravity and formality of legal proceedings while adopting remote technology.
- Ensure advancements do not create barriers for those unfamiliar with technology.
- Implement comprehensive training programs and support systems for all users.
- Secure reliable funding for compliance and innovation.
- Identify stable funding sources for Senate Bill 133 compliance costs.
- Potential management of licensing, standards, and consultation services by Judicial Council Information Technology's Remote Video Program, similar to the council's Judicial Branch Networking Solutions Technology Refresh Program.

Potential Funding Requirements

One-time costs

- Hardware, software, infrastructure, cabling, and implementation support services.

Ongoing costs

- Hardware and software maintenance, upgrades, and replacements.

Public and Partner Services

Electronic Evidence Management

Description

Many courts receive electronic evidence through physical storage media, such as flash drives. As digital solutions become more prevalent, this practice is becoming inefficient. With the adoption of remote and hybrid court appearances, courts must adapt their processes for handling electronic evidence to avoid burdening both the court and litigants. Courts need to evaluate laws, rules, and business processes regarding the submission, management, presentation, storage, transfer, and destruction of electronic evidence. While some courts have developed local solutions, there is a need for broader collaboration to explore comprehensive approaches.

Benefits

- Provides the ability to securely receive and view electronic evidence.
- Allows for use of electronic evidence in remote and hybrid court appearances.
- Establishes effective practices for accepting, presenting, and storing electronic evidence.
- Reduces reliance on physical evidence storage.
- Simplifies access for all court users.
- Improves access to digital evidence from various locations, allowing authorized personnel to retrieve and review evidence without needing to be physically present.
- Provides better security such as encryption and access controls that protect evidence from unauthorized access, tampering, or loss.
- Provides an audit trail detailing who accessed or handled evidence, which is crucial for verifying the integrity of evidence.
- Enhances collaboration by allowing multiple users to review evidence simultaneously.
- Enables the ability to support case growth in volume.

Goals and Objectives

- Expand the adoption of electronic evidence management statewide.
- Streamline procurement activities (e.g., master service agreements and approved technological standards).
- Propose rule and statute changes to support the use of electronic evidence.
- Establish forums for courts to share best practices and retention strategies.
- Reduce costs associated with physical storage and the management of evidence.
- Improve efficiency and speed by streamlining evidence management processes and reducing time spent on handling, retrieving, and processing evidence.
- Enhance evidence security to ensure that all evidence is protected from unauthorized access, tampering, or loss.

Metrics

- Number of courts accepting electronic evidence (per litigation type).
- Number of exhibits admitted electronically (per litigation type).
- Number of exhibits received by the court from self-represented litigants.
- Time spent handling evidence submission, retrievals, displays, and destruction.

Considerations

- Inclusion of external stakeholders (e.g., law enforcement and justice partners) in solution development.
- Defined roles and responsibilities for ownership, custodianship, and storage of electronic evidence.
- Rules to specify when clerks are responsible for electronic evidence management.
- Appropriate equipment and/or support for evidence display, with variations depending on local court rules.
- Security measures for evidence management systems.
- Training for court personnel in receiving, displaying, retaining, transferring, and disposing of electronic evidence.
- Executed branchwide master service agreements.
- Implementation of new policies and business practices.

Potential Funding Requirements

One-time costs

- Acquisition of technology solutions to support electronic evidence projects.
- Initial integration between case management and electronic evidence systems.
- Integration of justice partners and public customers with the electronic evidence solution.

Ongoing costs

- Expanded storage capacity for electronic evidence.
- Maintenance and support of technology solutions.
- Software hosting, licenses, and subscriptions.
- Staffing.

Public and Partner Services

Language Access Technology

Description

In California, more than 200 languages are spoken, and approximately 6.4 million individuals cannot access the courts without significant language assistance.³ The judicial branch is committed to implementing technology solutions to ensure access to the courts for all limited-English proficient (LEP) Californians who do not speak English as their primary language and have a limited ability to read, write, speak, or understand English. Language access technology solutions include remote interpreting, the California Court Translator voice-to-text app, multilingual websites, and self-help services. Courts will continue to employ technology in a consistent statewide approach to expand access to services to all court users in their preferred languages.

Benefits

- Provides increased and timely access to court services.
- Enhances courts' ability to communicate with LEP users.
- Promotes fairness to LEP users.
- Reduces limitations of human interpretation, translation, and transcription.
- Increases public trust and confidence in the courts.

Goals and Objectives

- Expand the availability of language access technology in courtroom proceedings and other services provided by the courts.
- Standardize the use of technical translation options alongside in-person services.
- Continue to modernize courtrooms to support language services.
- Continue to enhance online services to support language access.
- Improve the quality of language services through user testing and evaluation of service effectiveness.
- Deliver accurate and useful interpretation, translation, and transcription between LEP users and court staff.

Metrics

- Number of courts using remote interpretation.
- Number of courts using voice-to-text or other transcription technology.
- Number of interactions with multilingual online services, by language (if available).

³ Judicial Council of Cal., *Language Access Implementation* (fact sheet, Sept. 2023), <https://languageaccess.courts.ca.gov/sites/default/files/partners/default/2023-10/LAP-Fact-Sheet.pdf>.

- LEP user-reported efficiencies linked to remote interpretation or voice-to-text technology.

Considerations

- Remote proceedings may involve multiple remote participants, interpreters, and numerous telephonic appearances and require complex or hybrid solutions.
- Comprehensive planning of language access technology projects to ensure full accessibility for all LEP court users who need interpretation, non-verbal communication, and support for less common languages.
- Strategic allocation of resources to ensure language access technologies are sustainable and provide broad access.
- Availability of funding to support ongoing technology improvements.
- Capacity to accurately and consistently collect statewide data on remote access and from satisfaction surveys that include language access metrics.
- Collaboration among groups working on remote interpretation and language access programs to share use cases, best practices, and lessons learned.
- Sufficient internet bandwidth and reliability to ensure quality language access solutions.
- Ongoing evaluation of translation quality, accuracy, and improvements.
- Development of training resources and documentation on best practices, troubleshooting, and guidelines for improving accuracy to help LEP users effectively utilize language access technology.

Potential Funding Requirements

One-time costs

- Hardware, software, telecommunications infrastructure, and implementation services.

Ongoing costs

- Hardware and software maintenance, leasing, licenses, and services.
- Translation of court forms, documents, signage, and online services required to support language access.
- Training, education, and promotion of language access services for the courts and the public.
- Resources for the ongoing support and enhancement of language access services.

Security and Infrastructure

Network Infrastructure

Description

The judicial branch relies on modern networking solutions to operate efficiently and provide public access to court services. The underlying network infrastructure consists of hardware, software, connectivity, and management systems, allowing court staff and stakeholders to securely access applications and services.

As technology has evolved, the focus has expanded beyond traditional local area networks (LANs) and wide area networks (WANs) to include internet-based (cloud) systems. This complex network must be high performing, well managed, and secure to meet the needs of courts today.

Benefits

- Provides a secure, scalable network that supports digital services.
- Increases wireless access for users.
- Offers redundancy and resilience to minimize the impact of outages.
- Strengthens defenses against cybersecurity threats.
- Enables the use of cloud-based services.

Goals and Objectives

- Improve network performance by evaluating and/or developing new solutions.
- Achieve cost savings through standardized equipment and services.
- Ensure reliable, fast, and redundant internet access throughout the branch by upgrading connectivity and equipment as needed.
- Implement best practices to enhance security and resilience.
- Ensure well-managed network infrastructure through technical training.

