



Judicial Council of California · Administrative Office of the Courts

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

www.courts.ca.gov

REPORT TO THE JUDICIAL COUNCIL

For business meeting on: October 26, 2012

Title

Implementation of Judicial Council Directives
- AOC Realignment

Agenda Item Type

Information Only

Submitted by

Executive and Planning Committee
Hon. Douglas P. Miller, Chair

Date of Report

October 26, 2012

Contact

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Executive Summary

The Chair of the Executive and Planning Committee (E&P) presents this informational report regarding the implementation of the Judicial Council Administrative Office of the Courts (AOC) Realignment Directives as approved by the council on August 31, 2012. The AOC Realignment Directives specifically directed the Administrative Director of the Courts to report to E&P before each Judicial Council meeting on each of the directives approved. This informational report provides an update from the E&P chair reporting on the progress of implementation efforts.

Previous Council Action

The Judicial Council approved directives presented by E&P on August 31, 2012. These directives reaffirmed Judicial Council authority over the AOC, restructured the AOC, and endorsed a plan for monthly monitoring of the implementation of the directives by E&P.

Implementation Progress

Since the approval of the Judicial Council AOC Realignment directives, AOC offices appear to be making good progress on implementation of the AOC Realignment directives in accordance with the timelines for implementation approved by the Judicial Council. As indicated in the attached *Status Report - Judicial Council Directives – AOC Realignment* the AOC has implemented many of the recommendations and has provided information on specific

implementation efforts for 55 of the recommendations through the submission of *Activity Reporting and Proposal Forms* for these recommendations.

It should be noted that for two of the directives (see Attachment 3 *Activity Reporting and Proposal Forms* for directives 40 and 42), the Administrative Director of the Courts will present to the Judicial Council at the December 2012 meeting a proposal for modified implementation of these directives.

Additionally, the Administrative Director of the Courts has indicated that realignment implementation activities have reinforced the need for the organization to revisit its existing policy and procedure program. As such, the Administrative Director of the Courts will be returning to the Judicial Council at the December 2012 meeting to request council's formal directive to review the existing policy procedure program to ensure that AOC's policies and procedures are uniform, current, and accessible.

Attachments

1. Key to Judicial Council Reporting Tools
2. *Status Report - Judicial Council Directives – AOC Realignment*
3. *Activity Reporting and Proposal Forms*

**Key to Judicial Council Reporting Tools for
Judicial Council Directives
Administrative Office of the Courts Realignment**

Each month, the Administrative Office of the Courts, Administrative Director of the Courts will present two documents reporting on the status of implementation efforts for the Judicial Council Directives on AOC Realignment implementation activities. The following provides a key to these documents:

STATUS REPORT

- Prepared monthly
- Distributed to the Judicial Council Executive and Planning Committee and Judicial Council and posted online at the California Courts website www.courts.ca.gov
- Includes the following content:

Area 1	#	Contains the Judicial Council Directive number proposed by the Judicial Council's Executive and Planning Committee and approved by the Judicial Council on August 31, 2012.
Area 2a	Directive	Contains the language as proposed by the Judicial Council's Executive and Planning Committee and approved by the Judicial Council on August 31, 2012.
Area 2b	SEC Recommendations	Contains the language provided in the related Strategic Evaluation Committee recommendation for each respective directive.
Area 3	Timeline	Contains the timeline as proposed by the Judicial Council's Executive and Planning Committee and approved by the Judicial Council on August 31, 2012.
Area 4	Status	Contains the status for each directive. Options include: <ul style="list-style-type: none"> ▪ Completed ▪ In progress ▪ Deferred ▪ Not Started ▪ Ongoing
Area 5	Status Updates	Contains additional information provided by the Administrative Office of the Courts regarding the status reported.

STATUS REPORT
JUDICIAL COUNCIL DIRECTIVES
AOC REALIGNMENT

October 26, 2012

(3)

(4)

(5)

(1) #	Directive *	Timeline	Status	Status Updates
1 (2a)	The Administrative Director of the Courts operates subject to the oversight of the Judicial Council. E&P recommends that the Judicial Council direct the Administrative Director of the Courts to report to E&P before each Judicial Council meeting on each item on this chart approved by the Judicial Council. SEC Recommendation	For immediate implementation (Ongoing)	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
(2b)	The Administrative Director must operate subject to the oversight of the Judicial Council and will be charged with implementing the recommendations in this report if so directed.			
2	E&P recommends that the Judicial Council take an active role in overseeing and monitoring the AOC to ensure transparency, accountability, and efficiency in the AOC's operations and practices. SEC Recommendation The Judicial Council must take an active role in overseeing and monitoring the AOC and demanding transparency, accountability, and efficiency in the AOC's operations and practices.	For immediate implementation (Ongoing)	Ongoing	

* This document retains the wording presented by the Judicial Council's Executive and Planning Committee approved by the Judicial Council on August 31, 2012.

ACTIVITY REPORTING AND PROPOSAL FORM

- Accompanies the Status Report
- Prepared for those directives where the Administrative Director of the Courts is reporting to the Executive and Planning Committee and the Judicial Council on:
 - I. Completed directives;
 - II. Directives that require reporting to the Judicial Council as indicated in the directives approved by the Judicial Council; and
 - III. Directives that require proposals to submitted to the Judicial Council for consideration.
- Readers can identify which directives are accompanied by an Activity Reporting and Proposal Form by reviewing the information contained in the Status Report “Status Updates” column. Those directives that include an Activity Reporting and Proposal Form will contain the verbiage: “Activity Reporting and Proposal Form submitted to the Judicial Council for the (insert date), Judicial Council meeting.”
- Distributed to the Judicial Council Executive and Planning Committee and Judicial Council and posted online at the California Courts website www.courts.ca.gov.
- Includes the following content:

Date	The date the worksheet was completed.
Prepared by	_____
Office Name	_____
Judicial Council Directive Number	_____
Judicial Council Directive	_____
SEC Recommendation	_____
Response	_____

**Timeline and Resources
For Implementation**

Includes information on the timeline for implementation of the respective directive and resource requirements for implementation.

**Additional
Implementation
Information**

Information to provide readers with the impact or outcomes of implementing the directive. This information may include attachments to further explain and/or support the information presented. Information may be presented in one or more of the following areas:

- Procedures/policies update or developed
 - Training updated or developed
 - Savings
 - Cost
 - Efficiencies
 - Service level impact
 - Other
-

**Administrative Director of
the Courts (ADOC) Review
and Approval**

Tracking information utilized internally for ADOC review.








**Executive and Planning
Committee Review**

Tracking information utilized internally for tracking the Executive and Planning Committee review date.

**SAMPLE
ACTIVITY REPORTING AND PROPOSAL FORM
JUDICIAL COUNCIL DIRECTIVE
AOC REALIGNMENT**

DATE	<input style="width: 90%;" type="text"/>
PREPARED BY	<input style="width: 90%;" type="text"/>
OFFICE NAME	<input style="width: 90%;" type="text" value="Select..."/>
JUDICIAL COUNCIL DIRECTIVE NUMBER	<input style="width: 90%;" type="text"/>
JUDICIAL COUNCIL DIRECTIVE	<input style="width: 90%;" type="text"/>
SEC RECOMMENDATION	<input style="width: 90%;" type="text"/>
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented: <input style="width: 90%;" type="text"/> <div style="border: 1px solid #ccc; padding: 2px; width: fit-content;"> Click here to attach a file </div> <input type="button" value="Insert item"/>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <input style="width: 90%;" type="text"/> <div style="border: 1px solid #ccc; padding: 2px; width: fit-content;"> Click here to attach a file </div> <input type="button" value="Insert item"/>	
<input type="checkbox"/> Other: <input style="width: 90%;" type="text"/> <div style="border: 1px solid #ccc; padding: 2px; width: fit-content;"> Click here to attach a file </div> <input type="button" value="Insert item"/>	

TIMELINE AND RESOURCES FOR IMPLEMENTATION	
IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	<input type="text"/>
RESOURCES REQUIRED FOR IMPLEMENTATION	<input type="text"/>
ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)	
<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="Click here to attach a file"/> <input type="button" value="Insert item"/>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="Click here to attach a file"/> <input type="button" value="Insert item"/>
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="button" value="Click here to attach a file"/> <input type="button" value="Insert item"/>
<input type="checkbox"/> COST	<input type="text"/> <input type="button" value="Click here to attach a file"/> <input type="button" value="Insert item"/>
<input type="checkbox"/> EFFICIENCIES	<input type="text"/> <input type="button" value="Click here to attach a file"/> <input type="button" value="Insert item"/>
<input type="checkbox"/> SERVICE LEVEL IMPACT	<input type="text"/> <input type="button" value="Click here to attach a file"/> <input type="button" value="Insert item"/>
<input type="checkbox"/> OTHER	<input type="text"/> <input type="button" value="Click here to attach a file"/> <input type="button" value="Insert item"/>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL		
ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/> 	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/> 
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> . <input type="text"/> 
RESPONSE TO ADOC	<input type="text"/> <input type="button" value="Click here to attach a file"/> <input type="button" value="Insert item"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/> 	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/>  Date: <input type="text"/> 
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text"/> 	
ADDITIONAL REVIEW NOTES: <input type="text"/> <input type="button" value="Click here to attach a file"/> <input type="button" value="Insert item"/>		

STATUS REPORT
JUDICIAL COUNCIL DIRECTIVES
AOC REALIGNMENT

October 26, 2012

#	Directive *	Timeline	Status	Status Updates
1	<p>The Administrative Director of the Courts operates subject to the oversight of the Judicial Council. E&P recommends that the Judicial Council direct the Administrative Director of the Courts to report to E&P before each Judicial Council meeting on each item on this chart approved by the Judicial Council.</p> <p>SEC Recommendation The Administrative Director must operate subject to the oversight of the Judicial Council and will be charged with implementing the recommendations in this report if so directed.</p>	For immediate implementation (Ongoing)	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
2	<p>E&P recommends that the Judicial Council take an active role in overseeing and monitoring the AOC to ensure transparency, accountability, and efficiency in the AOC's operations and practices.</p> <p>SEC Recommendation The Judicial Council must take an active role in overseeing and monitoring the AOC and demanding transparency, accountability, and efficiency in the AOC's operations and practices.</p>	For immediate implementation (Ongoing)	Ongoing	

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#	Directive *	Timeline	Status	Status Updates
3	<p>E&P recommends that the Judicial Council promote the primary role and orientation of the AOC as a service provider to the Judicial Council and the courts for the benefit of the public.</p> <p>SEC Recommendation</p> <p>The primary role and orientation of the AOC must be as a service provider to the Judicial Council and the courts.</p>	For immediate implementation (Ongoing)	Ongoing	
4	<p>E&P recommends that the Judicial Council, in exercising its independent and ultimate governance authority over the operations and practices of the AOC, must ensure that the AOC provide it with a comprehensive analysis, including a business case analysis, a full range of options and impacts and pros and cons, before undertaking any branch-wide project or initiative. In exercising its authority over committees, rules, grants, programs and projects, the Judicial Council must ensure that the AOC provide it with a full range of options and impacts, including fiscal, operational, and other impacts on the courts.</p> <p>SEC Recommendation</p> <p>In exercising its independent and ultimate governance authority over the operations and practices of the AOC, the Judicial Council must demand that the AOC provide it with a business case analysis, including a full range of options and impacts, before undertaking any branch-wide project or initiative. In exercising its authority over committees, rules, grants, programs, and projects, the Judicial Council must demand that the AOC provide it with a full range of options and impacts, including fiscal, operational, and other impacts on the courts.</p>	For immediate implementation (Ongoing)	Ongoing	

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#	Directive *	Timeline	Status	Status Updates
5	<p>E&P recommends that the Judicial Council conduct an annual review of the performance of the Administrative Director of the Courts (ADOC). The review must take into consideration input submitted by persons inside and outside the judicial branch.</p> <p>SEC Recommendation</p> <p>The Judicial Council must conduct periodic reviews of the performance of the Administrative Director of the Courts. These reviews must take into consideration input submitted by persons inside and outside the judicial branch.</p>	For initiation October 2013	Ongoing	
6	<p>E&P recommends that the Judicial Council direct the Rules and Projects Committee, consistent with its responsibility under rule 10.13 of the California Rules of Court, to establish and maintain a rule-making process that is understandable and accessible to justice system partners and the public, to consider SEC Recommendation 6-8 and report on any changes to the rule-making process to the Judicial Council.</p> <p>SEC Recommendation</p> <p>The AOC must develop a process to better assess the fiscal and operational impacts of proposed rules on the courts, including seeking earlier input from the courts before proposed rules are submitted for formal review. The AOC should establish a process to survey judges and court executive officers about the fiscal and operational impacts of rules that are adopted, and recommend revisions to the rules where appropriate. The AOC should recommend changes in the rules process, for consideration by the Judicial Council, to limit the number of proposals for new rules, including by focusing on rule changes that are required by statutory changes.</p>	RUPRO to propose a timeline to return to the council to present its recommendations.	In Progress	RUPRO met on October 15, 2012 to review actions previously taken by RUPRO responsive to the recommendation and to discuss further possible actions.

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#	Directive *	Timeline	Status	Status Updates
7	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to propose a procedure to seek the fully informed input and collaboration of the courts before undertaking significant projects or branchwide initiatives that affect the courts. The AOC should also seek the input of all stakeholder groups, including the State Bar.</p> <p>SEC Recommendation</p> <p>The AOC must seek the fully informed input and collaboration of the courts before undertaking significant projects or branch-wide initiatives that affect the courts.</p>	<p>ADOC to propose a procedure for Judicial Council approval at the June 2013 council meeting.</p>	<p>Not Started</p>	
8	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to develop a procedure to first employ a comprehensive analysis, including an appropriate business case analysis of the scope and direction of significant projects or initiatives, taking into account the range of fiscal, operational, and other impacts to the courts and stakeholders.</p> <p>SEC Recommendation</p> <p>The AOC must first employ an appropriate business case analysis of the scope and direction of significant projects or initiatives, taking into account the range of fiscal, operational, and other impacts to the courts.</p>	<p>ADOC to propose a procedure for Judicial Council approval at the June 2013 council meeting.</p>	<p>Not Started</p>	
9	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to develop a procedure for developing and communicating accurate cost estimates for projects, programs, and initiatives.</p> <p>SEC Recommendation</p> <p>The AOC must develop and communicate accurate cost estimates for projects, programs, and initiatives.</p>	<p>ADOC to propose a procedure for Judicial Council approval at the June 2013 council meeting.</p>	<p>Not Started</p>	

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#	Directive *	Timeline	Status	Status Updates
10	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to develop a procedure to apply proper cost and contract controls and monitoring, including independent assessment and verification, for significant projects and programs.	ADOC to propose a procedure for Judicial Council approval at the June 2013 council meeting.	Not Started	
	SEC Recommendation The AOC must apply proper cost and contract controls and monitoring, including independent assessment and verification, for significant projects and programs.			
11	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to develop a procedure to maintain proper documentation and records of its decision making process for significant projects and programs.	ADOC to propose a procedure for Judicial Council approval at the June 2013 council meeting.	Not Started	
	SEC Recommendation The AOC must maintain proper documentation and records of its decision making process for significant projects and programs.			
12	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to develop a procedure to identify and secure sufficient funding and revenue streams necessary to support projects and programs, before undertaking them.	ADOC to propose a procedure for Judicial Council approval at the June 2013 council meeting.	Not Started	
	SEC Recommendation The AOC must identify and secure sufficient funding and revenue streams necessary to support projects and programs, before undertaking them.			

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#	Directive *	Timeline	Status	Status Updates
13	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to develop a procedure to accurately report and make available information on potential costs of projects and impacts on the courts.	ADOC to propose a procedure for Judicial Council approval at the June 2013 council meeting.	Not Started	
	<p>SEC Recommendation</p> <p>The AOC must accurately report and make available information on potential costs of projects and impacts on the courts.</p>			
14	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to conduct a comprehensive review of the AOC position classification system as soon as possible. The focus of the review must be on identifying and correcting misallocated positions, particularly in managerial classes, and on achieving efficiencies by consolidating and reducing the number of classifications.	ADOC to report to the council at the February 2013 meeting on options to conduct the study.	In Progress	The classification and compensation study is currently in the first phase of implementation. Employees have been asked to complete a Position Description Questionnaire (PDQ). 39 classifications comprised of approximately 233 employees are being reviewed in this initial phase. HR is working with employees and their supervisors in gathering the data for inclusion and review in this phase of the study.
	<p>SEC Recommendation</p> <p>The Executive Leadership Team must direct that a comprehensive review of the AOC position classification system begin as soon as possible. The focus of the review should be on identifying and correcting misallocated positions, particularly in managerial classes, and on achieving efficiencies by consolidating and reducing the number of classifications. The Chief Administrative Officer should be given lead responsibility for implementing this recommendation.</p>			

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#	Directive *	Timeline	Status	Status Updates
15	<p>The Administrative Office of the Courts must also undertake a comprehensive review of the AOC compensation system as soon as possible. The AOC must review all compensation-related policies and procedures, including those contained in the AOC Personnel Policies and Procedures Manual.</p> <p><u>SEC Recommendation</u></p> <p>The Executive Leadership Team must direct that a comprehensive review of the AOC compensation system be undertaken as soon as possible. All compensation-related policies and procedures must be reviewed, including those contained in the AOC personnel manual. AOC staff should be used to conduct this review to the extent possible. If outside consultants are required, such work could be combined with the classification review that is recommended above. The Chief Administrative Officer should be given lead responsibility for implementing this recommendation.</p>	<p>ADOC to report to the council at the February 2013 meeting on options to conduct the study.</p>	<p>Not Started</p>	<p>The comprehensive compensation review will follow the classification phase of the study.</p>

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#	Directive *	Timeline	Status	Status Updates
16	<p>The AOC must overhaul current practices for its classification and compensation systems. The AOC must develop and consistently apply policies for classification and compensation of employees, by actions including the following:</p> <p>(a) A comprehensive review of the classification and compensation systems should be undertaken as soon as possible, with the goal of consolidating and streamlining the classification system.</p> <p>SEC Recommendation</p> <p>The AOC must commit to overhauling current practices for its classification and compensation systems. The AOC then must develop and consistently apply policies for classification and compensation of employees by actions including the following:</p> <p>(a) A comprehensive review of the classification and compensation systems should be undertaken as soon as possible, with the goal of consolidating and streamlining the classification system.</p> <hr/>	ADOC to report to the council at the February 2013 meeting on options to conduct the study.	In Progress	The classification and compensation study is currently in the first phase of implementation. Employees have been asked to complete a Position Description Questionnaire (PDQ). 39 classifications comprised of approximately 233 employees are being reviewed in this initial phase. HR is working with employees and their supervisors in gathering the data for inclusion and review in this phase of the study.

