



Judicial Council of California

Information Technology
Advisory Committee

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INFORMATION TECHNOLOGY ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

September 25, 2025

12:00 p.m.

Videoconference

Advisory Body Members Present: Hon. Sheila F. Hanson, Chair; Hon. Samantha P. Jessner, Vice-Chair; Mr. Jordan Aiken; Hon. Kathy Ciuffini; Mr. Brian Cotta; Hon. Julie R. Culver; Hon. Tara M. Desautels; Mr. Timothy Fox; Ms. Katy Grant; Mr. AJ Guzman; Ms. Carrie Holmes; Mr. Brett Howard; Hon. Michael Mau; Hon. Kimberly Menninger; Hon. Ioana Petrou; Ms. Jeannette Vannoy

Advisory Body Members Absent: Mr. Mike Baliel; Hon. Damon Connolly, Ms. Rebecca Fleming; Mr. Jason Galkin, Hon. Michael Groch; Hon. Richard Miadich

Others Present: Hon. Maria Hernandez; 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 April 28, 2025, Information Technology Advisory Committee meeting.

DISCUSSION ITEMS (NO ACTION REQUIRED) (ITEMS 1-4)

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

Judicial Council Technology Committee Chair Report

The committee received an update on activities and news from the Judicial Council Technology Committee chair, Hon. Maria Hernandez.

Item 3

Artificial Intelligence Task Force – Status Update

The committee received a status update from Ms. Jessica Devencenzi on Rule 10.430 of the California Rules of Court, Generative Artificial Intelligence Use Policies; Standard 10.80 of the California Standards of Judicial Administration, Use of Generative Artificial Intelligence by

Judicial Officers; and local court generative artificial intelligence use policies and related considerations. Ms. Jenny Grantz and Ms. Saskia Kim were present to take questions.

Item 4

2026 Annual Agenda – Planning

Judge Hanson reviewed the 2025 Annual Agenda priorities and accomplishments. She then introduced the development of the 2026 Annual Agenda. The committee suggested potential projects and will continue planning the 2026 Annual Agenda 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.

Information Technology Advisory Committee
Annual Agenda¹—2025

Approved by Judicial Council Technology Committee: [February 10, 2025]

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: 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. 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.	
Subgroups of the Advisory Committee²: Workstreams 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	Priority ⁵ 1
		Strategic Plan Goal ⁶ I
Project Summary: Update <i>Tactical Plan for Technology</i> for effective date 2025–2026. Key Objectives: This project is continued from the 2024 agenda. The remaining objectives are: a) Finalize and obtain approval from ITAC, the Technology Committee, and the Judicial Council. b) Formally sunset the workstream. 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. 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. Fiscal Impact/Staff Resources: Judicial Council Information Technology staff. ☐ 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. Internal/External Stakeholders: Internal: Appellate and trial courts, Judicial Council Information Technology. External: justice partners, court users, and the public. AC Collaboration: Tactical Plan for Technology Workstream, Judicial Council Technology Committee.		

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
	Project Summary: Evaluate status reports tracking and provide related program support activities. Key Objectives: This project is continued from the 2024 agenda. The remaining objectives are: 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. 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. Status/Timeline: The workstream will meet quarterly to review the progress reports through the end of FY 2024–25. Fiscal Impact/Staff Resources: Judicial Council Information Technology staff. ☐ 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. Internal/External Stakeholders: Internal: Appellate and trial courts. External: justice partners, court users, and the public. AC Collaboration: Judicial Council Technology Committee.	

#	New Workstream (ending 2026)	
3.	Project Title: IT Modernization Program FY 2025–26	Priority 1
		Strategic Plan Goals III, IV, and VI
Project Summary: Review court applications and recommend project proposals; receive and evaluate project status reports; and provide relevant program support functions. Key Objectives: a) Initiate workstream, confirm membership, identify core team (sponsor and leads), and conduct kickoff meeting. b) Refine category requirements and success metrics, if needed. c) Review and evaluate court project proposals; recommend list of projects to approve based on program criteria. d) Seek ITAC approval and recommendation to the Technology Committee. e) Review court progress reports, identify projects that need program support, and help inform staff support activities, where needed. f) At the completion of these objectives, formally sunset the workstream. 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. Status/Timeline: Solicitation of membership to begin in early 2025; recommendation to Technology Committee by July 2025. Fiscal Impact/Staff Resources: Judicial Council Information Technology staff. ☐ 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. Internal/External Stakeholders: Internal: Appellate and trial courts. External: justice partners, court users, and the public. AC Collaboration: IT Modernization Workstream, Judicial Council Technology Committee.		