Metrics

- Number of courts:
 - Participating in judicial branch networking solutions; and
 - Enabled with redundant internet connectivity.
- Number of network training classes offered and number of courts participating.

Considerations

- Funding should align with equipment replacement cycles.
- Rural courts may have limited connectivity options.

- Collaboration is required between the IT and facilities services teams within the court and at the Judicial Council for network upgrades.

Potential Funding Requirements

One-time costs

- Hardware replacement and installation.

Ongoing costs

- Hardware and software maintenance.
- Managed security services.
- Staffing and training.

DRAFT

Security and Infrastructure

Modern Hosting Solutions

Description

The past decade has seen a significant shift from local data centers to internet-based hosting solutions, offering more flexibility, cost savings, and scalability. Courts can benefit from various cloud services and advanced technologies such as “edge computing,” which speeds up data processing, and multi-cloud strategies that enhance performance and reduce risk.

To adapt, the branch will continue to focus on consolidating resources, utilizing virtual systems, and implementing secure cloud networks to modernize court operations and public service delivery. It will also explore technologies that enable applications to run smoothly across platforms, simplifying management and automatically adjusting resources based on demand.

Benefits

- Optimizes efficient use of court resources.
- Enables seamless collaboration by court staff and stakeholders from any location.
- Allows courts to meet their current and future needs with flexibility and adaptability.
- Ensures strategic alignment across the judicial branch.
- Improves business continuity and disaster recovery.
- Reduces reliance on local hardware, facilities, and their associated maintenance and support requirements.
- Modernizes technology infrastructure.
- Accelerates reliable deployment of new services to meet the needs of court users.
- Supports rapid infrastructure scalability during emergency and nonemergency situations.
- Promotes sustainability by using cloud providers’ energy-efficient technologies and renewable energy, reducing the need for local power, cooling, and hardware.

Goals and Objectives

- Identify opportunities to develop and deploy new hosting applications using secure cloud-optimized and cloud-native design principles.
- Leverage the [Next-Generation Hosting Framework](#) to evaluate use cases and determine where cloud computing can add the most value.
- Align modern hosting strategies with the [California Courts Connected framework](#) to ensure consistency across the branch.
- Ensure that the modern hosting strategy adheres to and supports the branch IT security road map.

Metrics

- Number of statewide applications transitioned to cloud-based or -hosted platforms.
- Number of courts that have adopted modern hosting solutions.
- Uptime and performance metrics of applications on modern hosting platforms.
- Number of legacy systems decommissioned after migration to modern infrastructure.
- Deployment time for new services or applications using cloud or modern hosting platforms versus traditional data centers.
- Compliance with IT security protocols and adherence to the branch IT security road map after migration.
- Percentage of staff using remote access or mobility solutions enabled by modern hosting platforms.

Considerations

- Availability of Judicial Council and court staff resources to plan, develop, and transition to modern hosting solutions.
- Access to expertise to support judicial branch transitions to next-generation hosting.
- Training and upskilling of court IT staff to manage and optimize cloud-based or hybrid environments.
- Impact on legacy systems, with strategies for integration or phased retirement during the transition to modern hosting.
- Potential disruption to court operations during migration, including mitigation plans for service continuity and disaster recovery.
- Vendor reliability and commitment to long-term stability, support, and security.
- Risk of budget overruns due to lack of cloud management expertise.

Potential Funding Requirements

One-time costs

- None.

Ongoing costs

- Hosting services that are shared across the branch.
- Direct billing to the courts for court-specific services.

Security and Infrastructure

Disaster Recovery and Business Continuity

Description

Courts face unplanned disruptions from natural disasters, such as wildfires and earthquakes, to cybersecurity threats, such as ransomware and phishing attacks. To ensure services are restored quickly after such events, it is critical that the judicial branch continue to maintain an effective disaster recovery strategy. This strategy enables courts to recover technology systems, resume operations, and continue providing public services. The disaster recovery efforts of the branch and individual courts should align with the broader organizational continuity of operations plan to ensure both technological systems and business operations are restored efficiently.

The level of disaster recovery preparedness varies across courts. The branch will continue to explore modern technologies that support scalable disaster recovery solutions.

Benefits

- Reduces service disruption and ensures continued public access.
- Secures essential branch records and systems for timely recovery.
- Enhances recovery capabilities, reducing data loss and recovery time.
- Promotes collaboration and adoption of common solutions.
- Enables optimized and customized recovery solutions for both applications and infrastructure.
- Provides cost efficiency through geographically redundant systems.
- Minimizes damage by controlling the extent of data loss or system downtime.

Goals and Objectives

- Simplify disaster recovery implementation.
- Identify critical court services, applications, and recovery requirements.
- Implement solutions that meet desired requirements.
- Improve incident response plans to clearly define technical recovery procedures and communication protocols in the event of a disaster.
- Educate courts on disaster recovery design, implementation, and testing.

Metrics

- Speed of recovery and return to normal business operations after an incident.
- Number of courts with disaster recovery plans for critical services and applications.
- Number of courts with incident response plans.
- Number of education sessions conducted.
- Number of courts performing regular disaster recovery tests.

Considerations

- Reference work products and solutions from the *Disaster Recovery to Cloud Roadmap* report.
- Leverage lessons learned from disaster recovery implementations in other judicial branch entities.

Potential Funding Requirements

One-time costs

- Design and implementation of disaster recovery solutions.

Ongoing costs

- Maintenance of disaster recovery solutions.
- Maintenance of failover environments.
- Testing of disaster recovery and business continuity for identified systems and applications.

DRAFT

Security and Infrastructure

Identity Management

Description

Branchwide federated identity management provides a secure central location to manage and protect digital identities. This allows the public and court staff to use one username and password to access digital services throughout the judicial branch.

Benefits

- Enhances user experience by providing a single account for access to court services, eliminating multiple usernames and passwords.
- Enables users to manage their own account.
- Protects access to court resources and personal information.
- Reduces development efforts by using a standardized identity solution.
- Streamlines justice partner access to court services.

Goals and Objectives

- Develop identity management governance for the judicial branch.
- Provide implementation guidelines for courts and vendors.
- Ensure that service providers adhere to judicial branch requirements.
- Enable identity management for branch-developed digital services.
- Establish an ongoing maintenance and operational team.

Metrics

- Percentage of users (public and internal) who have transitioned to the branch identity management solution.
- Login success rate versus failed attempts, showing ease of use and successful user authentication.
- Reduction in help desk tickets for password resets, account lockouts, and other access issues.
- Percentage of users utilizing self-service features such as password resets or account updates.
- Number of digital services using the identity management solution.
- Number of registered accounts.

Considerations

- Adoption of consistent potential funding requirements for identity services providers.

Potential Funding Requirements

One-time costs

- Staffing and professional services to implement and integrate identity management solutions.

Ongoing costs

- Platform hosting, operational costs, and subscriptions.
- Staffing and/or professional services for maintenance and support.

DRAFT

Security and Infrastructure

Branchwide Information Security

Description

The prevalent use of technology, innovative solutions, and remote access to justice continues to increase security risks for California courts. One of the judicial branch’s strategic objectives is to establish a proficient information security program with a viable security service to support judicial branch entities and their customers. The branch continues to invest in a secure, scalable, and robust technology infrastructure as a foundation for providing business solutions and digital services. The information security program relies on effective security governance, policies, standards, processes, and services to safeguard information assets and protect stakeholders’ security interests.

Benefits

- Enhances the confidentiality, availability, and integrity of data.
- Improves collaboration, data sharing, and decision-making.
- Provides more effective risk management.
- Provides clear security guidelines for all judicial branch entities.
- Creates baseline policies as a foundation to measure effectiveness.
- Ensures consistent application of security controls across the branch.
- Provides a central point of contact for judicial branch entities to address IT security needs.