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#	Directive *	Timeline	Status	Status Updates
17	<p>The AOC must overhaul current practices for its classification and compensation systems. The AOC must develop and consistently apply policies for classification and compensation of employees, by actions including the following:</p> <p>(b) Priority should be placed on reviewing all positions classified as supervisors or managers, as well as all attorney positions, to identify misclassified positions and take appropriate corrective actions.</p> <p>SEC Recommendation</p> <p>The AOC must commit to overhauling current practices for its classification and compensation systems. The AOC then must develop and consistently apply policies for classification and compensation of employees by actions including the following:</p> <p>(b) Priority should be placed on reviewing all positions classified as supervisors or managers, as well as all attorney positions, to identify misclassified positions and take appropriate corrective actions.</p>	ADOC to report to the council at the February 2013 meeting on options to conduct the study.	In Progress	<p>The classification and compensation study is currently in the first phase of implementation. Employees have been asked to complete a Position Description Questionnaire (PDQ). 39 classifications comprised of approximately 233 employees are being reviewed in this initial phase. HR is working with employees and their supervisors in gathering the data for inclusion and review in this phase of the study. Subsequent phases of the study will encompass the review of all classifications, which includes analyzing the appropriateness of the classifications for the current organization, and the job duties of employees and their fit within the classification and compensation system.</p>

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#	Directive *	Timeline	Status	Status Updates
18	<p>The AOC must overhaul current practices for its classification and compensation systems. The AOC must develop and consistently apply policies for classification and compensation of employees, by actions including the following:</p> <p>(c) The manner in which the AOC applies its geographic salary differential policy (section 4.2 of the AOC Personnel Policies and Procedures Manual) should be reviewed and, if maintained, applied consistently.</p> <p><u>SEC Recommendation</u></p> <p>The AOC must commit to overhauling current practices for its classification and compensation systems. The AOC then must develop and consistently apply policies for classification and compensation of employees by actions including the following:</p> <p>(c) The manner in which the AOC applies its geographic salary differential policy (section 4.2 of the AOC personnel manual) should be reviewed and, if maintained, applied consistently.</p> <hr/>	ADOC to report to the council at the February 2013 meeting on options to conduct the study.	Not Started	The comprehensive compensation review will follow the classification phase of the study. Recommendation 18 (c) will be addressed during the comprehensive compensation review.

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#	Directive *	Timeline	Status	Status Updates
19	<p>The AOC must overhaul current practices for its classification and compensation systems. The AOC must develop and consistently apply policies for classification and compensation of employees, by actions including the following:</p> <p>(d) Given current HR staffing and expertise levels, the Administrative Director of the Courts is directed to consider whether an outside entity should conduct these reviews and return to the Judicial Council with an analysis and a recommendation.</p> <p>SEC Recommendation</p> <p>The AOC must commit to overhauling current practices for its classification and compensation systems. The AOC then must develop and consistently apply policies for classification and compensation of employees by actions including the following:</p> <p>(d) Given current HR staffing and expertise levels, an outside entity should be considered to conduct these reviews.</p>	ADOC to report to the council at the February 2013 meeting on options to conduct the study.	In Progress	Currently HR is in the process of gathering information on the potential costs for the consideration of outside entities to either assist HR with a classification/compensation system study or to fully execute a classification/compensation study for the organization.
20	<p>E&P also recommends that the Judicial Council direct the Administrative Director of the Courts to assess the results of the compensation and classification studies to be completed and propose organizational changes that take into account the SEC recommendation 7-75 and the analysis of the classification and compensation studies.</p> <p>SEC Recommendation</p> <p>The Administrative Director should make an AOC-wide assessment to determine whether attorneys employed across the various AOC divisions are being best leveraged to serve the priority legal needs of the organization and court users.</p>	ADOC to report to the council at the February 2013 meeting on options to conduct the study.	Not Started	Updates and results of the classification/compensation study will be provided to the Administrative Director of the Courts. A complete report will be submitted at the conclusion of the study.

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#	Directive *	Timeline	Status	Status Updates
21	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to implement a formalized system of program and project planning and monitoring that includes, at minimum, a collaborative planning process that requires an analysis of impacts on the judicial branch at the outset of all projects; use of workload analyses where appropriate; and development of general performance metrics for key AOC programs that allow expected performance levels to be set and evaluated.</p> <p>SEC Recommendation</p> <p>The AOC Executive Leadership Team must begin to implement a formalized system of program and project planning and monitoring that includes, at minimum, a collaborative planning process that requires an analysis of impacts on the judicial branch at the outset of all projects; use of workload analyses where appropriate; and development of general performance metrics for key AOC programs that allow expected performance levels to be set and evaluated.</p>	Completion by December 2013.	Not Started	<p>We have started preliminary internal discussions on how best to implement this recommendation. We anticipate that it will involve multiple divisions/offices, most likely working under an identified project manager. Implementation work will likely commence in earnest once we have had a chance to meet with the new ADOC to discuss the parameters and deliverables of the new program and project planning model.</p>
22	<p>E&P recommends that the Judicial Council direct the AOC to renegotiate or terminate, if possible, its lease in Burbank. The lease for the Sacramento North spaces should be reviewed and, if possible, renegotiated to reflect actual usage of the office space. The AOC should explore lower cost lease options in San Francisco, recognizing that the State Department of General Services would have to find replacement tenants for its space.</p> <p>SEC Recommendation</p> <p>The AOC should renegotiate or terminate its lease in Burbank. The lease for the Sacramento North spaces should be reviewed and renegotiated to reflect actual usage of the office space. The AOC should explore lower cost lease options in San Francisco, recognizing that DGS would have to find replacement tenants for its space.</p>	ADOC recommendations to the council at the 10/26/12, council meeting.	Completed	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p>

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#	Directive *	Timeline	Status	Status Updates
23	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to identify legislative requirements that impose unnecessary reporting or other mandates on the courts and the AOC. Appropriate efforts should be made to revise or repeal such requirements.	ADOC report to E&P identifying legislative requirements by December 2013.	In Progress	The Office of Governmental Affairs has prepared the annual report to the Policy Coordination and Liaison Committee (PCLC) for recommendations for Judicial Council legislative priorities for the coming legislative session. Included in that report is a staff recommendation that PCLC recommend to the council to continue sponsorship of the 17 efficiencies proposals approved for council sponsorship last April. These proposals were identified by trial court presiding judges and court executive officers, and went through extensive review procedures. Some recommend elimination of certain statutory mandates that impose unnecessary or costly requirements on the trial courts. If PCLC acts to recommend continued sponsorship of these proposals to the council, that report will be presented at the December council meeting. In addition, OGA staff is working again with the TCPJAC and CEAC to reevaluate all of the original 70 efficiencies proposals (and any newly identified proposals) to determine if others are appropriate for Judicial Council sponsorship in addition to the 17. At the direction and under the authority of the chairs of E&P and PCLC, OGA staff contacted the chairs of relevant subject matter advisory committees to re-form the Ad Hoc Advisory Committee on Court Operational Efficiencies, Cost Savings, and New Revenue, as that committee will review the recommended efficiencies proposals immediately upon completion of the review and finalization of recommendations by TCPJAC and CEAC.
	<p>SEC Recommendation</p> <p>The Office of Governmental Affairs should be directed to identify legislative requirements that impose unnecessary reporting or other mandates on the AOC. Appropriate efforts should be made to revise or repeal such requirements.</p> <p>.....</p>			

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#	Directive *	Timeline	Status	Status Updates
24	<p>On August 9, 2012, E&P directed the interim Administrative Director of the Courts and incoming Administrative Director of the Courts to consider the SEC recommendations on AOC organizational structure (recommendations 5-1–5-6, 6-1) and present their proposal for an organizational structure for the consideration of the full Judicial Council at the August 31, 2012, council meeting.</p>	<p>Interim and incoming ADOC to present proposed organizational chart and implementation proposal to the council for consideration at the 8/31/12, council meeting.</p> <p>With council approval, an organizational design will be implemented by October 2012.</p>	Completed	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p>
<p><u>SEC Recommendation</u></p>				
<p>5-1. The AOC should be reorganized. The organizational structure should consolidate programs and functions that primarily provide operational services within the Judicial and Court Operations Services Division. Those programs and functions that primarily provide administrative services should be consolidated within the Judicial and Court Administrative Services Division. Other programs and functions should be grouped within an Executive Office organizational unit. The Legal Services Office also should report directly to the Executive Office but no longer should be accorded divisional status.</p>				
<p>5-2. The Chief Operating Officer should manage and direct the Judicial and Court Operations Services Division, consisting of functions located in the Court Operations Special Services Office; the Center for Families, Children and the Courts; the Education Office/Center for Judicial Education and Research; and the Office of Court Construction and Facilities Management.</p>				
<p>5-3. The Chief Administrative Officer should manage and direct the Judicial and Court Administrative Services Division, consisting of functions located in the Fiscal Services Office, the Human Resources Services Office, the Trial Court Administrative Services Office, and the Information and Technology Services Office.</p>				

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#	Directive *	Timeline	Status	Status Updates
	<p>5-4. Other important programs and functions should be consolidated within an Executive Office organizational unit under the direction of a Chief of Staff. Those functions and units include such functions as the coordination of AOC support of the Judicial Council, Trial Court Support and Liaison Services, the Office of Governmental Affairs, the Office of Communications, and a Special Programs and Projects Office.</p>			
	<p>5-5. The Chief Counsel, manager of the Legal Services Office (formerly the Office of the General Counsel) should report directly to the Administrative Director depending on the specific issue under consideration and depending on the preferences of the Administrative Director.</p>			
	<p>5-6. The Chief Deputy Administrative Director position must be eliminated. If the absence of the Administrative Director necessitates the designation of an Acting Administrative Director, the Chief Operating Officer should be so designated.</p>			
	<p>6-1. The Administrative Director, the Chief Operations Officer, the Chief Administrative Officer, and the Chief of Staff should be designated as the AOC Executive Leadership Team, the primary decision making group in the organization.</p>			

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#	Directive *	Timeline	Status	Status Updates
25	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require immediate compliance with the requirements and policies in the AOC Personnel Policies and Procedures Manual, including formal performance reviews of all employees on an annual basis; compliance with the rules limiting telecommuting; and appropriate utilization of the discipline system.</p> <p>SEC Recommendation</p> <p>The AOC Executive Leadership Team must order immediate compliance with the requirements and policies in the AOC personnel manual, including formal performance reviews of all employees on an annual basis; compliance with the rules limiting telecommuting; and appropriate utilization of the discipline system.</p>	<p>Interim update from ADOC by April 2013.</p> <p>Formal performance reviews to begin after completion of the classification and compensation study.</p>	In Progress	<p>Evaluation of the current practices and policies for telecommuting is currently underway. Performance reviews are tied to the classification/compensation study and will require alignment with the study before a final recommendation can be made.</p>
26	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to ensure that the AOC adheres to its telecommuting policy consistently and identifies and corrects all existing deviations and violations of the existing policy. The Administrative Director of the Courts must review the AOC telecommuting policy and provide the council with a report proposing any recommendations on amendments to the policy, by the December 13-14, 2012, council meeting.</p> <p>SEC Recommendation</p> <p>The AOC must adhere to its telecommuting policy (Section 8.9 of the AOC personnel manual). It must apply the policy consistently and must identify and correct all existing deviations and violations of the existing policy.</p>	<p>ADOC report to the council by the 12/14/12 meeting.</p>	In Progress	<p>AOC is currently in the process of reviewing its proposed telecommuting policy. The new proposed policy will be presented to the Judicial Council for its review and action at the December 2012 Judicial Council meeting.</p>

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#	Directive *	Timeline	Status	Status Updates
27	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to ensure that, with an appropriate individual employee performance planning and appraisal system in place, the AOC utilizes the flexibility provided by its at-will employment policy to address employee performance issues. The AOC's at-will employment policy provides management with maximum hiring and firing flexibility, and should be exercised when appropriate.</p> <p>SEC Recommendation</p> <p>6-4. With an appropriate individual employee performance planning and appraisal system in place, the AOC must utilize the flexibility provided by its at-will employment policy to address serious employee performance issues.</p> <p>7-36. The AOC's at-will employment policy provides management with maximum hiring and firing flexibility, and should be exercised when appropriate.</p>	<p>ADOC report to the council at the April 2013 meeting.</p>	Not Started	Not yet started.
28	<p>E&P recommends that the Judicial Council direct that the Administrative Director of the Courts require compliance with the AOC's existing policy calling for annual performance appraisals of all AOC employees (AOC Personnel Policies and Procedures Manual, section 3.9) and that performance appraisals are uniformly implemented throughout the AOC as soon as possible.</p> <p>SEC Recommendation</p> <p>The AOC's existing policy calling for annual performance appraisals of all AOC employees (AOC personnel manual, section 3.9) must be implemented uniformly throughout the AOC as soon as possible.</p>	<p>Ongoing. Interim update from ADOC by April 2013. Formal performance reviews to begin after completion of the classification and compensation study.</p>	Not Started	Not yet started.

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#	Directive *	Timeline	Status	Status Updates
29	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to develop an employment discipline policy to be implemented consistently across the entire AOC that provides for performance improvement plans and for the actual utilization of progressive discipline.</p> <p>SEC Recommendation</p> <p>A consistent employment discipline policy must accompany the employee performance appraisal system. Section 8.1B of the AOC personnel manual discusses disciplinary action, but is inadequate. A policy that provides for performance improvement plans and for the actual utilization of progressive discipline should be developed and implemented consistently across the entire AOC.</p>	Completion in April 2013.	Not Started	Not yet started.
30	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to utilize the AOC's layoff process to provide management with a proactive way to deal with significant reductions in resources.</p> <p>SEC Recommendation</p> <p>The AOC must utilize its layoff process to provide management with a proactive way to deal with significant reductions in resources.</p>	Revised policy adopted May 18, 2012.	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.