#	New Workstream (ending 2026)	
4.	Project Title: Advancing the Hybrid Courtroom Phase 2	Priority 1
		Strategic Plan Goals I and IV
	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. Key Objectives: 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. Origin of Project: 2024 Advancing the Hybrid Courtroom Workstream. Status/Timeline: Initiation of workstream is pending resources. Once confirmed, estimated 12-month timeline to complete key objectives. Fiscal Impact/Staff Resources: Judicial Council Information Technology, Executive Office, and Facilities Services staff. ☐ 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. Internal/External Stakeholders: Internal: Trial courts. External: justice partners, court users, and the public. AC Collaboration: Trial Court Facility Modification Advisory Committee.	

#	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
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. Key Objectives: 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: 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. Origin of Project: The Chief Justice’s creation of the Artificial Intelligence Task Force, which was announced at the May 2024 Judicial Council meeting. 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. Fiscal Impact/Staff Resources: Judicial Council Information Technology, Executive Office, Legal Services, Policy and Research, and Governmental Affairs staff. ☐ <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> Internal/External Stakeholders: Internal: Appellate and trial courts. External: justice partners, court users, and the public. AC Collaboration: Artificial Intelligence Task Force and other Judicial Council advisory bodies as needed.		

#	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
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. Key Objectives: Based on findings from Phase 2: 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. Origin of Project: <i>Tactical Plan for Technology</i>. Recommendation of Phase 2 workstream. Status/Timeline: Initiation of workstream is pending resources. Once confirmed, estimated 18-month timeline to complete key objectives. Fiscal Impact/Staff Resources: Judicial Council Information Technology staff. ☐ <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> Internal/External Stakeholders: Internal: trial courts. External: justice partners, court users, and the public. 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.		

#	Ongoing Projects and Activities	
7.	Project Title: Rules & Policy Subcommittee Projects	Priority 2(b)
		Strategic Plan Goals I
	Project Summary: Develop rules and policies related to judicial branch technology and make recommendations for action by ITAC. 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. 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. Status/Timeline: Ongoing. Fiscal Impact/Staff Resources: Judicial Council Information Technology, Legal Services, and Governmental Affairs staff. ☐ 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. Internal/External Stakeholders: Internal: Appellate and trial courts. External: justice partners, court users, and the public. AC Collaboration: Judicial Council Rules Committee, Joint Rules Subcommittee of the Trial Court Presiding Judges Advisory Committee and Court Executives Advisory Committee.	

#	Ongoing Projects and Activities	
7.1	Project Title: Review and Provide Input on Pending Legislation (pending)	Priority 1
		Strategic Plan Goals 1
	Project Summary: Review pending legislation related to court technology and provide input on impacts the legislation may have on the courts. Key Objectives: Currently, there are no specific assignment in 2025; however, this may change if any potential technology-related legislative issues arise. Origin of Project: Judicial Council Governmental Affairs. Status/Timeline: Ongoing. Fiscal Impact/Staff Resources: Judicial Council Information Technology, Legal Services, and Governmental Affairs staff. ☐ 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. Internal/External Stakeholders: Internal: Supreme Court, Courts of Appeal, trial courts. External: justice partners, court users, and the public. AC Collaborations: Judicial Council Legislation Committee and other Judicial Council advisory bodies as needed.	

#	Ongoing Projects and Activities	
8.	Project Title: Joint Information Security Governance Subcommittee Projects	Priority 1
		Strategic Plan Goals VI
	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. Key Objectives: 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). Origin of Project: Strategic and Tactical Plans for Technology; Branchwide Information Security Workstream. Status/Timeline: Ongoing. Fiscal Impact/Staff Resources: Judicial Council Information Technology, Legal Services, and Trial Court Leadership staff. ☐ 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. Internal/External Stakeholders: Internal: Appellate and trial courts. External: justice partners, court users, and the public. AC Collaboration: ITAC Rules & Policy Subcommittee, other Judicial Council advisory bodies as needed.	

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.