Goals and Objectives

- Create and maintain an overarching strategy for security governance, risk, and compliance management.
- Continue to provide ongoing branchwide information security training, awareness, operations, and assessment services.
- Evaluate, establish, and enhance an effective security tool set including security tools and solutions.
- Improve information security threat detection and incident response times.
- Decrease the recovery time for restoring normal business operations.
- Align with industry information security frameworks and best practices to recommend strategies for addressing new and evolving technologies and threats.

Metrics

- Number of courts participating in the security awareness program.
- Number of courts participating in the branch endpoint management program that safeguards networked devices, data, and other assets from cyber threats.

- Number of hours of security-related education completed by branch employees.
- Number of annual security assessments.
- Number of security alerts that require intervention.

Considerations

- A court’s ability to keep up with constantly evolving security protocols.
- Unified policies, procedures, and standards that courts can adopt.
- Availability of security services.
- Recognition that information security is an ongoing program with evolving risks, requiring continuous maintenance, support, and staff training.
- Challenges in funding additional and ongoing expenses for information security, including business continuity and disaster recovery programs.
- Difficulty in funding, staffing, and retaining essential information security personnel.

Potential Funding Requirements

One-time costs

- Equipment, licenses, and services to deploy security programs.

Ongoing costs

- Maintenance, licenses, and operational support of information security programs.
- Maintenance and support of security equipment.

Data and Governance

Legislation and Rule Modernization

Description

The judicial branch must ensure that state law and the California Rules of Court incorporate and support the adoption of new and existing technologies to modernize court services. This also includes using data analytics to improve the development of laws, rules, and policies. The Judicial Council or its advisory bodies, courts, judicial officers, attorneys, government entities, and the public may propose legislative changes. The Judicial Council may also provide input on pending legislation sponsored by others. Proposals for new or amended rules of court or judicial branch policies may be recommended by the Judicial Council, a Judicial Council internal committee or advisory body, or Judicial Council staff.

Benefits

- Increases public access to courts and services.
- Provides greater convenience for conducting court business.
- Ensures the security of branch information and assets.
- Saves time and resources by streamlining operations.
- Aligns with branch efforts to expand self-help and language services.
- Improves communication and information sharing between the branch and justice partners.
- Enhances the overall courtroom experience.

Goals and Objectives

- Adopt and amend rules of court and other judicial branch rules, standards, and guidelines in areas in which new technologies affect court operations and access to the courts.
- Modernize California law, the California Rules of Court, and judicial branch procedures to permit and enhance the use of technology.
- Transform laws and requirements into procedures modernized by technology.
- Provide feedback on legislative proposals that impact courts, using data and analysis to inform decisions.

Considerations

- Proposals for rules, legislation, and branchwide policies that are subject to approval by the Judicial Council, the Legislature, or the Governor.
- Submission of proposals must follow a set schedule.
- Public input on proposed rules, legislation, and policies.
- Judicial Council staff resources during review and approval processes.
- Effective communication for successful implementation of changes.

Potential Funding Requirements

One-time costs

- None.

Ongoing costs

- Judicial Council and advisory body member and staff time for the development, review, and approval of proposals.
- Implementation of policy, rule, and legislative changes by individual courts.

DRAFT

Data and Governance

Data Analytics: Governance, Data Sharing, and Branch Data Management

Description

Data analytics helps inform, enhance, and transform the way the judicial branch operates. Technical advancements in data analysis tools have made data analytics easier and more accessible than ever. This creates opportunities for the judicial branch to make data-informed decisions that enhance business practices and procedures. Additionally, these advancements can improve and expand programs and services that benefit the people of California.

The Judicial Council’s Data Analytics Advisory Committee reviews policy and governance, performance measures, statistical studies, and analytic methodologies to measure and report on court administration and practices and procedures. In support of these efforts, the branch established a cloud-based data warehouse pilot program that integrates data from participating courts into a repository for data modeling and analytics.

Following are examples of Judicial Council programs that enhance data-informed decision-making:

- *Pretrial Risk Assessment*: A collection of arrest, pretrial, and court data that support legislatively mandated reporting of risk assessment and program success analysis.
- *Data Analytics Pilots*: A technology platform that provides detailed data analytics, visualizations, and reports based on case-level information from pilot courts, including Judicial Branch Statistical Information System (JBSIS) and appellate and jury caseload and workload metrics.
- *Online Traffic Adjudication (Ability to Pay)*: A repository of data populated by the MyCitations application that meets legislative reporting requirements and provides data dashboards and data visualization to the courts and Judicial Council.

Benefits

- Enhances the branch’s ability to respond to statewide data requests and increases its agility in doing so.
- Provides a mechanism to perform “what-if” analysis on potential legislative changes and proposed business practices and simulate new policies.
- Identifies caseload trends to inform resource allocations and facilitate efficient court scheduling to align resources with demand.
- Aids courts’ ability to accurately analyze juror summons response and usage rates, potentially saving jurors substantial time and transportation costs.
- Enables courts to analyze hiring trends and staff attrition for better budget management.

Goals and Objectives

- Modernize data management systems to support short- and long-term planning.
- Pursue technology solutions to execute the branch’s data analytics projects and programs.
- Expand the use of the data analytics platform.
- Provide training to court users on data analytics tools.
- Explore options to leverage the data analytics platform for new data integrations.
- Achieve full compliance with the most recent JBSIS version for all trial courts.

Metrics

- Number of courts deploying data analytics pilot solutions.
- Number of JBSIS data sets available in the branch data warehouse, including associated dashboards and the JBSIS reporting matrix.
- Number of data sets collected.
- Percentage of courts that have attained full JBSIS compliance.

Considerations

- Accuracy and reliability of source data.
- Ability to hire technologists to maintain and support the data analytics platform.
- Ability to utilize common business processes for improved and effective data analytics efforts.
- Court investments in the resources to engage in significant data analytics efforts.
- Capability of case management systems to incorporate new legislatively enacted data requirements.
- New directions or policies from the Data Analytics Advisory Committee.
- Court data analytics maturity, areas of need, and data priorities.
- New governance policies and practices that ensure data is segregated and secured.

Potential Funding Requirements

One-time costs

- Software, hardware, and services for data analytics tools.
- Onboarding additional courts to the branch data warehouse.
- Automated data validation and testing tools.
- Possible investments in machine learning for analytics, validation, and testing.

Ongoing costs

- Infrastructure resources, licenses, and administration costs.
- Software programming and integration services.
- Staffing and training.

Emerging Technologies

Emerging Technologies Program

Description

The Emerging Technologies program aims to systematically explore, evaluate, and implement technologies that align with the judicial branch’s strategic objectives. Its goals are to drive innovation, improve operational efficiency, and enhance the experiences for the public and court staff. In today’s rapidly evolving technological landscape, the courts and the branch must stay ahead of evolving expectations and challenges.

The Emerging Technologies program will use data-informed analysis to explore current and future technological advances that could significantly enhance access to justice. Potential innovations may include artificial intelligence (AI), secure digital records, augmented and virtual reality for evidence presentation, cybersecurity, identification solutions, and robotic process automation.