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#	Directive *	Timeline	Status	Status Updates
31	<p>E&P recommends that the Judicial Council direct that the Administrative Director of the Courts require the AOC leadership to develop, maintain, and support implementation of effective and efficient human resources policies and practices uniformly throughout the AOC.</p> <p>SEC Recommendation</p> <p>The AOC leadership must recommit itself to developing and maintaining effective and efficient HR policies and practices. The new Administrative Director, among other priority actions, must reestablish the AOC's commitment to implement sound HR policies and practices.</p>	<p>Annual status report to be included in the ADOC's annual performance review.</p>	<p>In Progress</p>	<p>Some policies, telecommuting and internal complaint review committees, are currently under review or have been recently revised.</p>
32	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts that a gradual, prioritized review of all HR policies and practices, including all those incorporated in the AOC Personnel Policies and Procedures Manual, should be undertaken to ensure they are appropriate and are being applied effectively and consistently throughout the AOC.</p> <p>SEC Recommendation</p> <p>A gradual, prioritized review of all HR policies and practices, including all those incorporated in the AOC personnel manual should be undertaken to ensure they are appropriate and are being applied effectively and consistently throughout the AOC.</p>	<p>Annual status report to be included in the ADOC's annual performance review.</p>	<p>In Progress</p>	<p>Some policies, telecommuting and internal complaint review committees, are currently under review or have been recently revised.</p>

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#	Directive *	Timeline	Status	Status Updates
33	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to report back on the budget and fiscal management measures implemented by the AOC to ensure that the AOC's fiscal and budget processes are transparent.</p> <p>The Administrative Director of the Courts should develop and make public a description of the AOC fiscal and budget process, including a calendar clearly describing how and when fiscal and budget decisions are made. The AOC should produce a comprehensive, publicly available midyear budget report, including budget projections for the remainder of the fiscal year and anticipated resource issues for the coming year.</p> <p>SEC Recommendation</p> <p>The AOC's fiscal and budget processes must be transparent. The Executive Leadership Team should require the Fiscal Services Office to immediately develop and make public a description of the fiscal and budget process, including a calendar clearly describing how and when fiscal and budget decisions are made. The Fiscal Services Office should be required to produce a comprehensive, publicly available midyear budget report, including budget projections for the remainder of the fiscal year and anticipated resource issues for the coming year. The Chief Administrative Officer should be given lead responsibility for developing and implementing an entirely new approach to fiscal processes and fiscal information for the AOC.</p>	<p>Interim report to the council on the changes in progress by the February 2013 council meeting.</p> <p>Final report on measures taken to implement a new approach to the budget process by June 2013.</p>	In Progress	<p>Staff are currently working to develop a calendar to highlight key fiscal budget decision points throughout the year as well as to develop a mid-year report and other information to promote transparency.</p>

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#	Directive *	Timeline	Status	Status Updates
34	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that all fiscal information must come from one source within the AOC, and that single source should be what is currently known as the Finance Division.</p> <p>SEC Recommendation All fiscal information must come from one source within the AOC, and that single source should be what is currently known as the Finance Division (to become the Fiscal Services Office under the recommendations in this report).</p>	<p>Immediate implementation with ADOC report to the council at the 10/26/2012, meeting.</p>	Completed	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p>
35	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that budget and fiscal tracking systems be in place so that timely and accurate information on resources available and expenditures to date are readily available.</p> <p>SEC Recommendation Tracking systems need to be in place so that timely and accurate information on resources available and expenditures to date are readily available. Managers need this information so they do not spend beyond their allotments.</p>	<p>ADOC interim report to the council at the February 2013 meeting and final report at the June 2013 council meeting.</p>	In Progress	
36	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that budget and fiscal information displays be streamlined and simplified so they are clearly understandable.</p> <p>SEC Recommendation Information displays need to be streamlined and simplified so they are clearly understandable.</p>	<p>ADOC interim report to the council at the February 2013 meeting and final report at the June 2013 council meeting.</p>	Not Started	

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#	Directive *	Timeline	Status	Status Updates
37	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that the Finance Division track appropriations and expenditures by fund, and keep a historical record of both so that easy year-to-year comparisons can be made. This can be done by unit, division, or by program, whichever provides the most informed and accurate picture of the budget.</p> <p>SEC Recommendation</p> <p>The Finance Division (Fiscal Services Office) should track appropriations and expenditures by fund, and keep a historical record of both so that easy year-to-year comparisons can be made. This can be done by unit, division or by program — whichever provides the audience with the most informed and accurate picture of the budget.</p>	<p>ADOC interim report to the council at the February 2013 meeting and final report at the June 2013 meeting.</p>	In Progress	
38	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that expenditures be split into those for state operations and local assistance (funds that go to the trial courts) so it is clear which entity benefits from the resources. State operations figures must be further broken down as support for the Supreme Court and Appellate Courts. The AOC should adopt the methodology of distributing the administrative costs among programs.</p> <p>SEC Recommendation</p> <p>Expenditures should be split into those for state operations and local assistance (funds that go to the trial courts) so it is clear which entity benefits from the resources. State operations figures should be further broken down as support for the Supreme Court and Appellate Courts. In most state departments, administrative costs are distributed among programs. The AOC should adopt this methodology.</p>	<p>ADOC interim report to the council at the February 2013 meeting and final report at the June 2013 meeting</p>	In Progress	

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#	Directive *	Timeline	Status	Status Updates
39	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that the AOC schedule its budget development and budget administration around the time frames used by all state entities.	Immediate implementation. ADOC interim report to the council at the February 2013 council meeting.	In Progress	The AOC has been, and will continue to be, in compliance with timelines associated the state budget development process, budget administration, and fiscal reporting. The procedures for this directive will be provided at the February 2013 Judicial Council meeting.
<u>SEC Recommendation</u>				
The AOC should schedule its budget development and budget administration around the time frames used by all state entities. Assuming the budget for any fiscal year is enacted by July 1, the AOC should immediately allocate its budgeted resources by fund among programs, divisions, units.				
40	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that requests for additional resources be presented to the Judicial Council at its August meeting, identify the increased resources requested, and be accompanied by clear statements of the need and use of the resources and the impact on the AOC, as well as the impact on the judicial branch, if any. A cost-benefit analysis should be part of any request and there should be a system to prioritize requests.	Immediate implementation	Completed**	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting. ** The Activity Reporting and Proposal Form regarding this directive contains information warranting a staff recommendation for modified implementation of this directive which will be provided to the Executive and Planning Committee and the Judicial Council at the December 2012 Judicial Council meeting.
<u>SEC Recommendation</u>				
Requests for additional resources are presented to the Judicial Council at its August meeting. These requests identify increased resources requested and should be accompanied by clear statements of need and use of the resources and the impact on the AOC, as well as the impact on the judicial branch, if any. A cost-benefit analysis should be part of any request, and there should be a system to prioritize requests.				

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#	Directive *	Timeline	Status	Status Updates
41	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that, after the Governor's Budget is released in January, the AOC should present a midyear update of the judicial branch budget at the next scheduled Judicial Council meeting. All figures provided by the AOC should tie back to the Governor's Budget or be explained in footnotes.</p> <p>SEC Recommendation</p> <p>After the Governor's Budget is released in January, the AOC should present a midyear update of the judicial branch budget at the next scheduled Judicial Council meeting. This presentation should tie to the figures in the Governor's Budget so that everyone has the same understanding of the budget.</p>	<p>Immediate implementation. ADOC report to the council at the February 2013 council meeting.</p>	<p>In Progress</p>	<p>The AOC presented a midyear budget update to the Judicial Council at its January 2012 meeting and plans to present at the first business meeting following the release of the Governor's budget in early 2013.</p>
42	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that, except for budget changes that must be made to comply with time requirements in the state budget process, the AOC not change the numbers in the budget statements it presents. All figures provided by the AOC must tie back to the Governor's budget or be explained in footnotes.</p> <p>SEC Recommendation</p> <p>Except for changes that must be made to comply with time requirements in the state budget process, the AOC should not change the numbers it presents – continual changes in the numbers, or new displays, add to confusion about the budget.</p>	<p>Immediate implementation (Ongoing)</p>	<p>Completed**</p>	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p> <p>** The Activity Reporting and Proposal Form regarding this directive contains information warranting a staff recommendation for modified implementation of this directive which will be provided to the Executive and Planning Committee and the Judicial Council at the December 2012 Judicial Council meeting.</p>

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#	Directive *	Timeline	Status	Status Updates
43	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to perform internal audits upon completion of the restructuring of the AOC.	ADOC to report to the council with an implementation proposal at the June 2013 council meeting.	Not Started	
	<u>SEC Recommendation</u>			
	The AOC must perform internal audits. This will allow the leadership team and the Judicial Council to know how a particular unit or program is performing. An audit can be both fiscal and programmatic so that resources are tied to performance in meeting program goals and objectives.			
44	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that the leadership team must develop and employ budget review techniques so that the budget of an individual unit is aligned with its program responsibilities.	ADOC to report back to the council on the budget review technique adopted at the February 2013 council meeting.	In Progress	These are part of ongoing AOC realignment efforts.
	<u>SEC Recommendation</u>			
	As part of the reorganization and downsizing of the AOC, the leadership team should employ budget review techniques (such as zero-based budgeting) so that the budget of an individual unit is aligned with its program responsibilities. In the future, there should be periodic reviews of units and or programs to make sure funding is consistent with mandated requirements.			

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#	Directive *	Timeline	Status	Status Updates
45	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts that the total staff size of the AOC must be reduced significantly and must not exceed the total number of authorized positions. The consolidation of divisions, elimination of unnecessary and overlapping positions, and other organizational changes should reduce the number of positions.</p> <p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that staffing levels of the AOC be made more transparent and understandable. Information on staffing levels must be made readily available, including posting the information online. All categories of staffing — including, but not limited to, authorized positions, “909” staff, employment agency temporary employees and contract staff — must be accounted for in a manner understandable to the public.</p> <p>SEC Recommendation</p> <p>9-1. The total staff size of the AOC should be reduced significantly.</p> <p>9-2. The total staff size of the AOC must be reduced significantly and should not exceed the total number of authorized positions. The current number of authorized positions is 880. The consolidation of divisions, elimination of unnecessary and overlapping positions and other organizational changes recommended in this report should reduce the number of positions by an additional 100 to 200, bringing the staff level to approximately 680 to 780.</p> <p>9-5. The staffing levels of the AOC must be made more transparent and understandable. Information on staffing levels must be made readily available, including posting the information online. All categories of staffing—including, but not limited to, authorized positions, “909” staff, employment agency temporary employees and contract staff—must be accounted for in</p>	<p>Immediate implementation (Ongoing)</p>	<p>Completed</p>	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p>

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#	Directive *	Timeline	Status	Status Updates
	a manner understandable to the public.			
46	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to report to the Judicial Council vacant authorized positions if they have remained unfilled for six months. SEC Recommendation Vacant authorized positions should be eliminated if they have remained unfilled for six months.	(Ongoing) ADOC to provide updates to the council for each council meeting.	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
47	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to ensure that the employment of temporary or other staff to circumvent a hiring freeze is not permitted. The Administrative Director must review all temporary staff assignments and eliminate those that are being used to replace positions subject to the hiring freeze. Temporary employees should be limited to periods not exceeding six months and should be used only in limited circumstances of demonstrated need, such as in the case of an emergency or to provide a critical skill set not available through the use of authorized employees. SEC Recommendation Employment of temporary or other staff to circumvent a hiring freeze should not be permitted. The Executive Leadership Team should immediately review all temporary staff assignments and eliminate those that are being used to replace positions subject to the hiring freeze. Temporary employees should be limited to periods not exceeding six months and should be used only in limited circumstances of demonstrated need, such as in the case of an emergency or to provide a critical skill set not available through the use of authorized employees.	Completion by June 2013	In Progress	The AOC has been addressing these types of issues as part of continuing realignment efforts. In addition, staff are currently working to identify core services and determining the resulting staffing needs.

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#	Directive *	Timeline	Status	Status Updates
48	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts, as part of the council's long-term strategic planning, to evaluate the location of the AOC main offices based on a cost-benefit analysis and other considerations.</p> <p>SEC Recommendation</p> <p>As part of its long-term planning, the AOC should consider relocation of its main offices, based on a cost-benefit analysis of doing so.</p>	For long term consideration	Not Started	N/A
49	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-2 with no further action. The AOC has terminated special consultants hired on a continuous basis.</p> <p>SEC Recommendation</p> <p>The practice of employing a special consultant on a continuous basis should be reevaluated and considered for termination taking into account the relative costs, benefits, and other available resources.</p>	Completed	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.

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#	Directive *	Timeline	Status	Status Updates
50	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-3 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.</p> <p>SEC Recommendation</p> <p>The Center for Families, Children and the Courts should be an office reporting to the Chief Operating Officer in the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The CFCC manager position should be compensated at its current level.</p>	<p>Interim and incoming ADOC to present a proposal to the council, at the 8/31/12, meeting. Compensation and classification study will follow.**</p>	In Progress	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p> <p>** AOC restructuring was implemented October 1, 2012, but this directive will not be fully implemented until after the AOC's organization-wide classification and compensation study is complete and the Administrative Director of the Courts presents a proposal for the compensation of Director positions based on the results of the study. The Administrative Director of the Courts has been directed to return to the Judicial Council in February 2013 with a plan and recommendation for the classification and compensation study.</p>
51	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-4(a) and implement the necessary organizational and staffing changes, taking into account the results of the classification and compensation studies to be completed.</p> <p>SEC Recommendation</p> <p>CFCC's current number of authorized positions should be reduced. To achieve the reduction, these areas should be reviewed and considered, and appropriate actions taken:</p> <p>(a) CFCC has a one-over-one management structure with a Division Director and an Assistant Division Director position. The Assistant Division Director position should be eliminated.</p>	<p>ADOC to report to the council on the results and status of AOC restructuring at the February 2013 council meeting.</p>	Not Started	

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#	Directive *	Timeline	Status	Status Updates
52	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-4(b) and (c) and implement the necessary organizational and staffing changes, taking into account the results of the classification and compensation studies to be completed.</p> <p>SEC Recommendation</p> <p>CFCC's current number of authorized positions should be reduced. To achieve the reduction, these areas should be reviewed and considered, and appropriate actions taken:</p> <p>(b) There are nearly 30 attorney positions in CFCC, including 7 attorneys who act as Judicial Court Assistance Team Liaisons. All attorney position allocations should be reviewed with a goal of reducing their numbers and/or reallocating them to nonattorney classifications.</p>	<p>ADOC to make a proposal based on the classification and compensation study.</p>	Not Started	<p>Subsequent phases of the classification/compensation study will provide for the analysis of all attorney classifications within the organization.</p>
52.1	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-4(b) and (c) and implement the necessary organizational and staffing changes, taking into account the results of the classification and compensation studies to be completed.</p> <p>SEC Recommendation</p> <p>CFCC's current number of authorized positions should be reduced. To achieve the reduction, these areas should be reviewed and considered, and appropriate actions taken:</p> <p>(c) The CFCC has numerous grant-funded positions, including five in its Rules and Forms Unit. Implementation of our recommendations for the AOC's Grants and Rule-making Processes could result in some reductions in these positions.</p>	<p>ADOC to report to the council on the results and status of AOC restructuring at the February 2013 council meeting.</p>	Not Started	

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#	Directive *	Timeline	Status	Status Updates
53	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-4(d) and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.	ADOC to report to the council on the results and status of AOC restructuring at the February 2013 council meeting.	In Progress	Research staff at the AOC will build on existing collaboration to improve efficiency and avoid duplication of effort. Research staff already collaborate across divisions on projects such as the workload studies of trial court judicial officers and staff, and criminal justice realignment. Managers overseeing research will meet in October to establish a protocol for ensuring the efficacy of cross-office research collaboration.
	SEC Recommendation CFCC's current number of authorized positions should be reduced. To achieve the reduction, these areas should be reviewed and considered, and appropriate actions taken: (d) The CFCC has a number of positions devoted to research programs, as do other offices to be placed within the Judicial and Court Operations Services Division, presenting opportunities for efficiencies by consolidating divisional research efforts.			

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#	Directive *	Timeline	Status	Status Updates
54	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.	To follow the classification and compensation study and E&Ps review of all council advisory bodies.	In Progress	During this reporting period, the Administrative Office of the Court's (AOC) Chief of Staff continued its work with the Chair and Vice-Chair of the Executive and Planning Committee (E&P) to compile information on the numerous Judicial Council committees, task forces, and working groups including the related staffing, hours spent and associated costs for AOC to support these groups. E&P will be utilizing this information in its current review of Judicial Council committees, task forces, and working groups to determine whether the respective committees, task forces, and working groups are still necessary, whether the groups are active, the appropriate membership level, and whether any of the groups can be consolidated. E&P's review should result in opportunities for efficiencies as well as a reduction in resource needs for AOC staff support to these committees.

SEC Recommendation

CFCC's current number of authorized positions should be reduced. To achieve the reduction, these areas should be reviewed and considered, and appropriate actions taken:

(e) CFCC staff members provide support to a number of Judicial Council committees and task forces. The recommended consolidation of this support function under the direction of the Chief of Staff will present opportunities for efficiencies and resource reduction.

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#	Directive *	Timeline	Status	Status Updates
55	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-4(f) with no further action, as these administrative and grant support functions have been consolidated through the AOC's initiatives to reduce costs and downsize its workforce and operations.</p> <p>SEC Recommendation</p> <p>CFCC's current number of authorized positions should be reduced. To achieve the reduction, these areas should be reviewed and considered, and appropriate actions taken:</p> <p>(f) The CFCC maintains a Core Operations Unit, which is essentially an administrative and grant support unit. The consolidation of administrative functions and resources within the Judicial and Court Administrative Services Division should lead to the downsizing of this unit.</p>	Completed	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
56	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider reducing or eliminating various publications produced by the Center for Families, Children, & the Courts.</p> <p>SEC Recommendation</p> <p>CFCC's current number of authorized positions should be reduced. To achieve the reduction, these areas should be reviewed and considered, and appropriate actions taken:</p> <p>(g) CFCC staff members produce various publications. They should be considered for reduction or elimination</p>	ADOC to report to the council at the February 2013 council meeting.	In Progress	CFCC plans to print or reprint only two publications in FY 2012: reprints on request for courts of the popular court activity book, and a pocket guide for judges on elder abuse. All other publications are produced and available electronically. CFCC has directed its development of publications towards direct assistance to judges and the courts, including guidelines on implementing AB 12 (Fostering Connections) and briefings on the use of evidence based assessments in juvenile court.

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#	Directive *	Timeline	Status	Status Updates
57	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-4(h) with no further action. The Judge-in Residence is now volunteering time to fulfill this responsibility.</p> <p>SEC Recommendation</p> <p>CFCC's current number of authorized positions should be reduced. To achieve the reduction, these areas should be reviewed and considered, and appropriate actions taken:</p> <p>(h) The Judge-in-Residence position in this division should be eliminated.</p>	Completed	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
58	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-4(i) with no further action, as the positions related to CCMS have been eliminated through the AOC's initiatives to reduce costs and downsize its workforce and operations.</p> <p>SEC Recommendation</p> <p>CFCC's current number of authorized positions should be reduced. To achieve the reduction, these areas should be reviewed and considered, and appropriate actions taken:</p> <p>(i) Positions related to CCMS should be eliminated.</p>	Completed	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.

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#	Directive *	Timeline	Status	Status Updates
59	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to propose an organizational plan for the Center for Families, Children, & the Courts that allows for reasonable servicing of the diverse programs mandated by statute and assigned to this division.</p> <p>SEC Recommendation</p> <p>CFCC's current number of authorized positions should be reduced. To achieve the reduction, these areas should be reviewed and considered, and appropriate actions taken:</p> <p>(j) Although staffing reductions in this division are feasible, any reorganization or downsizing of this division must continue to allow for reasonable servicing of the diverse programs mandated by statute and assigned to this division, including such programs as the Tribal Project program.</p>	<p>ADOC to report to the council at the February 2013 council meeting.</p>	<p>Not Started</p>	
60	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider maximizing and combining self-help resources with resources from similar subject programs, including resources provided through the Justice Corps and the Sargent Shriver Civil Counsel program, and return to the council with an assessment and proposal.</p> <p>SEC Recommendation</p> <p>Self-represented litigants in small claims, collection matters, foreclosures, and landlord-tenant matters are frequent users of court self-help centers. A majority of self-help clients seek assistance in family law matters. Consideration should be given to maximizing and combining self-help resources with resources from similar subject programs, including resources provided through the Justice Corps and the Sargent Shriver Civil Counsel program.</p>	<p>ADOC to propose a plan for implementation to the council at the February 2013 meeting.</p>	<p>In Progress</p>	<p>Staff who work on self-help, Justicecorps, and Shriver projects meet regularly and work closely on specific issues such as training for Justicecorps members, implementation and evaluation of the Shriver program, and working with courts to secure additional funding for these projects. There has been one initial meeting to begin assessing strategies for increasing efficiencies and to review lines of responsibility.</p>

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#	Directive *	Timeline	Status	Status Updates
61	<p>E&P recommends to the Judicial Council that any legislative proposals generated by the AOC must follow the process established by the Policy Coordination and Liaison Committee.</p> <p>SEC Recommendation</p> <p>Consistent with recommendations in this report calling for a review of AOC’s rule-making process, legislative proposals generated through this division should be limited to those required by court decisions and statutory mandates and approved by the Judicial Council Advisory Committees.</p>	<p>Immediate implementation (Ongoing)</p>	<p>Completed</p>	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p>
62	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts that a systems review of the manner in which AOC staff review trial court records should be conducted to streamline Judicial Review and Technical Assistance audits, if possible, and to lessen the impact on court resources.</p> <p>SEC Recommendation</p> <p>A systems review of the manner in which trial court records are reviewed should be conducted to streamline audits, if possible, and to lessen the impact on court resources.</p>	<p>ADOC to report to the council on the audit process at the June 2013 council meeting.</p>	<p>In Progress</p>	<p>The Judicial Review and Technical Assistance (JRTA) program is in the midst of a program review and streamlining of the manner in which staff review trial court records. The Center for Families, Children & the Courts worked with the Information and Technology Services Office to revise the data collection instrument and process to make the file review in the courts more efficient. The Center for Families, Children & the Courts also created a template for reporting that will result in shorter reports and more direct and efficient communication of the file review to the juvenile court judges. These changes will be implemented in the next two months.</p>

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#	Directive *	Timeline	Status	Status Updates
63	<p>With the exception of assigned judges, AOC staff must not investigate complaints from litigants about judicial officers.</p> <p>SEC Recommendation</p> <p>The CFCC should discontinue investigating and responding to complaints from litigants about judicial officers who handle family law matters, as such matters are handled by other entities.</p>	Ongoing	Completed	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p>
64	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-10 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.</p> <p>SEC Recommendation</p> <p>The Court Operations Special Services Office (COSSO), formerly CPAS, should be an office reporting to the Chief Operating Officer within the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The COSSO manager position should be at the Senior Manager level.</p>	<p>Interim and incoming ADOC organizational proposal to be presented for council consideration at the 8/31/12, council meeting.**</p>	In Progress	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p> <p>** AOC restructuring was implemented October 1, 2012, but this directive will not be fully implemented until after the AOC's organization-wide classification and compensation study is complete and the Administrative Director of the Courts presents a proposal for the compensation of Director positions based on the results of the study. The Administrative Director of the Courts has been directed to return to the Judicial Council in February 2013 with a plan and recommendation for the classification and compensation study.</p>

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#	Directive *	Timeline	Status	Status Updates
65	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-12 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.	Interim and incoming ADOC organizational proposal to be presented for council consideration at the 8/31/12, council meeting.	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
	<p><u>SEC Recommendation</u></p> <p>The Promising and Effective Programs Unit functions are largely discretionary and should be considered for reduction or elimination, resulting in position savings.</p>			
65.1	E&P recommends that the Judicial Council support SEC Recommendation 7-12(a) with no further action, due to the temporary suspension of the Kleps Program initiated to reduce branch costs.	Completed	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
	<p><u>SEC Recommendation</u></p> <p>The Promising and Effective Programs Unit functions are largely discretionary and should be considered for reduction or elimination, resulting in position savings. Consideration should be given to the following:</p> <p>(a) To save resources, the Kleps Award Program should be suspended temporarily.</p>			

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#	Directive *	Timeline	Status	Status Updates
66	E&P recommends that the Judicial Council defer a decision on SEC Recommendation 7-12(b), pending a recommendation from the Trial Court Budget Working Group.		In Progress	A subcommittee of the Trial Court Budget Working Group met on September 27-28 to discuss proposed 2012-13 funding allocations from the State Trial Court Improvement and Modernization Fund (which includes funding to support JusticeCorps). The subcommittee will be presenting recommendations supporting current funding levels to the full budget working group on October 17.
	<p><u>SEC Recommendation</u></p> <p>The Promising and Effective Programs Unit functions are largely discretionary and should be considered for reduction or elimination, resulting in position savings. Consideration should be given to the following:</p> <p>(b) The Justice Corps Program should be maintained, with AOC's involvement limited to procuring and distributing funding to the courts.</p>			
67	E&P recommends that the Judicial Council support SEC Recommendation 7-12(c) with no further action as the Procedural Fairness/Public Trust and Confidence program has been eliminated through the AOC's initiatives to reduce costs and downsize its workforce and operations.	Completed	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
	<p><u>SEC Recommendation</u></p> <p>The Promising and Effective Programs Unit functions are largely discretionary and should be considered for reduction or elimination, resulting in position savings. Consideration should be given to the following:</p> <p>(c) Since funding for the Procedural Fairness/Public Trust and Confidence program has ceased, it should be eliminated.</p>			

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#	Directive *	Timeline	Status	Status Updates
68	<p>E&P recommends that the Judicial Council consider whether to continue support for the Civics Education Program after the conclusion of the 2013 summit. The California On My Honor Program has been suspended for 2 years due to the lack of funding.</p> <p>SEC Recommendation</p> <p>The Promising and Effective Programs Unit functions are largely discretionary and should be considered for reduction or elimination, resulting in position savings. Consideration should be given to the following:</p> <p>(d) Once the 2013 summit has concluded, the Administrative Director and Judicial Council should evaluate continuing support for the Civics Education Program/California On My Honor program.</p>	<p>ADOC to report to the council at the April 2013 council meeting.</p>	<p>Not Started</p>	
69	<p>E&P recommends that the Judicial Council direct the ADOC to evaluate the extent to which financial and personnel support for the Jury Improvement Project should be maintained, recognizing the high value of the project to the judicial branch, especially because jury service represents the single largest point of contact between citizens and the courts.</p> <p>SEC Recommendation</p> <p>The Promising and Effective Programs Unit functions are largely discretionary and should be considered for reduction or elimination, resulting in position savings. Consideration should be given to the following:</p> <p>(e) The Jury Improvement Project is of high value to the judicial branch, especially as jury service represents the single largest point of contact between citizens and the courts. The Judicial Council should evaluate the extent to which financial and personnel support for the project should be maintained.</p>	<p>ADOC to report to the council at the 10/26/12, council meeting.</p>	<p>In Progress</p>	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p>

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#	Directive *	Timeline	Status	Status Updates
70	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to study the budget and operational components of the Court Interpreters Program to determine whether greater efficiencies can be implemented to deliver interpreter services to the courts. The Finance Division should not act as an impediment in the delivery of interpreter services to the courts.</p> <p>SEC Recommendation</p> <p>The Promising and Effective Programs Unit functions are largely discretionary and should be considered for reduction or elimination, resulting in position savings. Consideration should be given to the following:</p> <p>(g) The Administrative Director and Judicial Council should study the budget and operational components of Court Interpreters Program to determine whether greater efficiencies can be implemented to deliver interpreter services to the courts. Internally, the Finance Division should not act as an impediment in the delivery of interpreter services to the courts.</p>	ADOC to report to the council at the April 2013 council meeting.	In Progress	<p>Staffing of the Court Interpreters Program has been significantly reduced over the last several months. While this has certainly impacted staff's ability to keep up with the program's workload, it has also caused us to take a critical look at various work processes to look for additional efficiencies. Within available fiscal and staff resources, we will continue to work closely with both the Fiscal Services Office and the Office of Governmental Affairs to maximize the interpreter and language access services that we provide to the courts and the public.</p>
71	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-16 with no further action as the Judicial Administration Library has been eliminated through the AOC's initiatives to reduce costs and downsize its workforce and operations.</p> <p>SEC Recommendation</p> <p>The Judicial Administration Library should be consolidated with the Supreme Court Library.</p>	Completed	Completed	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p>

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#	Directive *	Timeline	Status	Status Updates
72	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendations 7-11(a) and (b) and 7-14 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.</p> <p>SEC Recommendation</p> <p>7-14. A significant number of COSSO staff members, such as those in the Administration and Planning unit, are assigned to various functions in support of the Judicial Council. The recommended consolidation of Judicial Council support activities under the direction of the Chief of Staff will present opportunities for efficiencies and resource reductions.</p>	<p>ADOC to report to the council on the results and status of AOC restructuring at the February 2013 council meeting.</p>	<p>Not Started</p>	

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#	Directive *	Timeline	Status	Status Updates
72.1	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendations 7-11(a) and (b) and 7-14 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.</p> <p>SEC Recommendation</p> <p>7-11. COSSO's current level of approximately 74 positions (including those reassigned from the former regional offices as recommended in this report) should be reduced. To achieve the reduction the areas listed below should be reviewed and considered, and appropriate actions taken.</p> <p>(b) The research functions and units of COSSO should be reviewed for possible consolidation with other research programs in the Judicial and Court Operations Services Division, presenting opportunities for efficiencies and position reductions.</p>	<p>ADOC to report to the council on the results and status of AOC restructuring at the February 2013 council meeting.</p>	<p>In Progress</p>	<p>The longstanding practice of the Office of Court Research (OCR) has been to work collaboratively with research staff in other divisions/offices as necessary, and we continue to do so. Now that OCR is under the same division as, e.g., the Center for Families, Children, and the Courts, we anticipate working closely with the COO to determine how to most efficiently conduct research efforts.</p>

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#	Directive *	Timeline	Status	Status Updates
72.2	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendations 7-11(a) and (b) and 7-14 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.</p> <p>SEC Recommendation 7-11. COSSO's current level of approximately 74 positions (including those reassigned from the former regional offices as recommended in this report) should be reduced. To achieve the reduction the areas listed below should be reviewed and considered, and appropriate actions taken.</p> <p>(a) COSSO should have a management structure that includes a Unit Manager, but the Assistant Division Director position should be eliminated</p>	<p>Incoming ADOC's organizational proposal to be presented for council consideration at the 8/31/12, council meeting.**</p>	<p>In Progress</p>	<p>COSSO staff responsible for planning have been working closely with Judicial Council support staff on branchwide strategic planning, and we anticipate continuing to do so as the council's plans and timeline for the planning process begin to take shape.</p> <p>** AOC restructuring was implemented October 1, 2012, but this directive will not be fully implemented until after the AOC's organization-wide classification and compensation study is complete at which time the Administrative Director of the Courts will determine whether additional staff restructuring will occur.</p>
73	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-13 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.</p> <p>SEC Recommendation The Editing and Graphics Group, with half of its eight positions currently vacant, should be considered for elimination.</p>	<p>Interim and incoming ADOC organizational proposal to be presented for council consideration at the 8/31/12, council meeting.</p>	<p>Completed</p>	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p>

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#	Directive *	Timeline	Status	Status Updates
74	E&P recommends that the Judicial Council direct the Administrative Director of the Courts that activities related to the education and training of Appellate Court Justices in the Education Division/CJER should be consolidated with the Education Division/CJER. SEC Recommendation Some COSSO staff are engaged in activities relating to the education and training of Appellate Court Justices. These functions should be consolidated with the Education Division/CJER.	Completion by June 2013.	Not Started	
75	E&P recommends that the Judicial Council support SEC Recommendation 7-17(a) with no further action as the Assigned Judges Program and Assigned Judges Program Regional Assignment Units have merged through the AOC's initiatives to reduce costs and downsize its workforce and operations. SEC Recommendation Modifications to the Assigned Judges Program should be considered, including the following: (a) The Assigned Judges Program and Assigned Judges Program Regional Assignments units should be merged, resulting in the elimination of a unit supervisor position.	Completed	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.

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#	Directive *	Timeline	Status	Status Updates
76	<p>E&P recommends that SEC Recommendations 7-17(b), (c), and (d) be referred to the Chief Justice for consideration. The AOC's Assigned Judges Program provides support to the Chief Justice in the assignment of judges under California Constitution Article VI, Section 6(e).</p> <p>SEC Recommendation</p> <p>Modifications to the Assigned Judges Program should be considered, including the following:</p> <p>(b) The program's travel and expense policies should be reviewed to mitigate adverse impacts on the availability of assigned judges to smaller and rural courts.</p> <p>(c) Consideration should be given to a pilot program to allow half-day assignments of judges, taking into account the probable inability of small, rural courts to attract judges on this basis.</p> <p>(d) Consideration should be given to development of an Assigned Commissioner Program to assist courts with such matters as AB1058 child support cases.</p>		Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
77	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-18 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.</p> <p>SEC Recommendation</p> <p>The functions of the Trial Court Leadership Service unit should be moved under the auspices of the new Executive Office, as matters of policy emanating from the Trial Court Presiding Judges Advisory Committee and Court Executives Advisory Committee often relate to branch-wide policies.</p>	Interim and incoming ADOC organizational proposal to be presented for council consideration at the 8/31/12, meeting.	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.

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#	Directive *	Timeline	Status	Status Updates
78	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-19 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.	Interim and incoming ADOC organizational proposal to be presented for council consideration at the 8/31/12, council meeting.**	In Progress	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting. ** AOC restructuring was implemented October 1, 2012, but this directive will not be fully implemented until after the AOC's organization-wide classification and compensation study is complete and the Administrative Director of the Courts presents a proposal for the compensation of Director positions based on the results of the study. The Administrative Director of the Courts has been directed to return to the Judicial Council in February 2013 with a plan and recommendation for the classification and compensation study.
	<p>SEC Recommendation</p> <p>The Education Division should be an office within the Judicial and Court Operations Services Division, under the direction of the Chief Operating Officer, rather than a stand-alone division. The Education Division/CJER manager position should be compensated at its current level.</p>			
79	E&P recommends that the Judicial Council direct the Rules and Projects Committee to evaluate relaxation of mandatory education requirements to allow the Administrative Director of the Courts and Court Executive Officers greater discretion and flexibility in utilizing their workforces during times of budget constraints.	RUPRO to propose a timeline to return to the council to present its recommendations.	In Progress	RUPRO met on October 15, 2012 to discuss this recommendation and consider options.
	<p>SEC Recommendation</p> <p>As to training currently required of AOC staff and court personnel, the Judicial Council should examine and consider a relaxation of current mandatory requirements to allow the Administrative Director of the AOC and/or court executive officers greater discretion and flexibility in utilizing their workforces during times of budget constraints.</p>			

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#	Directive *	Timeline	Status	Status Updates
80	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to evaluate the efficiencies identified by the working group reviewing all education for new judges to ensure that education is provided in the most effective and efficient way possible.	In progress	In progress	In March 2012, the CJER Governing Committee convened the New Judge Education Workgroup in order to review the education currently provided to new judges and SJOs and to make recommendations to the Governing Committee. Specifically, the Governing Committee charged the workgroup with reviewing the content and current delivery method for New Judge Orientation, Primary Assignment Orientations, and the Judicial College, and making recommendations to the CJER Governing Committee regarding changes, if any, that might be made to ensure this content is delivered in the most effective and efficient manner possible.
	<p>SEC Recommendation</p> <p>The Education Division's current staffing level is one of the highest in the AOC and should be reduced. To achieve the reduction, the following areas should be reviewed and considered, and appropriate actions taken:</p> <p>(a) A workgroup has been formed to review all education for new judges to ensure that it is being provided in the most effective and efficient way possible. The efficiencies identified by this working group may present opportunities for reductions.</p>			

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#	Directive *	Timeline	Status	Status Updates
81	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-20(b), taking into account the results of the classification and compensation studies to be completed.</p> <p><u>SEC Recommendation</u></p> <p>The Education Division's current staffing level is one of the highest in the AOC and should be reduced. To achieve the reduction, the following areas should be reviewed and considered, and appropriate actions taken:</p> <p>(b) There are in excess of a dozen attorney positions in the Education Division in units such as Design and Consulting, and Publications and Resources, in addition to the Judicial Education unit. All attorney position allocations should be reviewed with a goal of reducing their numbers and/or reallocating them to nonattorney classifications. In particular, education specialist positions are staffed by attorneys, a staffing practice that appears unnecessary.</p>	<p>Interim and incoming ADOC to present a proposal to the council, at the 8/31/12, meeting. Compensation and classification study will follow.</p>	Not Started	<p>Subsequent phases of the classification/compensation study will provide for the analysis of all attorney classifications within the organization.</p>

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#	Directive *	Timeline	Status	Status Updates
82	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-20(c) with no further action, as the positions and activities related to the Court Case Management System in the Education Division have been eliminated, through the AOC's initiatives to reduce costs and downsize its workforce and operations.</p> <p><u>SEC Recommendation</u></p> <p>The Education Division's current staffing level is one of the highest in the AOC and should be reduced. To achieve the reduction, the following areas should be reviewed and considered, and appropriate actions taken:</p> <p>(c) The Court Case Management System training unit and any other positions engaged in CCMS-related activities should be eliminated in light of the Judicial Council's decision to cancel the full deployment of the CCMS system.</p> <p>.....</p>	Completed	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.