Benefits

- Encourages innovation by fostering creative thinking and experimentation, leading to effective solutions for organizational challenges.
- Increases operational efficiency by automating routine tasks with technologies such as AI and robotic process automation, reducing manual effort and optimizing staff resources.
- Enhances customer experience with AI-driven support, such as chatbots and personalized responses, for faster and more accurate issue resolution.
- Supports data-informed decision-making by providing valuable insights, enabling more strategic and informed choices.
- Attracts and retains top talent by investing in advanced technologies, offering tools and methodologies that improve job satisfaction and engagement.
- Future-proofs the organization by staying current with technological advancements, ensuring competitiveness and adaptability.
- Mitigates risk by exploring emerging technologies, allowing for proactive assessment and reducing the likelihood of critical issues.

Goals and Objectives

- Identify, evaluate, and determine emerging technologies that will enhance the public experience, streamline the branch and court operations, reduce manual processes, and increase access to justice.
- Foster a culture of innovation and forward-thinking to ensure emerging technologies are relevant and beneficial for the branch and courts’ long-term growth and development.
- Enhance decision-making processes with real-time data analytics and predictive insights.

- Attract and retain top talent by providing opportunities to work with cutting-edge technologies.
- Implement advanced and emerging security technologies to strengthen the branch’s cybersecurity position and ensure compliance with regulatory requirements.

Metrics

- Identification of emerging technologies relevant to the branch and courts.
- Number of emerging technologies evaluated and assessed.
- Number of courts adopting emerging technologies.

Considerations

- Alignment with the strategic goals and objectives of the branch and courts.
- Branch and court initiatives to address emerging technologies.
- Relevance to the branch and courts.
- Maturity and stability of emerging technologies.
- Technical, cost-related, and operational feasibility.
- Integration and interoperability with existing systems and other technologies.
- User adoption and training.
- Impact on customer experience and satisfaction.
- Compliance with applicable laws.

Potential Funding Requirements

One-time costs

- Services to develop, analyze, and evaluate proofs of concept.
- Hardware, software, licenses, subscriptions, network infrastructure, and cabling.
- Staffing and/or professional services.

Ongoing costs

- Software maintenance, licenses, and subscriptions.
- Enhancements, customizations, maintenance, and support.
- Operational hosting options, including cloud and on-premises solutions.
- Staffing and training.

Information Technology Advisory Committee
Annual Agenda¹—2025

Approved by Judicial Council Technology Committee: [Date]

I. COMMITTEE INFORMATION

Chair:	Hon. Sheila F. Hanson, Judge, Superior Court of California, County of Orange
Lead Staff:	Jessica Craven, Information Systems Supervisor, Judicial Council Information Technology
Committee’s Charge/Membership: <p>Rule 10.53 of the California Rules of Court states the charge of the Information Technology Advisory Committee (ITAC), which is to make recommendations to the council for improving the administration of justice through the use of technology and for fostering cooperative endeavors to resolve common technological issues with other stakeholders in the justice system. The committee promotes, coordinates, and acts as executive sponsor for projects and initiatives that apply technology to the work of the courts. Rule 10.53(b) sets forth additional duties of the committee.</p> <p>Rule 10.53(d) sets forth the membership position of the committee. ITAC currently has 21 members. The current committee roster is available on the committee’s webpage.</p>	
Subgroups of the Advisory Committee²: Workstreams <ol style="list-style-type: none">1. Tactical Plan for Technology 2025–2026 (continue and complete plan activities)2. IT Modernization Program FY 2024–25 (continue and complete FY 2024–25 activities)3. IT Modernization Program FY 2025–26 (initiate and support FY 2025–26 activities)4. Advancing the Hybrid Courtroom Phase 2 (proposed for 2025, pending resources)5. Supporting the Exploration of Artificial Intelligence (AI) for Use in the Courts (proposed for 2025, pending resources)6. Electronic Evidence, Phase 3: Pilot, Evaluation, Request for Proposal (tentative, pending resources) Subcommittees	

¹ The annual agenda outlines the work a committee will focus on in the coming year or cycle and identifies areas of collaboration with other advisory bodies and the Judicial Council staff resources.

² For the definition of “subcommittee” see Cal. Rules of Court, rule 10.30(c); “working group” see rule 10.70, “workstream,” see rule 10.53(c); and “education curriculum committee,” see rule 10.50(c)(6).

- 7. Rules & Policy Subcommittee
- 8. Joint Information Security Governance Subcommittee

Meetings Planned for 2025³ (Advisory body and all subgroups listed above.)

Date/Time/Remote or Location if in person (see footnote 3 for in-person meetings):

Information Technology Advisory Committee:

Third Tuesday of every month, 12:00 – 1:00 p.m. / remote

Joint Information Security Governance Subcommittee:

Third Thursday of every month, 12:15 – 1:15 p.m. / remote

Rules & Policy Subcommittee:

First Thursday of every month, 12:00 – 1:00 p.m. / remote

Exception is January 16, 12:00 – 1:00 p.m. / remote

Workstreams:

Tactical Plan for Technology 2025-2026

January 6, 12:00 – 1:00 p.m. / remote

Check here if in-person meeting is approved by the internal committee oversight chair.

³ Refer to section IV. 2. of the [Operating Standards for Judicial Council Advisory Bodies](#) for governance on in-person meetings.

Note: Because of the current budget and staffing constraints, advisory body chairs and staff must first consider meeting remotely. The chair of the Executive and Planning Committee is suspending advisory body in-person meetings for the 2024–2025 annual agenda cycle. If an in-person meeting is needed, the responsible Judicial Council office head must seek final approval from the advisory body’s internal oversight committee chair. Please see the prioritization memo dated July 1, 2024, for additional details.

II. COMMITTEE PROJECTS

#	Continued Workstream (ending 2025) ⁴	
1.	Project Title: Tactical Plan for Technology Update 2025–2026	Priority⁵ 1
	Strategic Plan Goal⁶ I	
<p>Project Summary: Update <i>Tactical Plan for Technology</i> for effective date 2025–2026.</p> <p>Key Objectives: This project is continued from the 2024 agenda. The remaining objectives are:</p> <ul style="list-style-type: none"> a) Finalize and obtain approval from ITAC, the Technology Committee, and the Judicial Council. b) Formally sunset the workstream. <p>Origin of Project: California Rules of Court, rule 10.53(b)(8) requires that the Information Technology Advisory Committee develop and recommend a tactical technology plan with input from the courts.</p> <p>Status/Timeline: Targeting approvals of the final plan from ITAC at its January 2025 meeting, the Technology Committee at its February 2025 meeting, and the Judicial Council at its April 2025 meeting.</p> <p>Fiscal Impact/Staff Resources: Judicial Council Information Technology staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Internal: Appellate and trial courts, Judicial Council Information Technology. External: justice partners, court users, and the public.</p> <p>AC Collaboration: Tactical Plan for Technology Workstream, Judicial Council Technology Committee.</p>		

⁴ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to or accurately reflect the law; 1(b) Council has directed the committee to consider new or amended rules and forms; 1(c) Change is urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; or 1(d) Proposal is otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk. *For each priority level 1 proposal, the advisory body must provide a specific reason why it should be done this year and how it fits within the identified category.* 2(a) Useful, but not necessary, to implement changes in law; 2(b) Responsive to identified concerns or problems; or 2(c) Helpful in otherwise advancing Judicial Council goals and objectives. *If an advisory committee is interested in pursuing any Priority Level 2 proposals, please include justification as to why the proposal should be approved at this time.*

⁶ Indicate which goal number of The Strategic Plan for California’s Judicial Branch the project most closely aligns.

#	Continued Workstream (ending 2025)	
2.	Project Title: IT Modernization Program FY 2024–25	Priority 1
		Strategic Plan Goals VI
<p>Project Summary: Evaluate status reports tracking and provide related program support activities.</p> <p>Key Objectives: This project is continued from the 2024 agenda. The remaining objectives are:</p> <ul style="list-style-type: none"> a) Review courts’ progress reports, identify projects needing branch attention, and report findings to staff for assistance. b) Formerly sunset the workstream at the completion of these objectives for the fiscal year. <p>Origin of Project: Beginning with the Budget Act of 2022, the Judicial Council receives IT Modernization funding, in part, to support local court projects. As of FY 2023–24, the Technology Committee delegated to ITAC the evaluation of court proposals and progress reports.</p> <p>Status/Timeline: The workstream will meet quarterly to review the progress reports through the end of FY 2024–25.</p> <p>Fiscal Impact/Staff Resources: Judicial Council Information Technology staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Internal: Appellate and trial courts. External: justice partners, court users, and the public.</p> <p>AC Collaboration: Judicial Council Technology Committee.</p>		

#	New Workstream (ending 2026)	
3.	Project Title: IT Modernization Program FY 2025–26	Priority 1
<p data-bbox="176 326 1797 391">Project Summary: Review court applications and recommend project proposals; receive and evaluate project status reports; and provide relevant program support functions.</p> <p data-bbox="176 435 380 467">Key Objectives:</p> <ul style="list-style-type: none"> <li data-bbox="254 483 1713 516">a) Initiate workstream, confirm membership, identify core team (sponsor and leads), and conduct kickoff meeting. <li data-bbox="254 524 1066 557">b) Refine category requirements and success metrics, if needed. <li data-bbox="254 565 1665 597">c) Review and evaluate court project proposals; recommend list of projects to approve based on program criteria. <li data-bbox="254 605 1226 638">d) Seek ITAC approval and recommendation to the Technology Committee. <li data-bbox="254 646 1948 678">e) Review court progress reports, identify projects that need program support, and help inform staff support activities, where needed. <li data-bbox="254 686 1192 719">f) At the completion of these objectives, formally sunset the workstream. <p data-bbox="176 764 1906 829">Origin of Project: Beginning with the Budget Act of 2022, the Judicial Council receives IT Modernization funding, in part, to support local court projects. As of FY 2023–24, the Technology Committee delegated ITAC evaluation of court proposals and progress reports.</p> <p data-bbox="176 873 1724 906">Status/Timeline: Solicitation of membership to begin in early 2025; recommendation to Technology Committee by July 2025.</p> <p data-bbox="176 950 1192 982">Fiscal Impact/Staff Resources: Judicial Council Information Technology staff.</p> <p data-bbox="191 987 1927 1052"><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p data-bbox="176 1096 1738 1128">Internal/External Stakeholders: Internal: Appellate and trial courts. External: justice partners, court users, and the public.</p> <p data-bbox="176 1172 1360 1205">AC Collaboration: IT Modernization Workstream, Judicial Council Technology Committee.</p>		

#	New Workstream (ending 2026)	
4.	Project Title: Advancing the Hybrid Courtroom Phase 2	Priority 1
	Strategic Plan Goals I and IV	
<p>Project Summary: Develop technology standards for equipment needs and implementation within courtrooms to enable remote proceedings, as per Judicial Council standards and Senate Bill 133 (2023, ch. 34). These standards will be compiled as a technology playbook for courts, referenced in the <i>California Trial Court Facilities Standards</i>, and updated annually.</p> <p>Key Objectives:</p> <ul style="list-style-type: none"> a) Initiate workstream, confirm membership, and conduct orientation/kickoff meeting. b) Develop technology standards for court facilities for the purpose of conducting remote proceedings and support for the hybrid courtroom. (The standards would then be updated annually). c) Gather stakeholder input. d) Present findings and recommendations to ITAC, the Technology Committee, the Trial Court Facility Modification Advisory Committee, and the Judicial Council (if applicable). e) Formally sunset the workstream. <p>Origin of Project: 2024 Advancing the Hybrid Courtroom Workstream.</p> <p>Status/Timeline: Initiation of workstream is pending resources. Once confirmed, estimated 12-month timeline to complete key objectives.</p> <p>Fiscal Impact/Staff Resources: Judicial Council Information Technology, Executive Office, and Facilities Services staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Internal: Trial courts. External: justice partners, court users, and the public.</p> <p>AC Collaboration: Trial Court Facility Modification Advisory Committee.</p>		

#	New Workstream (ending 2026)	
5.	Project Title: Supporting the Exploration of Artificial Intelligence (AI) for Use in the Courts	Priority 2 Strategic Plan Goals III and IV
<p>Project Summary: Participate in, and provide technology perspective on, branchwide efforts related to artificial intelligence. Identify potential court-related use cases and assess the benefits and risks to the branch.</p> <p>Key Objectives:</p> <ul style="list-style-type: none"> a) Contribute to and support assignments carried out by the Chief Justice’s Artificial Intelligence Task Force, including providing input on policies, potential rules of court, and other projects. b) Identify potential uses of AI by the courts and within the branch, including an assessment of: <ul style="list-style-type: none"> i. Potential benefits such as increasing accuracy and efficiency; increasing access to justice; and enhancing data-informed decision making; and ii. Potential risks such as confidentiality, reliability, bias, information security, and transparency. c) Present findings to ITAC, the Artificial Intelligence Task Force, the Technology Committee, and the Judicial Council (if applicable). d) Formally sunset the workstream. <p>Origin of Project: The Chief Justice’s creation of the Artificial Intelligence Task Force, which was announced at the May 2024 Judicial Council meeting.</p> <p>Status/Timeline: Initiation of workstream is pending resources and direction from the Artificial Intelligence Task Force. Once confirmed, estimated 12-month timeline to complete key objectives.</p> <p>Fiscal Impact/Staff Resources: Judicial Council Information Technology, Executive Office, Legal Services, Policy and Research, and Governmental Affairs staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Internal: Appellate and trial courts. External: justice partners, court users, and the public.</p> <p>AC Collaboration: Artificial Intelligence Task Force and other Judicial Council advisory bodies as needed.</p>		

#	New Workstream (ending 2026)	
6.	Project Title: Electronic Evidence Phase 3: Pilot, Evaluation, and Request for Proposals (RFP)	Priority 2 Strategic Plan Goals I and IV
<p>Project Summary: Continue assessment of electronic evidence solution options and use findings (including from previous workstream) to potentially develop an enterprise request for proposal (RFP) for a branchwide solution(s), if recommended.</p> <p>Key Objectives: Based on findings from Phase 2:</p> <ul style="list-style-type: none"> a) Identify and evaluate electronic evidence solution(s) in small-to-medium-sized court(s) to collect additional data and requirements (Phase 2 included data from large courts). b) Evaluate both commercial-off-the-shelf (COTS) and home grown solutions used by courts. c) Investigate additional vendors, including using product demonstrations, education sessions, and proofs of concept. d) Provide findings and recommendations regarding enterprise solution(s) for the branch (including whether a branch master agreement with vendor options is desired). e) If recommended, consider developing an enterprise RFP seeking a master agreement of solution(s)/product(s) to meet the needs and requirements of the various court sizes. f) Seek approval from ITAC, the Technology Committee, and the Judicial Council (if applicable) on any recommendations. g) Formally sunset the workstream. <p>Origin of Project: <i>Tactical Plan for Technology</i>. Recommendation of Phase 2 workstream.</p> <p>Status/Timeline: Initiation of workstream is pending resources. Once confirmed, estimated 18-month timeline to complete key objectives.</p> <p>Fiscal Impact/Staff Resources: Judicial Council Information Technology staff. <input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Internal: trial courts. External: justice partners, court users, and the public.</p> <p>AC Collaboration: Court Executives Advisory Committee, Trial Court Presiding Judges Advisory Committee, ITAC’s Rules & Policy Subcommittee, and other Judicial Council advisory bodies as needed.</p>		