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#	Directive *	Timeline	Status	Status Updates
83	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to evaluate the impacts of a reduction in the size of the Production, Delivery, and Educational Technologies Unit and the reduction in services that would result, and provide the findings and recommendations to the Judicial Council.	ADOC to report to council with recommendations at the June 2013 council meeting.	In progress	Previous workload data has been gathered and updated workload data will be gathered and assessed. An assessment of the impacts of a reduction in size of the unit on the services provided by the unit will be conducted based on workload data and planned programming and will be undertaken and completed after the FY12-13 funding levels are finalized. An analysis of the findings of that assessment will be developed and evaluated and recommendations based upon the outcomes of that evaluation will be developed in conjunction with key stakeholders. These findings and recommendations will be provided to the Council.
	<p><u>SEC Recommendation</u></p> <p>The Education Division's current staffing level is one of the highest in the AOC and should be reduced. To achieve the reduction, the following areas should be reviewed and considered, and appropriate actions taken:</p> <p>(d) The Production, Delivery and Educational Technologies unit has grown to more than 25 positions plus several temporary staff. The number of staff in this unit should be reduced in light of the difficult fiscal environment.</p>			

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#	Directive *	Timeline	Status	Status Updates
84	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to evaluate and consider reducing the positions assigned to develop training for AOC Staff in the Curriculum and Course Development Unit, especially if training requirements are relaxed	ADOC to report to council with recommendations following recommendations from RUPRO on training requirements.	In progress	In response to this recommendation, CJER evaluated AOC education courses and reduced them in order to match reduced resources. This review resulted in the elimination of courses which are not core to CJER's mission. Computer class offerings were reduced by 46%, compliance (non-safety) sessions were reduced by 12%, safety-related live class offerings were reduced by 69% (with a parallel increase in online class offerings of 116%). Resources saved from these reductions were redeployed for trial and appellate court staff education efforts. CJER continues to offer many of the remaining computer classes to a combined audience of AOC and court employees. Offering classes to a combined audience allows CJER to focus more of its resources on developing education for the courts. Multiple distance education products originally developed for court personnel have now been made available to AOC staff for education credit. In this way CJER can devote the majority of its resources to developing education for the trial and appellate courts while still providing relevant education to AOC employees.

SEC Recommendation

The Education Division's current staffing level is one of the highest in the AOC and should be reduced. To achieve the reduction, the following areas should be reviewed and considered, and appropriate actions taken:

(e) The Curriculum and Course Development unit includes several positions assigned to develop training for AOC staff. This activity should be evaluated and reduced, especially if training requirements are relaxed.

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#	Directive *	Timeline	Status	Status Updates
85	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to evaluate the impacts of a reduction in the size of the Administrative Services Unit and the reduction in services that would result, and provide the findings and recommendations to the Judicial Council.	ADOC to report to council with recommendations at the June 2013 council meeting.	In progress	An approximate 20% reduction in ASU staffing totals have occurred since mid 2011. In addition, ASU has itself been dismantled as a result of an AOC wide restructuring with the Receptionists and the Mail and Copy group being moved to the Office of Administrative Services. As referenced in Recommendation 83, the remaining two departments in ASU (Conference & Registration Services and Conference Center Support) have been moved into the Office of Education/CJER PDET unit.

SEC Recommendation

The Education Division's current staffing level is one of the highest in the AOC and should be reduced. To achieve the reduction, the following areas should be reviewed and considered, and appropriate actions taken:

(f) The Administrative Services unit contains more than 20 staff engaged in support activities such as records management, printing and copying, scheduling and planning training delivery, and coordinating logistics for all AOC events. The number of staff in this unit should be evaluated and reduced commensurate with the reduction in the number of live programs and events, and reflecting a reduction in the number of employees AOC-wide.

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#	Directive *	Timeline	Status	Status Updates
86	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts that the Education Division should conduct true cost benefit analyses in determining the types of training and education it provides for new judicial officers and others, and to report to the council on the results. Analyses should include types, lengths, locations of programs, delivery methods, and the costs to courts.</p> <p>SEC Recommendation</p> <p>The Education Division should conduct true cost-benefit analyses — and not rely only on its own preferences — in determining the types of training and education it provides, including types, lengths, and locations of programs, delivery methods, and the costs to courts. This type of analysis should apply to training and education programs for new judicial officers.</p>	<p>ADOC to provide recommendations on the process at 12/14/12, council meeting with a final report at the April 2013 meeting.</p>	<p>In progress</p>	<p>CJER is collecting information on costs of its different delivery methods and their respective efficiencies for judicial education events and products for new and experienced judicial officers and others, as well as their costs to the courts. CJER is also researching various cost analysis models which are appropriate to developing and delivering educational products.</p>
87	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts that the AOC should support and provide requested assistance to those courts that collaborate with other regional courts in providing judicial education and staff training or that request support in providing their own programs.</p> <p>SEC Recommendation</p> <p>The Education Division should support and provide requested assistance to those courts that collaborate with other regional courts in providing judicial education and staff training or that request support in providing their own programs.</p>	<p>Ongoing</p>	<p>Completed</p>	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p>

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#	Directive *	Timeline	Status	Status Updates
88	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to report to the council on a review of the content of training courses offered to AOC managers, supervisors, and employees, the number and location of courses offered, and the means by which courses and training are delivered. Training opportunities should include greater orientation and development of understanding of court functions.</p> <p>SEC Recommendation</p> <p>As to training currently required of AOC managers, supervisors, and employees, the Administrative Director should order a review of the content of training courses offered, the number and location of courses offered, and the means by which courses and training are delivered. Training opportunities should include greater orientation and development of understanding of court functions.</p> <p>.....</p>	<p>ADOC report to the council at the 12/14/12, council meeting.</p>	<p>In progress</p>	<p>A draft report is being prepared in anticipation of the December 14 Council meeting</p>

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#	Directive *	Timeline	Status	Status Updates
89	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-25 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.	Interim and incoming ADOC to present organizational proposal the council at the 8/31/12, meeting.**	In Progress	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting. ** AOC restructuring was implemented October 1, 2012, but this directive will not be fully implemented until after the AOC's organization-wide classification and compensation study is complete and the Administrative Director of the Courts presents a proposal for the compensation of Director positions based on the results of the study. The Administrative Director of the Courts has been directed to return to the Judicial Council in February 2013 with a plan and recommendation for the classification and compensation study.
	<p>SEC Recommendation</p> <p>The functions performed by the Finance Division should be placed in the Judicial and Court Administrative Services Division. The Finance Division should be renamed the Fiscal Services Office, reporting to the Chief Administrative Officer. The Fiscal Services Office Manager position should be at the Senior Manager level.</p>			
90	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-26 and implement the necessary organizational and staffing changes, taking into account the results of the classification and compensation studies to be completed.	ADOC to make a proposal based on the classification and compensation study.	Not Started	Subsequent phases of the classification/compensation study will provide for the analysis of all manager and supervisor classifications within the organization. Results of the study will aid in determining the level of supervision necessary to provide oversight for offices, office units, program(s) and projects.
	<p>SEC Recommendation</p> <p>The number of managers and supervisors should be reduced.</p>			

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#	Directive *	Timeline	Status	Status Updates
91	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to ensure through the budget and fiscal management measures implemented by the AOC that the AOC's Finance Division is involved in all phases of fiscal planning and budgeting, especially with regard to large-scale or branch-wide projects or initiatives.</p> <p>SEC Recommendation</p> <p>The AOC must improve its fiscal decision making processes. The AOC must make a commitment to involve the Fiscal Services Office in all phases of fiscal planning and budgeting, especially with regard to large-scale or branch-wide projects or initiatives.</p>	<p>ADOC interim report to the council at the February 2013 council meeting and final report at the meeting in June 2013.</p>	Not Started	
92	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to report back on the budget and fiscal management measures implemented by the AOC to ensure that the AOC's fiscal and budget processes are more transparent.</p> <p>SEC Recommendation</p> <p>The budgeting process must become more transparent. Budget information must be readily available to the public, including online. Budget documents must provide understandable explanations and detail concerning revenue sources, fund transfers, and expenditures.</p>	<p>ADOC interim report to the council at the February 2013 meeting and final report at the June 2013 meeting.</p>	Not Started	

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#	Directive *	Timeline	Status	Status Updates
93	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to ensure that the budget and fiscal management measures implemented by the AOC enable the Finance Division to improve the timeliness of processing contracts to better serve courts, contractors, vendors, and others.	Interim report to the council on the changes in progress by the February 2013 council meeting. Final report on measures taken to implement a new approach to the budget process, by June 2013 council meeting.	In Progress	These efforts are part of the AOC's ongoing contract processing improvement process.
<u>SEC Recommendation</u>				
This division must make a commitment to processing contracts in more timely fashion, with an eye toward better serving courts, contractors, vendors, and others.				
94	E&P recommends that the Judicial Council direct the Administrative Director of the Courts that the Finance Division must assess its workload needs, especially in light of legislation on court security and auditing functions being assumed by the State Controller's Office, so that any necessary adjustments in staffing positions can be made.	ADOC to report to the council at the June 2013 council meeting.	In Progress	Assessments underway. Some staffing adjustments have already occurred in the budget unit of the Fiscal Services Office to better align resources with workload.
<u>SEC Recommendation</u>				
The Finance Division must assess its workload needs, especially in light of legislation on court security and auditing functions being assumed by the State Controller's Office, so that any necessary adjustments in staffing positions can be made.				

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#	Directive *	Timeline	Status	Status Updates
95	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-31 with no further action as the unit has been eliminated through the AOC's initiatives to reduce costs and downsize its workforce and operations.</p> <p>SEC Recommendation The need for a Strategic Policy, Communication, and Administration Unit should be reevaluated by the Chief Administrative Officer and, most likely, be eliminated.</p>	Completed	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
96	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-32 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.</p> <p>SEC Recommendation Consistent with recent consolidation of this division, the HR function should no longer be assigned stand-alone division status in the AOC organizational structure and should be combined with other administrative functions, reporting to the Chief Administrative Officer in the AOC's Administrative Services Division.</p>	Interim and incoming ADOC to present organizational proposal the council at the 8/31/12, meeting.	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.

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#	Directive *	Timeline	Status	Status Updates
97	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-34 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.</p> <p>SEC Recommendation</p> <p>The current number of higher-level positions in the HR Division should be reduced, as follows:</p> <p>(a) The Division Director position should be permanently eliminated as the HR function should no longer be a stand-alone division.</p>	Completed	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
97.1	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-34 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.</p> <p>SEC Recommendation</p> <p>The current number of higher-level positions in the HR Division should be reduced, as follows:</p> <p>(b) The number of manager positions should be reduced from five to three, with some of the resulting resources allocated to line HR functions.</p>	ADOC to make a proposal based on the classification and compensation study.	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.

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#	Directive *	Timeline	Status	Status Updates
97.2	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-34 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.</p> <p><u>SEC Recommendation</u> The current number of higher-level positions in the HR Division should be reduced, as follows:</p> <p>(c) One of the three Senior Manager positions is vacant, a vacancy that should be made permanent by reallocating managerial responsibilities to the two filled Senior Manager positions.</p>	Completed. This Division has 2 senior manager positions.	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
98	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to report back on the progress and results of staffing changes being implemented in the Human Resources unit as part of the AOC's internal restructuring process.</p> <p><u>SEC Recommendation</u> The current number of higher-level positions in the HR Division should be reduced, as follows:</p> <p>(d) With the elimination of the positions discussed above, consideration should be given to redirecting the resources from those positions to support vacant HR analyst positions that can be assigned work needed to help reestablish effective HR policies and practices in the AOC.</p>	ADOC to report to the council on the results and status of AOC restructuring at the February 2013 council meeting.	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.

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#	Directive *	Timeline	Status	Status Updates
99	E&P recommends that the Judicial Council support SEC Recommendation 7-42 with no further action, as the issues have been resolved. SEC Recommendation The Administrative Director should resolve any remaining issues that have existed between the HR Division and Office of General Counsel, including by redefining respective roles relating to employee discipline or other HR functions.	Completed	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
100	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-43 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC. SEC Recommendation The committee recommends that the functions of this division be placed under a unit titled Information and Technology Services Office, combined with any remaining functions of CCMS. The office should report to the Chief Administrative Officer of the Judicial and Court Administrative Services Division. The IS Manager position should be compensated at its current level.	Interim and incoming ADOC to present a proposal to the council, at 8/31/12, meeting.**	In Progress	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting. ** AOC restructuring was implemented October 1, 2012, but this directive will not be fully implemented until after the AOC's organization-wide classification and compensation study is complete and the Administrative Director of the Courts presents a proposal for the compensation of Director positions based on the results of the study. The Administrative Director of the Courts has been directed to return to the Judicial Council in February 2013 with a plan and recommendation for the classification and compensation study.

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#	Directive *	Timeline	Status	Status Updates
101	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-44 and direct the council's Technology Committee to reexamine technology policies in the judicial branch to formulate any new branch-wide technology policies or standards, based on the input, needs, and experiences of the courts and court users, and including cost-benefit analysis.</p> <p>SEC Recommendation</p> <p>A reexamination of technology policies in the judicial branch must occur now that CCMS does not represent the technology vision for all courts. Formulation of any new branch-wide technology policies or standards must be based on the input, needs, and experiences of the courts, and including cost-benefit analysis.</p>	<p>The Technology Committee to propose a timeline to return to the council to present its recommendations.</p>	In Progress	<p>The Technology Committee is hosting a Technology Summit with other participants including members of the Court Technology Advisory Committee (CTAC) and the Judicial Branch Technology Initiatives Working Group on October 23, 2012. Attendees will examine these issues in a discussion facilitated by the California Technology Agency. The Technology Roadmap Workstream is also making recommendations on technology governance and will present on October 24, 2012. A draft document is in process. The afternoon of October 24, 2012, the Technology Committee will meet to discuss its annual work plan, as well as the punch list of policy issues related to technology.</p>
102	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-45(a) with no further action, as the recommended staff reductions have occurred through the AOC's initiatives to reduce costs and downsize its workforce and operations.</p> <p>SEC Recommendation</p> <p>Especially with CCMS not being fully deployed, staff reductions in this division are in order, including:</p> <p>(a) Unnecessary CCMS positions should be eliminated.</p>	Completed	Completed	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p>

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#	Directive *	Timeline	Status	Status Updates
103	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-45(b) and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.</p> <p>SEC Recommendation</p> <p>Especially with CCMS not being fully deployed, staff reductions in this division are in order, including:</p> <p>(b) The total number of senior managers should be reduced.</p>	<p>ADOC to make a proposal based on the classification and compensation study.</p>	Completed	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p>
104	<p>E&P recommends that the Judicial Council direct that the Administrative Director of the Courts should review and reduce accordingly the use of temporary employees, consultants, and contractors.</p> <p>SEC Recommendation</p> <p>Especially with CCMS not being fully deployed, staff reductions in this division are in order, including:</p> <p>(c) The use of temporary employees, consultants, and contractors should be reviewed and reductions made accordingly.</p>	<p>ADOC to report to the council at the June 2013 council mtg.</p>	In Progress	<p>For the month of September 2012, Information & Technology Services has reduced 0 temporary staff and -3.4 contractor staff. As of October 1, 2012, Information Services & Technology Office has 5 temporary staff and 51.6 contractor staff, and continues to look for opportunities to reduce temporary and contractor staffing where possible.</p>