#	Ongoing Projects and Activities	
7.	Project Title: Rules & Policy Subcommittee Projects	Priority 2(b)
	<p data-bbox="1451 305 1974 349">Strategic Plan Goals I</p> <p data-bbox="1451 349 1974 397">Project Summary: Develop rules and policies related to judicial branch technology and make recommendations for action by ITAC.</p> <p data-bbox="1451 397 1974 479">Key Objectives: The Rules & Policy Subcommittee does not currently have a specific assignment in 2025; however, the subcommittee will reengage should this change, including input on potential technology-related legislative items.</p> <p data-bbox="1451 479 1974 592">Origin of Project: Standing subcommittee established to develop proposals necessary to allow for the use of technology in court administration. Also provided for in the Tactical Plan for Technology.</p> <p data-bbox="1451 592 1974 673">Status/Timeline: Ongoing.</p> <p data-bbox="1451 673 1974 738">Fiscal Impact/Staff Resources: Judicial Council Information Technology, Legal Services, and Governmental Affairs staff.</p> <p data-bbox="1451 738 1974 820"><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p data-bbox="1451 820 1974 901">Internal/External Stakeholders: Internal: Appellate and trial courts. External: justice partners, court users, and the public.</p> <p data-bbox="1451 901 1974 998">AC Collaboration: Judicial Council Rules Committee, Joint Rules Subcommittee of the Trial Court Presiding Judges Advisory Committee and Court Executives Advisory Committee.</p>	

#	Ongoing Projects and Activities	
7.1	Project Title: Review and Provide Input on Pending Legislation (pending)	Priority 1
	Strategic Plan Goals 1	
<p>Project Summary: Review pending legislation related to court technology and provide input on impacts the legislation may have on the courts.</p> <p>Key Objectives: Currently, there are no specific assignment in 2025; however, this may change if any potential technology-related legislative issues arise.</p> <p>Origin of Project: Judicial Council Governmental Affairs.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Staff Resources: Judicial Council Information Technology, Legal Services, and Governmental Affairs staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: Internal: Supreme Court, Courts of Appeal, trial courts. External: justice partners, court users, and the public.</p> <p>AC Collaborations: Judicial Council Legislation Committee and other Judicial Council advisory bodies as needed.</p>		

#	Ongoing Projects and Activities	
8.	Project Title: Joint Information Security Governance Subcommittee Projects	Priority 1
	Strategic Plan Goals VI	
<p>Project Summary: Review and provide feedback on security-related recommendations made by the Judicial Council’s Information Security Office and other entities, review and recommend policies and other security-related proposals for action by ITAC and the Court Executives Advisory Committee.</p> <p>Key Objectives:</p> <ul style="list-style-type: none"> a) Review and make recommendations on branchwide incident management. b) Review and make recommendations on branchwide security training. c) Review and make recommendations on branchwide security policies. d) Research potential branchwide security portfolio offerings. e) Review and make recommendations on branchwide security service and solution opportunities. f) Present recommendations to ITAC, the Technology Committee, and the Judicial Council (when applicable). <p>Origin of Project: Strategic and Tactical Plans for Technology; Branchwide Information Security Workstream.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Staff Resources: Judicial Council Information Technology, Legal Services, and Trial Court Leadership staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: Internal: Appellate and trial courts. External: justice partners, court users, and the public.</p> <p>AC Collaboration: ITAC Rules & Policy Subcommittee, other Judicial Council advisory bodies as needed.</p>		

III. LIST OF 2024 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Tactical Plan Workstream 2025–2026 — The workstream was initiated. It developed 16 initiatives, updated the plan, and conducted an Invitation to Comment to gather broad input from the branch and the public. The workstream continues to finalize the updated plan for approval into 2025.
2.	IT Modernization Program FY 2023–24 — The workstream fulfilled its 12-month commitment, reviewing the first fiscal year quarterly reports to assess progress and identify areas of court support needed by staff.
3.	IT Modernization Program FY 2024–25 — The workstream reviewed 140 project proposals from 41 courts and recommended approval of 122 projects. The workstream will continue its term to evaluate progress reports and inform staff of program support needs of courts.
4.	Joint Information Security Governance Subcommittee — The subcommittee developed a proposal for a rule of court that would allow for the adoption of branchwide technology and data security guidelines; this proposal is expected to advance for recommendation to the Judicial Council at its April 2025 meeting.
5.	Rules & Policy Subcommittee — The subcommittee approved a proposal for a rule of court that would allow for the adoption of branchwide technology and data security guidelines, which is expected to advance for recommendation to the council at its April 2025 meeting.
6.	Electronic Evidence, Phase 2: Rules, Technology and Pilot Evaluation — The workstream completed its final findings and recommendations report, which was approved by the Judicial Council Technology Committee. With the committee’s approval, the work was completed, and the workstream was sunset. A new workstream is anticipated to continue the next steps of the electronic evidence initiative.
7.	Advancing the Hybrid Courtroom Workstream Phase 1: Minimum Technology Standards — The workstream completed its final findings and recommendations for minimum technology standards for courtroom technology to provide remote participation in court proceedings, in compliance with Senate Bill 133 (Stats. 2023, ch. 34). The Judicial Council approved the recommendations, effective April 1, 2024. The workstream was sunset in December 2024. A new Phase 2 workstream will be initiated to evaluate supplemental recommendations.
8.	Advancing the Hybrid Courtroom Workstream Phase 1: Master Agreement for AV equipment — A request for proposals for audiovisual systems, digital courtroom solutions, and related installation and maintenance services was completed. This led to the establishment of a master services agreement with 14 vendors, available for branchwide use.



Judicial Council of California

455 Golden Gate Avenue · San Francisco, California 94102-3688

www.courts.ca.gov

REPORT TO THE JUDICIAL COUNCIL

Item No.: 25-XXX

For business meeting on April 25, 2025

Title

Judicial Branch Technology: Rules for Adoption of Technology and Data Security Guidelines

Report Type

Action Required

Effective Date

July 1, 2025

Rules, Forms, Standards, or Statutes Affected

Adopt Cal. Rules of Court, rule 10.405; amend rule 10.172

Date of Report

January 9, 2025

Recommended by

Court Executives Advisory Committee
Darrel Parker, Chair
Information Technology Advisory Committee
Hon. Sheila F. Hanson, Chair

Contact

Jenny Grantz, 415-865-4394
jenny.grantz@jud.ca.gov

Executive Summary

The Court Executives Advisory Committee (CEAC) and the Information Technology Advisory Committee (ITAC) recommend adopting one rule and amending one rule to create a process for adopting and revising technology and data security guidelines for the courts and the Judicial Council. This proposal originated with the Joint Information Security Governance Subcommittee, which reviews and recommends security-related guidelines, policies, and other proposals for action by ITAC and CEAC.

Recommendation

The Court Executives Advisory Committee and the Information Technology Advisory Committee recommend that the Judicial Council, effective July 1, 2025:

1. Adopt California Rules of Court, rule 10.405 to create a process for adopting and revising technology and data security guidelines for the courts and the Judicial Council; and
2. Amend California Rules of Court, rule 10.172 to reflect the adoption of rule 10.405.

The proposed rules are attached at pages 6–10.

Relevant Previous Council Action

The Judicial Council adopted rule 10.172 effective January 1, 2009, to implement Government Code section 69925. The council last amended rule 10.172 effective January 1, 2016, to remove references to the Administrative Office of the Courts.

Analysis/Rationale

In 2023, CEAC and ITAC formed the Joint Information Security Governance Subcommittee (JISGS). JISGS develops cybersecurity and data protection initiatives on behalf of the judicial branch and reviews and makes recommendations on branchwide incident management, security training, and security policies. JISGS's goal is to vet and secure branchwide support for information security policies.

As a result of its work over the past year, JISGS concluded that it would be beneficial for the Judicial Council to adopt guidelines for technology and data security that would apply to the courts and the council. These guidelines would help to ensure a minimum level of information security across the branch and would also enable the branch to apply information security best practices more effectively.

To establish procedures for adopting and revising technology and data security guidelines for the courts and the council, the committees recommend adopting one rule and amending one rule.

Rule 10.405

The committees recommend adopting new rule 10.405 to establish the process for adopting and revising technology and data security guidelines for the courts and the Judicial Council.

Subdivision (a) provides the rule's purpose, which is to set forth procedures for the adoption and maintenance of judicial branch guidelines for technology and data security.

Subdivision (b) describes the process for adopting and revising the guidelines. The committees recommend that ITAC be responsible for developing the guidelines and making recommendations to the Judicial Council because ITAC's membership includes judicial officers, court executives, court technologists, and other subject matter experts. Additionally, ITAC has extensive experience developing proposals to address technology issues affecting the courts.

Subdivision (b) also includes a 30-day period during which the courts can comment on proposed new or revised guidelines before ITAC makes a recommendation to the Judicial Council. The committees' goal is to ensure that all courts are given sufficient notice and opportunity to provide input on the guidelines. The language in subdivision (b)(2) was modeled on rule 10.804(b)(1), which contains a similar comment process.¹ The rule provides the Technology Committee with the authority to approve nonsubstantive technical changes or corrections to the guidelines without Judicial Council approval and without the 30-day comment period. This provision is similar to provisions in other rules that allow for technical changes and corrections without council approval.²

Subdivision (c) provides that any guidelines adopted under rule 10.405 apply to the Supreme Court, the Courts of Appeal, the superior courts, and the Judicial Council.

Subdivision (d) provides that for security reasons, any guidelines adopted under rule 10.405 are exempt from public disclosure under rule 10.500.³ This exemption is necessary because of the strong need to protect judicial branch security by limiting access to the guidelines, which clearly outweighs the public interest in disclosure of these records. Disclosure of the guidelines and any records relating to the guidelines, which may include specific methods used to secure judicial branch technology and data, would compromise the ability of the courts and the Judicial Council to protect their systems and data, as well as court users' personal information.

Rule 10.172

Existing rule 10.172 requires each superior court to develop a court security plan that addresses numerous subject areas. The committees recommend moving the computer and data security subject area to new rule 10.405 by:

- Amending subdivision (b)(1) to remove subpart (V), "computer and data security," because that topic will be covered by new rule 10.405; and
- Adding a sentence to the Advisory Committee Comment to inform readers that computer and data security are now covered by rule 10.405 instead of rule 10.172.

The version of rule 10.172 that circulated for public comment included an amendment to subdivision (a) that changed "countywide court security plan" to "court security plan that applies

¹ Rule 10.804(b)(1) reads: "Before making any substantive amendments to the *Trial Court Financial Policies and Procedures Manual*, the Judicial Council must make the amendments available to the superior courts, the California Department of Finance, and the State Controller's Office for 30 days for comment."

² For example, rule 10.804(b)(2) allows the Administrative Director to make technical changes and corrections to the *Trial Court Financial Policies and Procedures Manual*.

³ Rule 10.500(f)(6) exempts from disclosure any "[r]ecords whose disclosure would compromise the security of a judicial branch entity or the safety of judicial branch personnel, including but not limited to, court security plans, and security surveys, investigations, procedures, and assessments." Rule 10.500(f)(6) and proposed rule 10.405(d) are consistent with the California Public Records Act's exemption for information security records. (Gov. Code, § 7929.210.)

to each court facility in the county.” The committees proposed this amendment to clarify the rule’s meaning and did not intend to change the scope of the rule. The committees ultimately decided not to make this amendment because it was unclear whether the amendment improved the rule’s clarity and because it could have created confusion about whether the rule’s scope had been changed.

Policy implications

This proposal will create procedures for adopting guidelines for technology and data security for the courts and the Judicial Council. These guidelines will benefit the branch by ensuring a minimum level of information security across the branch and enabling the branch to apply information security best practices more effectively. This proposal is, therefore, consistent with the *Strategic Plan for California’s Judicial Branch*, specifically the goals of Modernization of Management and Administration (Goal III) and Branchwide Infrastructure for Service Excellence (Goal VI).

Comments

This proposal was circulated for public comment from December 5, 2024, to January 6, 2025, as part of the regular winter invitation-to-comment cycle. One comment was received on the proposal, from the Superior Court of Los Angeles County. The commenter agreed with the proposal if modified. A chart with the full text of the comment received and the committees’ responses is attached at page 11.

The commenter suggested that when guidelines are adopted under rule 10.405, general guidelines should be crafted to address minimum, entry-level requirements to ensure that the guidelines work for courts of all sizes. The commenter also noted that when guidelines are adopted, their substance and complexity will determine how quickly courts can implement them.

Additionally, the commenter suggested amending rule 10.405 to include a control, audit, or review mechanism to ensure that courts adhere to guidelines adopted under the rule. The committees agree that such a mechanism could be beneficial but have not amended the rule to include one because those amendments would go beyond the scope of the current proposal and would require public comment. The committees will consider this suggestion as time and resources permit.

Alternatives considered

The committees considered the alternative of taking no action but ultimately determined that the proposal was warranted because creating technology and data security guidelines would provide significant benefits to the courts and the Judicial Council.

In addition, as discussed above, the committees considered several alternatives when drafting and revising the rules, including alternatives suggested by the commenter.

Fiscal and Operational Impacts

The guidelines adopted under rule 10.405 might require courts to implement or change their policies or procedures, which might require training for judicial officers and court staff. Courts might also need to procure equipment or services to meet the guidelines adopted under rule 10.405.

Attachments and Links

1. Cal. Rules of Court, rules 10.172 and 10.405, at pages 6–10
2. Chart of comments, at pages 11–12

DRAFT

Rule 10.405 of the California Rules of Court would be adopted and rule 10.172 would be amended, effective July 1, 2025, to read:

1 **Rule 10.172. Court security plans**

2
3 **(a) Responsibility**

4
5 The presiding judge and the sheriff or marshal are responsible for developing an
6 annual or multiyear comprehensive, countywide court security plan.
7

8 **(b) Scope of security plan**

9
10 (1) Each court security plan must, at a minimum, address the following general
11 security subject areas:

12
13 (A) Composition and role of court security committees;

14
15 (B) Composition and role of executive team;

16
17 (C) Incident command system;

18
19 (D) Self-assessments and audits of court security;

20
21 (E) Mail handling security;

22
23 (F) Identification cards and access control;

24
25 (G) Courthouse landscaping security plan;

26
27 (H) Parking plan security;

28
29 (I) Interior and exterior lighting plan security;

30
31 (J) Intrusion and panic alarm systems;

32
33 (K) Fire detection and equipment;

34
35 (L) Emergency and auxiliary power;

36
37 (M) Use of private security contractors;

38
39 (N) Use of court attendants and employees;

40
41 (O) Administrative/clerk's office security;