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#	Directive *	Timeline	Status	Status Updates
105	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-46 and direct the Administrative Director of the Courts, as part of AOC long term planning, to conduct a review and audit of all technology currently used in the AOC, including an identification of efficiencies and cost savings from the use of a single platform, and return to the council with a progress report on the findings.</p> <p>SEC Recommendation</p> <p>Different divisions in AOC operate from different technology platforms, including SAP used for the Phoenix system, Oracle, and CCMS. As part of a long range plan for the use of technology in AOC operations, the AOC should conduct a review and audit of all technology currently used in the AOC.</p> <p>Efficiencies and cost savings could result from the use of a single platform.</p> <hr/>	<p>ADOC interim report to the council by the December 2013 council meeting.</p>	<p>In Progress</p>	<p>The enterprise architecture team, along with application and infrastructure teams, has begun a review and audit of all technology currently used in the AOC and/or hosted at the California Courts Technology Center. The enterprise technology standards documentation has been updated to reflect the standard technologies that should be leveraged, and those that should be phased out in order to maximize efficiencies and cost savings.</p>

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#	Directive *	Timeline	Status	Status Updates
106	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-71 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.	Interim and incoming ADOC to present a proposal to the council, at 8/31/12, meeting.**	In Progress	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting. ** AOC restructuring was implemented October 1, 2012, but this directive will not be fully implemented until after the AOC's organization-wide classification and compensation study is complete and the Administrative Director of the Courts presents a proposal for the compensation of Director positions based on the results of the study. The Administrative Director of the Courts has been directed to return to the Judicial Council in February 2013 with a plan and recommendation for the classification and compensation study.
	<p><u>SEC Recommendation</u></p> <p>The Office of General Counsel should be renamed Legal Services Office, consistent with its past designation, and should be a stand-alone office reporting to the Administrative Director of the Courts. The Legal Services Office manager position should be compensated at its current level. The Legal Services Office should not be at the same divisional level as the Judicial and Court Operations Services Division or the Judicial and Court Administrative Services Division. The Chief Counsel, manager of the Legal Services Office, should not be a member of the Executive Leadership Team.</p>			

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#	Directive *	Timeline	Status	Status Updates
107	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-72(a) and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.</p> <p>SEC Recommendation</p> <p>The Legal Services Office's current level of approximately 75 positions, including more than 50 attorney positions, should be reduced. To achieve the reduction, the following areas should be reviewed and considered, and appropriate actions taken:</p> <p>(a) In addition to the General Counsel, there are nine management level attorney positions in the Legal Services Office, including the Assistant General Counsel, three Managing Attorneys, and five Supervising Attorneys. This is an excessive number of management positions, which should be reduced. The position of Assistant General Counsel position could be eliminated. One managing attorney could be assigned to manage each of the two major functional components of the division, house counsel, and Judicial Council services, with each managing attorney reporting directly to the Chief Counsel.</p>	<p>ADOC to make a proposal based on the classification and compensation study.</p>	<p>Not Started</p>	<p>Subsequent phases of the classification/compensation study will provide for the analysis of all manager and supervisor classifications within the organization. Results of the study will aid in determining the level of supervision necessary to provide oversight for offices, office units, program(s) and projects.</p>

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#	Directive *	Timeline	Status	Status Updates
108	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-72(b) and direct the Administrative Director of the Courts to direct implementation of fundamental management practices to address underperformance of staff members and provide better supervision and allocation of work.</p> <p>SEC Recommendation</p> <p>The Legal Services Office's current level of approximately 75 positions, including more than 50 attorney positions, should be reduced. To achieve the reduction, the following areas should be reviewed and considered, and appropriate actions taken:</p> <p>(b) Despite the large number of management positions, management systems and processes are particularly lacking in the Legal Services Office. Implementing fundamental management practices to address the underperformance of staff members and provide better supervision and allocation of work should produce efficiencies that can result in reductions.</p>	<p>ADOC interim report to the council on the changes in progress by the February 2013 council meeting.</p>	<p>In Progress</p>	<p>Chief Counsel is working with the Chief of Staff to review current management practices and the underperformance of staff members to ensure appropriate supervision and allocation of work.</p>

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#	Directive *	Timeline	Status	Status Updates
109	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-72(c) and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.	Interim and incoming ADOC organizational proposal to be presented to the council at the 8/31/12, meeting.	In Progress	During this reporting period, the Administrative Office of the Courts (AOC) moved the staff responsible for Judicial Council support (former Secretariats Office) into a new unit (Judicial Council Support Services) under the Judicial Council and Court Leadership Services Division in accordance with the proposed organizational structure approved by the Judicial Council on August 31, 2012. The Judicial Council Support Services Unit is now led by the Chief of Staff and is part of a division that is focused on the support of all activities of the Judicial Council as well as the support of branch leadership. Additionally, with the increased oversight of the AOC by the Judicial Council and its Executive and Planning Committee, the AOC continues to analyze its existing staffing levels in light of restructuring to identify whether additional staffing reductions will be necessary.
	<p><u>SEC Recommendation</u></p> <p>The Legal Services Office's current level of approximately 75 positions, including more than 50 attorney positions, should be reduced. To achieve the reduction, the following areas should be reviewed and considered, and appropriate actions taken:</p> <p>(c) A large number of Legal Services Office positions are dedicated to supporting the Judicial Council and its various committees and task forces. Assigning responsibility for coordinating the AOC's Judicial Council support activities to the Executive Office under the direction of the Chief of Staff will lead to efficiencies that should result in reductions of Legal Services Office positions dedicated to these activities.</p>			

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#	Directive *	Timeline	Status	Status Updates
110	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-72(d) and direct the Administrative Director of the Courts to report to the council on measures to streamline and improve the AOC's contracting processes and reduce contract-related work performed by this office.</p> <p>SEC Recommendation</p> <p>The Legal Services Office's current level of approximately 75 positions, including more than 50 attorney positions, should be reduced. To achieve the reduction, the following areas should be reviewed and considered, and appropriate actions taken:</p> <p>(d) Implementation of the recommendations designed to streamline and improve the AOC's contracting processes should reduce contract-related work performed by the Legal Services Office.</p>	<p>Final report to the council at June 2013 meeting.</p>	<p>In Progress</p>	<p>These efforts are part of the AOC's ongoing contract improvement process.</p>

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#	Directive *	Timeline	Status	Status Updates
111	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-72 (e) and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed</p> <p>SEC Recommendation</p> <p>The Legal Services Office's current level of approximately 75 positions, including more than 50 attorney positions, should be reduced. To achieve the reduction, the following areas should be reviewed and considered, and appropriate actions taken:</p> <p>(e) The Legal Services Office has promoted and contributed to the "lawyerizing" of numerous activities and functions in the AOC. There are opportunities for work currently performed by attorneys in the Rules and Projects, Transactions and Business Operations, Real Estate, and Labor and Employment units to be performed by nonattorneys, resulting in efficiencies and possible staff reductions.</p> <p>.....</p>	ADOC to make a proposal based on the classification and compensation study.	Not Started	Subsequent phases of the classification/compensation study will provide for the analysis of all attorney classifications within the organization.

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#	Directive *	Timeline	Status	Status Updates
112	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-72(f) and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.</p> <p>SEC Recommendation</p> <p>The Legal Services Office's current level of approximately 75 positions, including more than 50 attorney positions, should be reduced. To achieve the reduction, the following areas should be reviewed and considered, and appropriate actions taken:</p> <p>(f) Development and use of paralegal classifications, as found elsewhere in legal services throughout both the public and private sectors, could lead to the reduction of attorney positions in the Legal Services Office.</p>	<p>ADOC to make a proposal based on the classification and compensation study.</p>	Not Started	<p>Subsequent phases of the classification/compensation study will provide for the analysis of all attorney classifications within the organization.</p>
113	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-73 with no further action. The telecommuting status of one position has ended and, as of September 7, 2012, the telecommuting status of the second position will end.</p> <p>SEC Recommendation</p> <p>There currently are at least two positions in the Legal Services Office that violate the AOC's telecommuting policy. These should be terminated immediately, resulting in reductions. Nor should telecommuting be permitted for supervising attorneys in this division.</p>	<p>ADOC to report to the council with proposal for a revised policy at the 12/14/12, council meeting.</p>	Completed	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p>

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#	Directive *	Timeline	Status	Status Updates
114	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to evaluate the costs and benefits of allocating staff attorneys and resources to various advisory committees, task forces, and working groups.	On completion of the classification and compensation study and E&P's review of all council advisory bodies.	In Progress	During this reporting period, the Administrative Office of the Court's (AOC) Chief of Staff continued its work with the Chair and Vice-Chair of the Executive and Planning Committee (E&P) to compile information on the numerous Judicial Council committees, task forces, and working groups including the related staffing, hours spent and associated costs for AOC to support these groups. E&P will be utilizing this information in its current review of Judicial Council committees, task forces, and working groups to determine whether the respective committees, task forces, and working groups are still necessary, whether the groups are active, the appropriate membership level, and whether any of the groups can be consolidated. E&P's review should result in opportunities for efficiencies as well as a reduction in resource needs for AOC staff support to these committees.
<u>SEC Recommendation</u>				
As recommended elsewhere, the Judicial Council should assess the costs and benefits of allocating staff attorneys and resources to various advisory committees, task forces, and working groups.				

115	E&P recommends that the Judicial Council direct the Administrative Director of the Courts, as part of the review of the AOC organizational structure, to review current responsibilities and clearly define the role of the Chief Counsel.	ADOC to make recommendations to the council at the February 2013 council meeting.	Not Started	
<u>SEC Recommendation</u>				
The role of the Chief Counsel should be redefined to reflect the primary role of providing legal advice and services, as opposed to developing policy for the judicial branch.				

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#	Directive *	Timeline	Status	Status Updates
116	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-77(a) and (d), and direct the Administrative Director of the Courts that the Office of the General Counsel should employ and emphasize a customer service model of operation, recognizing a primary goal of providing timely service and advice to its clients, including to internal clients in the AOC and to those courts that request legal advice or services from this office.</p> <p>SEC Recommendation</p> <p>This office must place greater emphasis on being a service provider and in improving how it provides services, including as follows:</p> <p>(a) Most fundamentally, this division should employ and emphasize a customer service model of operation — recognizing a primary goal of providing timely service and advice to its clients, including to internal clients in the AOC and to those courts that request legal advice or services from this office.</p>	<p>ADOC to report back to the council at the February 2013 council meeting</p>	<p>In Progress</p>	<p>The Executive Office will work with the Legal Services Office (formerly the Office of General Counsel) to continue to employ and emphasize the importance of customer service, including the timely provision of legal advice and other services to clients.</p>

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#	Directive *	Timeline	Status	Status Updates
117	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to adopt an operations model whereby attorneys generally are housed at one location with flexibility to adjust as necessary to meet court needs regionally, including regional demand for additional attorney support and smaller courts that have fewer staff for research and other legal services. The location where attorneys report to work should ensure proper supervision.</p> <p>SEC Recommendation</p> <p>This office must place greater emphasis on being a service provider and in improving how it provides services, including as follows:</p> <p>(b) This office should adopt an operations model whereby its attorneys generally are housed at one location. This would eliminate nonsupervision of some attorneys, promote better and more regular supervision of staff attorneys, and promote better utilization of available skills.</p> <hr/>	ADOC to report back to the council at the February 2013 council meeting.	Not Started	Not yet started.

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#	Directive *	Timeline	Status	Status Updates
118	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts that the Office of the General Counsel service model should emphasize that time is of the essence when it comes to delivering advice and opinions to the courts; that recommendations and advice to courts should include a full range of options available to the courts; and that there must be a greater recognition that the AOC's interests may conflict with the specific interests of the courts. Clearer procedures should be put in place to safeguard the interests of individual courts in those instances when legitimate conflicts arise.</p> <p>SEC Recommendation</p> <p>This office must place greater emphasis on being a service provider and in improving how it provides services, including as follows:</p> <p>(c) The service model should emphasize that time is of the essence when it comes to delivering advice and opinions to the courts; that recommendations and advice to courts should include a full range of options available to the courts; and that there must be a greater recognition that the AOC's interests may conflict with the specific interests of the courts. Clearer procedures should be put in place to safeguard the interests of individual courts in those instances when legitimate conflicts arise.</p>	<p>ADOC to report back to the council at the February 2013 council meeting.</p>	<p>In Progress</p>	<p>The Administrative Director of the Courts and Chief of Staff will formulate a directive and ensure it is memorialized in the procedures of the Legal Services Office in the discharge of this directive.</p>

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#	Directive *	Timeline	Status	Status Updates
119	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to place emphasis on reducing bottlenecks for advice, contracts, and other projects. More effective tickler and tracking systems for opinions, contracts, and other documents should be put in place.</p> <p>SEC Recommendation</p> <p>This office must place greater emphasis on being a service provider and in improving how it provides services, including as follows:</p> <p>(d) Emphasis must be placed on reducing bottlenecks for advice, contracts, and other projects. More effective tickler and tracking systems for opinions, contracts, and other documents should be put in place.</p>	<p>ADOC to report back to the council at the June 2013 council meeting.</p>	<p>In Progress</p>	<p>Chief of Staff and the Chief Counsel will review the current diary system and any revisions to current practices and forward recommendations to the Administrative Director of the Courts to ensure the efficient and effective tracking and monitoring of workload for opinions, contracts, and other documents.</p>
120	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts that court users of legal services should be surveyed periodically to determine if such services are performed in a timely and satisfactory manner.</p> <p>SEC Recommendation</p> <p>This office must place greater emphasis on being a service provider and in improving how it provides services, including as follows:</p> <p>(e) Court users of legal services should be surveyed periodically to determine if such services are performed in a timely and satisfactory manner.</p>	<p>ADOC to report back to the council at the June 2013 council meeting.</p>	<p>In Progress</p>	<p>The Executive Office will conduct survey activities in discharge of this directive.</p>

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#	Directive *	Timeline	Status	Status Updates
121	E&P recommends that the Judicial Council support SEC Recommendation 7-78 with no further action, as the issues have been resolved.	Completed	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
	<p>SEC Recommendation</p> <p>The Administrative Director should resolve issues that have existed between the HR Division and OGC, including by redefining respective roles relating to employee discipline or other HR functions.</p>			
122	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to order an independent review of the Office of General Counsel's use, selection, and management of outside legal counsel to determine whether outside counsel is being utilized in a cost effective manner. Before initiating the independent review, the Administrative Director of the Courts must provide a proposal with options for conducting the review, including the associated costs.	ADOC to present a proposal with options to the council by the February 2013 council meeting, with a final report at the December 2013 meeting.	Not Started	
	<p>SEC Recommendation</p> <p>The Judicial Council and/or Administrative Director should order an independent review of this office's use, selection, and management of outside legal counsel to determine whether outside counsel is being utilized in a cost-effective manner.</p>			

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#	Directive *	Timeline	Status	Status Updates
123	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-52 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.	Interim and incoming ADOC to present organizational proposal to the council at the 8/31/12, council mtg.**	In Progress	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting. ** AOC restructuring was implemented October 1, 2012, but this directive will not be fully implemented until after the AOC's organization-wide classification and compensation study is complete and the Administrative Director of the Courts presents a proposal for the compensation of Director positions based on the results of the study. The Administrative Director of the Courts has been directed to return to the Judicial Council in February 2013 with a plan and recommendation for the classification and compensation study.
<u>SEC Recommendation</u>				
The Office of Communications should remain in the Executive Office and under the direction of a Chief of Staff. The Office of Communications manager position should be placed at the Senior Manager level.				
124	E&P recommends that the Judicial Council direct the Administrative Director of the Courts, to the extent that resources are available, that Office of Communication resources, including the Public Information Officer, should be made more available to furnish increased media relations services to courts requesting such assistance	ADOC to report to the council on the restructuring changes to this office at the February 2013 council meeting.	In Progress	
<u>SEC Recommendation</u>				
The resources of this office, including the Public Information Officer, should be made more available to furnish increased media relations services to courts requesting such assistance.				

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#	Directive *	Timeline	Status	Status Updates
125	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to return to the Judicial Council with an analysis, defining the necessary emergency response and security functions for the branch and a recommendation on the organizational plan for council approval.	ADOC to provide an organizational analysis to the council at the 12/14/12, council meeting.	In Progress	The Office of Security's Senior Manager is doing organizational analysis (the process in which function and capacity are considered in order to increase efficiency and performance). In doing so, the Senior Manager is examining the necessary emergency response and security functions for the branch as well as the office's mission and vision and its organizational structure and strategy. When complete, the Senior Manager will submit the information to the Chief Operating Officer and Administrative Director of the Courts for consideration. Per instructions, the Senior Manager will also draft a proposed recommendation report to the Judicial Council for consideration by the Administrative Director of the Courts.
<u>SEC Recommendation</u>				
7-54. There is no need for a stand-alone Office of Emergency Response and Security. Most necessary functions performed by the office can be reassigned and absorbed by existing units in the Judicial and Court Operations Services Division.				
7-55. The functions of this office should be refocused and limited to those reasonably required by statute or by the Rules of Court, primarily including review of security plans for new and existing facilities; review of court security equipment, if requested by the courts; and review of emergency plans.				
7-56. Reductions in this office are feasible. The office cannot effectively provide branch-wide judicial security and online protection for all judicial officers. Positions allocated for such functions should be eliminated. The Administrative Director should evaluate whether some activities undertaken by this office are cost effective, such as judicial security and online protection functions.				

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#	Directive *	Timeline	Status	Status Updates
126	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-84 with no further action, as the Bay Area, Northern Central, and Southern Regional Offices no longer have any direct regional office staff. The Northern Central Regional Office has been reorganized as the Trial Court Liaison Office reporting to the Executive Office.</p> <p>SEC Recommendation</p> <p>The regional offices should cease to exist as a separate division within AOC. The BANCRO and SRO offices should close. Advocacy and liaison services provided to the trial courts should be provided through the office of Trial Court Support and Liaison in the new Executive Office.</p>	Completed. ADOC to report to the council on specific actions taken.	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
127	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to renegotiate or terminate, if possible, the leases for space utilized by SRO and BANCRO. To the extent AOC staff from other divisions is assigned to work at leased space at the regional offices, the need for locating such staff in currently leased space should be reevaluated.</p> <p>SEC Recommendation</p> <p>Leases for space utilized by SRO and BANCRO should be renegotiated or terminated, if possible, as such lease costs cannot be justified. To the extent AOC staff from other divisions is assigned to work at leased space at the regional offices, the need for locating such staff in currently leased space should be reevaluated.</p>	Completed. ADOC to update the council on the status of the leases at the 10/26/12, council meeting.	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.

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#	Directive *	Timeline	Status	Status Updates
128	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-86 and direct the Administrative Director of the Courts to provide the council with an update on organizational changes made with the elimination of the regional office staff.</p> <p>SEC Recommendation</p> <p>While responsibility for essential services currently provided to courts through regional offices should be consolidated and placed under the direction of Trial Court Support and Liaison Services in the Executive Office, a physical office should be maintained in the Northern California Region area to provide some services to courts in the region.</p>	<p>Completed. ADOC to update the council on the status of the leases at the 10/26/12, council meeting.</p>	Completed	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p>
129	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider placing the significant special projects previously assigned to the regional offices under the direction of the Chief of Staff in the Executive Office, contingent upon council approval of the organizational structure for the AOC.</p> <p>SEC Recommendation</p> <p>The significant special projects previously assigned to the regional offices should be placed under the direction of the Chief of Staff in the Executive Office.</p>	<p>Interim and incoming ADOC to present organizational proposal to the council at the 8/31/12, council meeting.</p>	Completed	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p>

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#	Directive *	Timeline	Status	Status Updates
130	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-47 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.	ADOC to present organizational proposal to the council at the 8/31/12, council meeting.**	In Progress	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting. ** AOC restructuring was implemented October 1, 2012, but this directive will not be fully implemented until after the AOC's organization-wide classification and compensation study is complete and the Administrative Director of the Courts presents a proposal for the compensation of Director positions based on the results of the study. The Administrative Director of the Courts has been directed to return to the Judicial Council in February 2013 with a plan and recommendation for the classification and compensation study.
<p>SEC Recommendation TCAS should be made a unit under the Judicial and Court Administrative Services Division, reporting to the Chief Administrative Officer. The TCAS Manager position should be at the Senior Manager level.</p>				
131	E&P recommends that the Judicial Council direct the Administrative Director of the Courts that, subject to available resources, trial court use of the Phoenix HR/Payroll functionality should remain optional to individual trial courts.	Ongoing	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
<p>SEC Recommendation The Phoenix Financial System is in place in all 58 superior courts; however, trial court use of the Phoenix HR/Payroll functionality should remain optional to individual trial courts.</p>				

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#	Directive *	Timeline	Status	Status Updates
132	<p>E&P recommends that the Judicial Council determine whether to continue with the charge-back model whereby courts reimburse the AOC from their Trial Court Trust Fund allocations for the courts' use of the Phoenix financial system; and whether the Los Angeles court will be required to reimburse the AOC for use of the Phoenix financial system.</p> <p>SEC Recommendation</p> <p>As policy matters, it is recommended that the Judicial Council determine whether to continue with the charge-back model whereby courts reimburse the AOC from their Trial Court Trust Fund allocations for the courts' use of the Phoenix financial system; and whether the Los Angeles court will be required to reimburse the AOC for use of the Phoenix financial system.</p>	<p>Trial Court Budget Working Group to propose a timeline to return to the council to present its recommendations.</p>	In Progress	<p>The Trial Court Budget Working Group is discussing the issue of Phoenix funding at its October meeting and will be presenting information to the Judicial Council at its October 26, 2012, business meeting.</p>
133	<p>E&P recommends that the Judicial Council support SEC Recommendation 7-50 and direct the Administrative Director of the Courts, as part of AOC long term planning, to conduct a review and audit of all technology currently used in the AOC, including an identification of efficiencies and cost savings from the use of a single platform, and return to the council with a progress report on the findings.</p> <p>SEC Recommendation</p> <p>As with the Information Services Division, the AOC should determine whether to continue use of multiple or overlapping technologies for similar functions, as using a single technology could result in efficiencies and savings, both operationally and in personnel cost.</p>	<p>ADOC interim report to the council at the December 2013 council meeting.</p>	In Progress	<p>The enterprise architecture team, along with application and infrastructure teams, has begun a review and audit of all technology currently used in the AOC and/or hosted at the California Courts Technology Center. The enterprise technology standards documentation has been updated to reflect the standard technologies that should be leveraged, and those that should be phased out in order to maximize efficiencies and cost savings.</p>

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#	Directive *	Timeline	Status	Status Updates
134	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts that the Trial Court Administrative Services division should continue to provide clear service-level agreements with respect to services provided to the courts.</p> <p>SEC Recommendation TCAS should continue to provide clear service-level agreements with respect to services provided to the courts.</p>	<p>Immediate implementation (Ongoing)</p>	<p>Completed</p>	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p>
135	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-64 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.</p> <p>SEC Recommendation The OCCM should be renamed Office of Court Construction and Facilities Management Services. The functions of this unit should be placed under the Judicial and Court Operations Services Division and reporting to the Chief Operating Officer. The manager of this unit should be compensated at the same level.</p>	<p>Interim and incoming ADOC to present a proposal to the council, at 8/31/12, meeting.**</p>	<p>In Progress</p>	<p>Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.</p> <p>** AOC restructuring was implemented October 1, 2012, but this directive will not be fully implemented until after the AOC's organization-wide classification and compensation study is complete and the Administrative Director of the Courts presents a proposal for the compensation of Director positions based on the results of the study. The Administrative Director of the Courts has been directed to return to the Judicial Council in February 2013 with a plan and recommendation for the classification and compensation study.</p>

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#	Directive *	Timeline	Status	Status Updates
136	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to evaluate and propose an approach to evaluate cost effectiveness for the entire scope of Office of Court Construction and Management operations.</p> <p>SEC Recommendation A cost-benefit analysis of the entire scope of OCCM operations is needed.</p>	<p>ADOC interim update to the council at the June 2013 council meeting and final report at the December 2013 meeting.</p>	Not Started	
137	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-66 and, once organizational changes are made as approved by the Judicial Council, evaluate and make recommendations to the council on facilities maintenance program efficiencies, including broadening courts' responsibilities for maintenance of court facilities and for smaller scale projects.</p> <p>SEC Recommendation The current facilities maintenance program appears inefficient and unnecessarily costly. The consultant report is necessary and should be considered part of a necessary reevaluation of the program. Courts should be given the option to assume responsibility for maintenance of court facilities and for smaller-scale projects.</p>	<p>ADOC interim update to the council at the June 2013 council meeting and final report at the December 2013 meeting.</p>	In Progress	<p>A pilot project for the delegation of AOC responsibilities to the courts concerning operations, maintenance and facility modification projects, was initiated in 2011. The initial concept was vetted through CEAC and TCPJAC. All courts were invited to participate, and the four expressing interest in proceeding – Riverside, San Bernardino, Imperial and San Luis Obispo – were selected for the pilot. A working group of court executives and finance staff also met several times with AOC facilities management, legal and finance staff, to develop a framework for delegation. Three tiers of delegation -- limited, moderate and full – were adopted by the participating courts. Inter-branch agreements were drawn-up and negotiated and by October 1, the pilot had been initiated with all four courts.</p>

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#	Directive *	Timeline	Status	Status Updates
138	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-67 and, once organizational changes are made as approved by the Judicial Council, evaluate and make recommendations to the Judicial Council regarding fiscal planning for facilities maintenance for new and existing facilities and revenue streams to fund increased costs for maintenance of court facilities.	ADOC interim update to the council at the June 2013 council meeting and final report at the December 2013 meeting.	In Progress	Issues involving fiscal planning for the operation and maintenance of current and new court facilities have been discussed in meetings with AOC executive management, the Court Facilities Modification Working Group (an expansion of their purview to include operation and maintenance matters has been proposed) and the Court Facilities Working Group. The legislation enacting maintenance of effort mechanisms to provide baseline funding by the counties (SB 1732) provides less than 60% of the budget expended by members of the Building Owners and Managers Association (BOMA) to operate and maintain facilities on a per square foot basis. Revenue initiatives were implemented prior to the conclusion of facility transfers in 2009 and currently generate about 15% of the annual Court Facilities Trust Fund appropriation. Proposals to shift funding from the State Court Facilities Construction Fund to the Court Facilities Trust fund have been made and may warrant additional consideration.
	<p>SEC Recommendation</p> <p>Fiscal planning for facilities maintenance for new and existing facilities needs to become an immediate priority, and revenue streams to fund increased costs for maintenance of court facilities must be identified and obtained.</p>			

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#	Directive *	Timeline	Status	Status Updates
139	E&P recommends that the Judicial Council direct the Administrative Director of the Courts, once organizational changes are made as approved by the Judicial Council, to evaluate and make recommendations regarding staff reductions.	ADOC interim report on restructuring at the February 2013 council meeting.	In Progress	With the increased oversight of the AOC by the Judicial Council and its Executive and Planning Committee, the AOC continues its analysis of existing staffing levels in light of restructuring to identify whether additional staffing reductions will be necessary.
	<u>SEC Recommendation</u>			
	Staff reductions appear feasible in light of the slowdown in new court construction and should be made accordingly. The Chief Operating Officer should be charged with implementing necessary reductions.			
140	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to ensure that the employment of temporary or other staff to circumvent a hiring freeze is not permitted. The Administrative Director must review all temporary staff assignments and eliminate those that are being used to replace positions subject to the hiring freeze. Temporary employees should be limited to periods not exceeding six months and should be used only in limited circumstances of demonstrated need, such as in the case of an emergency or to provide a critical skill set not available through the use of authorized employees.	Completion by June 2013	In Progress	The AOC has been addressing these types of issues as part of continuing realignment efforts. In addition, staff are currently working to identify core services and determining the resulting staffing needs.
	<u>SEC Recommendation</u>			
	The use of temporary or other staff to circumvent the hiring freeze should cease.			

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#	Directive *	Timeline	Status	Status Updates
141	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to review, as part of the AOC-wide review of its contracting processes, the contracting process utilized by the Office of Court Construction and Management.	Completion by June 2013	Not Started	
	SEC Recommendation The contracting process utilized by OCCM needs to be improved. This process should be reviewed as part of the AOC-wide review of its contracting processes.			
142	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-80 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.	Interim and incoming ADOC to present a proposal to the council, at 8/31/12, meeting.**	In Progress	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting. ** AOC restructuring was implemented October 1, 2012, but this directive will not be fully implemented until after the AOC's organization-wide classification and compensation study is complete and the Administrative Director of the Courts presents a proposal for the compensation of Director positions based on the results of the study. The Administrative Director of the Courts has been directed to return to the Judicial Council in February 2013 with a plan and recommendation for the classification and compensation study.
	SEC Recommendation The Office of Governmental Affairs should be placed in the Executive Office, under the direction of the Chief of Staff. The OGA Manager position should be at the Senior Manager level.			

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#	Directive *	Timeline	Status	Status Updates
143	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts that the Office of Governmental Affairs (OGA) should represent the interests of the judicial branch on the clear direction of the Judicial Council and its Policy Coordination and Liaison Committee (PCLC), and take steps to ensure that the PCLC is apprised fully of varying viewpoints of the courts, court executive officers, and judges before determining legislation positions or proposals.</p> <p>SEC Recommendation</p> <p>The OGA should represent the interests of the judicial branch on the clear direction of the Judicial Council and its Policy Coordination and Liaison Committee. The Chief of Staff should take steps to ensure that the PCLC is apprised fully of varying viewpoints of the courts, court executive officers, and judges before determining legislation positions or proposals.</p>	Ongoing	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.
144	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts that attorney resources in the AOC be utilized to best leverage and draw on subject matter expertise, which may assist OGA as legislative demands may require.</p> <p>SEC Recommendation</p> <p>The Administrative Director should direct that attorney resources in the AOC be utilized to best leverage and draw on subject matter expertise, which may assist OGA as legislative demands may require.</p>	Completed. ADOC will continue to monitor the deployment of expertise.	Completed	Activity Reporting and Proposal Form submitted to the Judicial Council for the October 26, 2012, Judicial Council Meeting.

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#	Directive *	Timeline	Status	Status Updates
145	<p>E&P recommends that the Judicial Council direct the Administrative Director of the Courts to propose to the council a process and policies for pursuing grants. The process should mandate a detailed impact analysis for every grant proposal, including consideration of all anticipated impacts on the workload and resources of the courts and the impacts to the AOC as a whole. Until a process of review and oversight is finalized, the Administrative Director of the Courts must approve the AOC's engagement in all grant proposals and agreements.</p> <p>SEC Recommendation</p> <p>6-9. The Executive Leadership Team must develop and make public a description of the AOC's process for determining which grants to pursue. The process should mandate a detailed impact analysis for every grant proposal, including consideration of all anticipated impacts on the workload and resources of the courts and the impacts to the AOC as a whole. Only after such analysis should the Executive Leadership Team make a determination whether the AOC should pursue grant funding.</p> <p>7-5. The Judicial Council should exercise oversight to assure that grant-funded programs are undertaken only when consistent with predetermined, branch-wide policy and plans. The fiscal and operational impacts of grant-funded programs on the courts should be considered as part of the fiscal planning process.</p> <p>7-12. The Promising and Effective Programs Unit functions are largely discretionary and should be considered for reduction or elimination, resulting in position savings. Consideration should be given to the following.</p> <p>Excerpt:</p> <p>(f) The Fund Development Group concerns itself with training to obtain grants, seeking grants, and grant reporting. As is the case with other divisions in the AOC,</p>	<p>ADOC to recommend to the council a process and policies for pursuing appropriate grants by June 2013.</p>	<p>In Progress</p>	<p>Work has not yet begun on the recommended new grant policy/process. However, in the interim, fund development staff in COSSO have been working to ensure that AOC staff do not engage in seeking or applying for grants without the approval of the ADOC, consistent with recommendation 145.</p>

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#	Directive *	Timeline	Status	Status Updates
	<p>grants should be sought in accordance with well-articulated AOC-wide priorities, as established by the Judicial Council. The Administrative Director and the Judicial Council should develop written policies and guidelines that control the pursuit and acceptance of grants and other funding, including utilizing a cost-benefit analysis.</p> <hr/>			

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ACTIVITY REPORTING AND PROPOSAL FORM**JUDICIAL COUNCIL DIRECTIVE
AOC REALIGNMENT**

DATE	10/4/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	1
JUDICIAL COUNCIL DIRECTIVE	The Administrative Director of the Courts operates subject to the oversight of the Judicial Council. E&P recommends that the Judicial Council direct the Administrative Director of the Courts to report to E&P before each Judicial Council meeting on each item on this chart approved by the Judicial Council.
SEC RECOMMENDATION	The Administrative Director must operate subject to the oversight of the Judicial Council and will be charged with implementing the recommendations in this report if so directed.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>To ensure that the Administrative Director of the Courts is operating subject to the oversight of the Judicial Council and that implementation of Judicial Council approved Administrative Office of the Courts (AOC) Realignment Recommendations is progressing, a formal process has been implemented that provides information prepared by the AOC, in coordination with the Administrative Director and the Executive Team to be shared by the Administrative Director with the Executive and Planning Committee (E&P) on all Judicial Council approved recommendations. Implementation activities of the recommendations will be monitored by the Executive Office who will communicate status and forward proposals for Judicial Council action as directed by the Judicial Council in the respective recommendations. The tools for providing this information include: the use of this form (Activity Reporting and Proposal Form); an accompanying Status Report that will be provided monthly or as requested by E&P or the Judicial Council; and as needed formal Judicial Council reports for more complex proposals that will require Judicial Council action.</p>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> Other:	

<input type="button" value="File Attachment"/>	
TIMELINE AND RESOURCES FOR IMPLEMENTATION	
IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	<input type="text" value="9/27/12"/>
RESOURCES REQUIRED FOR IMPLEMENTATION	<input type="text"/>
ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)	
<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> COST	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> EFFICIENCIES	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SERVICE LEVEL IMPACT	<input type="text"/> <input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> OTHER	<p>The utilization of a formal process that requires the AOC Administrative Director of the Courts to report on the status of implementation of Judicial Council AOC Realignment recommendations:</p> <ul style="list-style-type: none"> * Assists with holding the organization accountable for implementation of AOC Realignment recommendations in a timely fashion. * Provides transparency in the process with regular Status Reports both to the Executive and Planning Committee and the Judicial Council on a regular basis in a structured format. * Provides valuable information to the Judicial Council on the impact of implementing recommendations (savings, costs, efficiencies, service level impact, etc.) to assist with Judicial Council decision-making.