42

- 1 (P) Jury personnel and jury room security;
2
3 (Q) Security for public demonstrations;
4
5 (R) Vital records storage security;
6
7 (S) Evacuation planning;
8
9 (T) Security for after-hours operations;
10
11 (U) Custodial services;
12
13 ~~(V) Computer and data security;~~
14
15 ~~(W)~~ (V) Workplace violence prevention; and
16
17 ~~(X)~~ (W) Public access to court proceedings.
18
19 (2) Each court security plan must, at a minimum, address the following law
20 enforcement subject areas:
21
22 (A) Security personnel and staffing;
23
24 (B) Perimeter and entry screening;
25
26 (C) Prisoner and inmate transport;
27
28 (D) Holding cells;
29
30 (E) Interior and public waiting area security;
31
32 (F) Courtroom security;
33
34 (G) Jury trial procedures;
35
36 (H) High-profile and high-risk trial security;
37
38 (I) Judicial protection;
39
40 (J) Incident reporting and recording;
41
42 (K) Security personnel training;
43

- 1 (L) Courthouse security communication;
- 2
- 3 (M) Hostage, escape, lockdown, and active shooter procedures;
- 4
- 5 (N) Firearms policies and procedures; and
- 6
- 7 (O) Restraint of defendants.
- 8

9 (3) Each court security plan should address additional security issues as needed.

10

11 **(c) Court security assessment and assessment report**

12

13 At least once every two years, the presiding judge and the sheriff or marshal are
14 responsible for conducting an assessment of security with respect to all court
15 operations. The assessment must include a comprehensive review of the court’s
16 physical security profile and security protocols and procedures. The assessment
17 should identify security weaknesses, resource deficiencies, compliance with the
18 court security plan, and any need for changes to the court security plan. The
19 assessment must be summarized in a written assessment report.

20

21 **(d) Submission of court a plan to the Judicial Council**

22

23 On or before November 1, 2009, each superior court must submit a court security
24 plan to the Judicial Council. On or before February 1, 2011, and each succeeding
25 February 1, each superior court must give notice to the Judicial Council whether it
26 has made any changes to the court security plan and, if so, identify each change
27 made and provide copies of the current court security plan and current assessment
28 report. In preparing any submission, a court may request technical assistance from
29 Judicial Council staff.

30

31 **(e) Plan review process**

32

33 Judicial Council staff will evaluate for completeness submissions identified in (d).
34 Annually, the submissions and evaluations will be provided to the Court Security
35 Advisory Committee. Any submissions determined by the advisory committee to
36 be incomplete or deficient must be returned to the submitting court for correction
37 and completion.

38

39 **(f) Delegation**

40

41 The presiding judge may delegate any of the specific duties listed in this rule to
42 another judge or, if the duty does not require the exercise of judicial authority, to
43 the court executive officer or other court employee. The presiding judge remains

1 responsible for all duties listed in this rule even if he or she has delegated particular
2 tasks to someone else.

3
4 **Advisory Committee Comment**

5
6 This rule is adopted to comply with the mandate in Government Code section 69925, which
7 requires the Judicial Council to provide for the areas to be addressed in a court security plan and
8 to establish a process for the review of such plans.

9
10 Computer and data security, formerly covered by subdivision (b)(1)(V), is now addressed in rule
11 10.405, on judicial branch technology and data security standards.

12
13
14 **Rule 10.405. Judicial branch technology and data security guidelines**

15
16 **(a) Purpose**

17
18 This rule sets forth procedures for the adoption and maintenance of judicial branch
19 guidelines for technology and data security.

20
21 **(b) Adoption and maintenance of guidelines**

- 22
23 (1) The Information Technology Advisory Committee is responsible for making
24 recommendations to the Judicial Council regarding guidelines for technology
25 and data security.
- 26
27 (2) Before recommending to the Judicial Council the adoption of any new
28 guidelines or substantive amendments to the guidelines, the Information
29 Technology Advisory Committee must make the proposed guidelines
30 available to the entities listed in subdivision (c) for 30 days for comment.
- 31
32 (3) The Judicial Council delegates to the Technology Committee the authority to
33 make nonsubstantive technical changes or corrections to the guidelines. Upon
34 the recommendation of the Information Technology Advisory Committee, the
35 Technology Committee may approve nonsubstantive technical changes or
36 corrections to the guidelines without the comment period required in
37 subdivision (b)(2) and without approval by the Judicial Council.

38
39 **(c) Application of guidelines**

40
41 The guidelines for technology and data security apply to the Supreme Court, the
42 Courts of Appeal, the superior courts, and the Judicial Council.

1 **(d) Disclosure of guidelines**

2

3 The guidelines for technology and data security are exempt from public disclosure
4 consistent with the provisions of rule 10.500 that exempt records whose disclosure
5 would compromise the security of a judicial branch entity.

W25-01

Judicial Branch Technology: Rules for Adoption of Technology and Data Security Guidelines (Adopt Cal. Rules of Court, rule 10.405; amend rule 10.172)

All comments are verbatim unless indicated by an asterisk (*).

	Commenter	Position	Comment	Committee Response
1.	Superior Court of California, County of Los Angeles by Robert Oftring, Director, Communications and Legislative Affairs	A	The following comments are representative of the Superior Court of California, County of Los Angeles, and do not represent or promote the viewpoint of any particular judicial officer or employee.	No response required.
			In response to the Judicial Council of California’s proposal titled “ITC W25-01: Judicial Branch Technology: Rules for Adoption of Technology and Data Security Guidelines,” the Superior Court of California, County of Los Angeles (Court), concurs that the proposal addresses its intended purpose.	The committees appreciate the response.
			The Court agrees that it is appropriate to amend subdivision (a) of rule 10.172 to clarify its meaning.	The committees appreciate the response.
			The Court does not believe the proposal would provide cost savings. The JCC would need to also provide funding for initiatives and guidelines related to this proposal.	The committees appreciate the response.
			To implement the proposal, the Court would need to revise policies, update processes and procedures, and train staff. It would also need to implement new tools to support the guidelines.	The committees appreciate the response.
			It is unclear if two months from Judicial Council approval would be sufficient time to implement. It would depend on the guidelines and how complex the implementation would be.	The committees appreciate the response. The committees note that the two-month timeframe discussed in the request for specific comment is referring to the time to implement the new and amended rules in this proposal, rather than the

Positions: A = Agree; AM = Agree if modified; N = Do not agree; NI = Not indicated

W25-01**Judicial Branch Technology: Rules for Adoption of Technology and Data Security Guidelines** (Adopt Cal. Rules of Court, rule 10.405; amend rule 10.172)

All comments are verbatim unless indicated by an asterisk (*).

	Commenter	Position	Comment	Committee Response
			A longer time period should be considered.	time to implement any guidelines adopted under rule 10.405.
			General guidelines should be crafted to address minimum requirements and define those as entry level. If that is done, then it should work for courts of all sizes.	The committees appreciate the response.
			For general comments, the current rule lacks a control, audit, or review mechanism to ensure that courts adhere to its provisions. To address this, it would be beneficial to establish a framework of good-better-best guideline rates, providing courts with a clear spectrum of options to decide where they align within the guidelines. Additionally, adopting a risk-based approach would allow courts to assess the specific risks applicable to them, evaluate the severity of those risks, and determine an appropriate level of mitigation based on their unique circumstances.	Amending rule 10.405 to include a control, audit, or review mechanism would require public comment and therefore cannot be included in this proposal, but the committees will consider this suggestion as time and resources permit.

Positions: A = Agree; AM = Agree if modified; N = Do not agree; NI = Not indicated