<input type="button" value="File Attachment"/>	
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL	
ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>
	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> . <input type="text"/>
RESPONSE TO ADOC	<input type="text"/> <input type="button" value="File Attachment"/>
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>
	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW	
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>
ADDITIONAL REVIEW NOTES:	
<input type="text"/> <input type="button" value="File Attachment"/>	

ACTIVITY REPORTING AND PROPOSAL FORM


JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/5/2012
PREPARED BY	Burt Hirschfeld
OFFICE NAME	<u>Office of Real Estate and Facilities Management</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	22
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the AOC to renegotiate or terminate, if possible, its lease in Burbank. The lease for the Sacramento North spaces should be reviewed and, if possible, renegotiated to reflect actual usage of the office space. The AOC should explore lower cost lease options in San Francisco, recognizing that the State Department of General Services would have to find replacement tenants for its space.
SEC RECOMMENDATION	The AOC should renegotiate or terminate its lease in Burbank. The lease for the Sacramento North spaces should be reviewed and renegotiated to reflect actual usage of the office space. The AOC should explore lower cost lease options in San Francisco, recognizing that DGS would have to find replacement tenants for its space.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>With respect to Judicial Council Approved Recommendation No. 22, the following lease transactions and exercised options have been completed (by location):</p> <p>Sacramento North: lease cancellation option exercised at 2880 Gateway Oaks Blvd.; leases at 2850 and 2860 Gateway Oaks Blvd. renegotiated mid-term; lease cancellation option exercised on fourth floor lease at 2850 Gateway Oaks Blvd.</p> <p>Burbank: 11,992 SF of space on first floor sublet; lease to be terminated by electing not to exercise renewal option.</p> <p>San Francisco: several lower cost options in San Francisco's Civic Center and Financial districts were identified. Depending upon which points in time are used for comparison purposes, comparable lease space in the same submarket of San Francisco was listed for 25% to 40% lower than the rate paid by the AOC to DGS in Fiscal Year (FY) 2011/12.</p> <p>The AOC sought out potential interest from other state agencies to occupy a surplus of space equal to the 7th floor of the San Francisco building, approximately 38,575 SF.</p> <p>DGS did not permit the AOC to relinquish the space because the occupying agency we identified, the state Public Utilities Commission (PUC), requires the space only until December, 2015, when renovations to their current facility are scheduled to be completed. The AOC executed an inter-branch agreement "subleasing" the 7th floor to the PUC. State-managed renovation projects of this magnitude often fall behind schedule, so PUC's occupancy of the 7th floor may continue into 2016.</p> <p>The AOC re-initiated contact with another state agency which previously expressed interest in relocating to AOC space when their lease expires in March, 2013. However, the space program</p>	

reported by the San Francisco Bay Conservation Development Commission (BCDC) doubled from their earlier requirement. A new test-fit and restack plan, assuming use of all AOC workspaces, indicated that accommodation of BCDC was no longer feasible.

Implementation of the cancellations, terminations, contractions, renegotiations, relocations, and subleases will result in a \$1.52 million rent reduction through this fiscal year, and approximately \$2.35 million through the next fiscal year.

Attachments: Chapter 10 of SEC final report as submitted to JCC and amended with revised data and explanatory footnotes by Real Estate and Asset Management (now Office of Real Estate and Facilities Management); Financial Summary of AOC space and rent reductions submitted by Real Estate and Asset Management to AOC Executive Office.




22_SEC_Final_Report_May_2012_Chapter 10_Footnotes_(BCDC rev).pdf
 Adobe Acrobat Document
 170 KB




22_Executive Committee Report 2012-10-17 (BCDC rev).pdf
 Adobe Acrobat Document
 88.2 KB

This directive is forwarded to the Judicial Council with options for consideration:









 File Attachment

Other:

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Implementation completed.
RESOURCES REQUIRED FOR IMPLEMENTATION	AOC Real Estate staff and commercial brokerage services were utilized in the Sacramento lease renegotiations and the Burbank sublease.

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)	
<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  File Attachment </div>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  File Attachment </div>
<input checked="" type="checkbox"/> SAVINGS	<p>For FY 2011/12 and FY 2012/13, \$1,523,814 in cost reduction is being realized as a result of implementation of this recommendation.</p> <p>Note: FY 2010/11 total AOC rent was \$13,813,699. SEC report uses \$14,049,738 without reference dates; difference may be attributable to use of calendar or lease year, versus fiscal year in attached analysis.</p> <p>By inclusion of Burbank lease termination, relinquishment and assignment of space in San Francisco, cumulative AOC rent reductions will total approximately \$2.35 million by FY 2013/14.</p> <p>Supporting documentation attached above.</p> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  File Attachment </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  File Attachment </div>
<input checked="" type="checkbox"/> COST	<p>Commission paid by AOC for Burbank sublease (excluded from reported cost reduction).</p> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  File Attachment </div>
<input checked="" type="checkbox"/> EFFICIENCIES	<p>Through exercising cancellation options and renegotiation of Sacramento North leases; contraction of Sacramento Governmental Affairs premises; sublease in Burbank; and sub-assignment of space in San Francisco, the AOC has reduced its real estate occupancy by a total of 68,122 square feet (SF) of space for FY 2011/12 and FY 2012/13. Total contraction will increase to approximately 82,149 SF upon relocation of Burbank office for FY 2013/14 (see AOC Space and Rent Reduction attachment).</p> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  File Attachment </div>
<input type="checkbox"/> SERVICE LEVEL IMPACT	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  File Attachment </div>
<input type="checkbox"/> OTHER	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  File Attachment </div>
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL	
ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and <input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional

	Planning Committee. Date: 10/5/2012	clarification or information. Date:
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> .
RESPONSE TO ADOC	<input type="text"/> <input type="text"/> File Attachment	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date:	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: 10/19/2012	
ADDITIONAL REVIEW NOTES:		
<input type="text"/> <input type="text"/> File Attachment		

Chapter 10

Other Issues

This chapter presents a review of several additional issues, including lease costs and location of AOC facilities.

Leases

The AOC leases office space in San Francisco, Burbank, and Sacramento. The SEC has considered concerns that have been raised about the cost of the leases.

Background

The AOC conducts its business from four leased spaces, including its main offices in San Francisco, regional offices located in Burbank and Sacramento, and a separate office in Sacramento housing the Office of Governmental Affairs. The regional offices house staff from multiple AOC divisions.

San Francisco

The AOC occupies office space at 455 Golden Gate Avenue, San Francisco. BANCRO and the Judicial Council Conference Center are located in the building. The AOC occupies a portion of the first floor, all of the third, fifth, sixth, and seventh floors, and part of the eighth floor.

This office building at 455 Golden Gate Avenue is owned and operated by the State of California and managed by the Department of General Services (DGS). Apparently, there is no formal lease, as DGS has assigned the space to a governmental entity and assesses a fair market rental value¹. This office space contains 207,845 square feet and is leased at \$4.27² per square foot per month, and 10,655 square feet of storage space in the building is rented at a monthly rate of \$1.43 per square. The lease amount is adjusted usually every fiscal year. The total annual lease costs for the leased office and storage space is \$10,832,816.80³. There is no expiration date under the lease arrangement with DGS.

¹ The rate charged by DGS includes a bond repayment component. Market rent for Class A office space in the Civic Center Area is approximately \$3.17 per square foot per month as of the second quarter of 2012.

² \$4.29 as of July 1, 2012

³ \$9,428,383.97 for FY 12/13

Moving from this office would be problematic, since the AOC most likely would be required to negotiate a release from DGS or find an acceptable sublessor to take over the leased space.

Burbank Lease

The Burbank facility is located at 2255 North Ontario Street. This office building is located near the Burbank Airport, with 37,347 square feet of office space over two floors. The first floor is occupied primarily by OCCM personnel.⁴ The second floor is occupied primarily by SRO and CCMS personnel.⁵

The lease term is \$3.17 per square foot per month.⁶ There is an additional \$100 per month cost for the first floor relating to the existing HVAC system. Annualized, the expense is \$3.19 per square foot each month.⁷ The lease rate for the second floor is \$3.1827 per square foot each month.⁸ The lease agreement specifies the annual lease cost is \$459,203.28 for the first floor and \$968,368.32 for the second floor.⁹ The total annual lease cost for the Burbank facility is \$1,427,571.60.¹⁰ The lease cost for each floor increases to \$3.28 per square foot as of June 1, 2012,¹¹ with one option to renew for an additional five-year term extending through June 30, 2018. There is a “no early termination” condition in the lease agreement. The current lease term ends June 30, 2013.

Sacramento

The downtown office space, occupied by the Office of Governmental Affairs, is located within walking distance of the State Capitol, at 770 L Street. This office space, referred to as the Sacramento-Central facility, comprises 6,578 square feet on one floor, occupied exclusively by OGA. In February 2012¹² the AOC renegotiated the lease and reduced the leased footage. The total annual lease cost for this lease space is \$177,606¹³. The current lease term ends August 31, 2017. There is one three-year option to extend the lease, with the rental rate to be set at 95 percent of the fair market value as of the end of the initial lease term.

The North facilities consist of space located in two office buildings located at 2850 and 2860 Gateway Oaks, Sacramento. The lease of office space at 2850 Gateway Oaks consists of 36,368 square feet and is used by the Finance and TCAS divisions. The rental rate is \$2.10 per square foot per month.¹⁴ The current lease term ends July 31, 2016. There are two three-year options with rent at fair market value.

⁴ OCCM relocated to 2nd floor to accommodate sublease of space for the last year of the lease term, reducing rent expenses by a total of \$329,082.

⁵ ISD, OGC, OCCM

⁶ \$3.28 effective as of July 1, 2012

⁷ \$3.29 effective as of July 1, 2012; this rate includes \$100/mo HVAC charge

⁸ \$3.28 effective as of July 1, 2012

⁹ \$471,743.40 for the 1st floor; \$997,419.48 for the 2nd floor

¹⁰ \$1,422,273.60

¹¹ \$3.28 effective as of July 1, 2012

¹² October 2011

¹³ \$180,895.00 for FY 12/13

¹⁴ \$2.15 effective as of August 1, 2012

The leased office space at 2860 Gateway Oaks consists of 28,263 square feet and is occupied by NCRO and OCCM. The rental rate is \$2.05 per square foot per month.¹⁵ There are two three-year options with rent at fair market value. The combined annual lease cost for 2850 and 2860 Gateway Oaks is \$1,611,743.40.¹⁶ The lease for this space includes a credit for one month's rent and a \$200,000 tenant improvement allowance, which was taken upfront as a rent credit during the 2011–2012 fiscal year.¹⁷

Previously, the AOC leased additional space at 2880 Gateway Oaks. That lease was terminated in May 2011.¹⁸ AOC employees working at that office were relocated to the 2850 Gateway Oaks office building.¹⁹ The leases for space at 2850 and 2860 Gateway Oaks were renegotiated,²⁰ resulting in a reduction of \$0.49 per square foot for space at 2850 Gateway Oaks and \$0.27 per square foot for space at 2860 Gateway Oaks.²¹

The comparative costs of the AOC-leased spaces are shown on the following chart.

LOCATION	AOC - LEASEHOLDS				
	AOC Divisions Using Leased Space	Square Feet Leased	Monthly Lease Cost Per Square Foot	Annual Lease Cost	Lease Expiration Date
Burbank					
1st Floor	OCCM	11,992	3.191039	459,203.28	June 30, 2013
2nd Floor	SRO & CCMS	25,355	3.1827	968,368.32	June 30, 2013
TOTAL		37,347		1,427,571.6	
Sacramento–North					
2850 Gateway Oaks	Finance & TCAS	36,368	2.1	916,473.6	July 31, 2016
2860 Gateway Oaks	NCRO & OCCM	28,263	2.05	695,269.8	July 31, 2016
2880 Gateway Oaks	–	0	0	0	Terminated
TOTAL		64,631		1,611,743.4	

¹⁵ \$2.10 effective as of August 1, 2012

¹⁶ \$1,526,989.77 for the 2012-2013 fiscal year; includes termination of 4th floor at 2850 Gateway Oaks

¹⁷ One month's rent in the amount \$57,939.15 and a \$197,841 TI Allowance (\$7/psf) for a total rent abatement of \$255,780.15.

¹⁸ Savings of \$203,702.40

¹⁹ Termination option renegotiated into 2850 Gateway Oaks lease. Option exercised 6/27/2012; 4th floor scheduled to be vacated upon effective date of 10/26/2012, resulting a rent reduction of \$120,300.68 in the 2012-2013 fiscal year and a savings of \$690,377.08 over the term of the lease

²⁰ Combined savings of \$1,744,206.06 over the terms of both leases; includes one free month's rent and TI Allowance

²¹ Savings of \$0.41/psf for 2850 Gateway Oaks and \$0.20/psf for 2860 Gateway Oaks

Sacramento–Central					
770 L Street	OGA	6,578	2.25	177,606	August 31, 2017
San Francisco					
Office Space	All	207,845	4.27	10,649,977	None
Storage Space	All	10,655	1.43	182,839.8	None
TOTAL		218,500		10,832,816.8	
TOTAL FOR AOC LOCATIONS		327,056		14,049,737.80	

Updated chart for FY 12/13 as of August 2012

LOCATION	AOC Divisions Using Leased Space	Square Feet Leased	Monthly Lease Cost Per Square Foot	FY 12/13 Annual Lease Cost	Lease Expiration Date
Burbank²²					
1st Floor	None (occupied by subtenant)	0*	1.028	149,159.40	June 30, 2013
2nd Floor	OCCM, OGC & ISD	25,355	3.278	997,419.48	June 30, 2013
TOTAL		25,355		1,146,578.88	
Sacramento–North					
2850 Gateway Oaks	Finance & TCAS	29,512	2.30	816,175.32	July 31, 2016
2860 Gateway Oaks	NCRO & OCCM	28,263	2.1	710,814.45	July 31, 2016
2880 Gateway Oaks	–	0	0	0	Terminated
TOTAL		57,775		1,526,989.77	
Sacramento–Central					
770 L Street	OGA	6,578	2.2917	180,895	August 31, 2017
San Francisco					
Office Space	All	169,269 ²³	4.1839 ²⁴	9,490,447.72	None
Storage Space	All	10,655	1.4254	182,251.13	None
TOTAL		179,924		9,672,698.85	
TOTAL FOR AOC LOCATIONS					
		269,632		12,527,162.50	

²² At the start of FY 12/13, the relocation or contraction of the current space at lease expiration on June 30, 2013 will result in a reduction in rent to \$305,856.00 for FY 13/14.

²³ At end of FY 12/13.

²⁴ Average for FY 12/13.

Discussion

The AOC spends more than \$1,150,000²⁵ per month on leased office space — an annual total of \$13,866,898²⁶ — plus an additional annual charge of \$182,839.8²⁷ for storage space for its San Francisco space.

Comparatively, the rental rates for the leased office spaces in Sacramento (\$2.10 per square foot at 2850 Gateway Oaks²⁸; \$2.05 per square foot for 2860 Gateway Oaks²⁹; and \$2.25³⁰ per square feet at 770 L Street) are approximately half the \$4.27³¹ per square foot rental rate assessed for the government-owned building in San Francisco. This is consistent with historically lower commercial and residential lease rates found in Sacramento, compared with those in San Francisco.

Additionally, it is apparent from site visits to the leased spaces that not all lease space is utilized. If recommendations for reducing staffing levels are followed, the need for leased space will decrease.³²

AOC Headquarters Location

The AOC has operated from headquarters in San Francisco since 1961. Its offices are located in the same building as the California Supreme Court.

It is usual for most enterprises, public or private, to consider their costs of operation and location. Given the comparative lease costs discussed above, there is reason for the AOC to reevaluate its office locations, including its headquarters space in San Francisco. Such review should be part of the organization's long-term business planning. In this case, the considerations should include a consideration of costs and benefits, both economic and political.

From a strictly economic standpoint, lease costs are generally lower in Sacramento than San Francisco. Labor costs generally are lower as well. The AOC partly recognizes this through its geographic pay differential system, whereby some Sacramento region employees are paid 7 percent less than San Francisco-based employees performing the same type of work.

²⁵ \$1,028,742.61 monthly average for FY 12/13

²⁶ \$12,344,911.37 for FY 12/13

²⁷ \$182,251.13 for FY 12/13

²⁸ \$2.15

²⁹ \$2.10

³⁰ \$2.30 as of September 1, 2012

³¹ \$4.29 as of July 1, 2012

³² Current AOC occupied square footage is 310,493, reduced by 11,992 square feet in Burbank. As of July 1, 2013, AOC occupied square footage is scheduled to be reduced further by 54,888 to 255,605.

From a political standpoint, relocating AOC operations to Sacramento may be beneficial by placing the judicial branch administration closer to the Legislature, the executive branch, and governmental agencies. The importance of a strong political and legislative presence at the capital cannot be understated. Future success of the judicial branch in obtaining funding, and in advancing legislative goals, will be based partly on establishing strong relationships and credibility with legislators, legislative staff, and the Governor's Office. Access and interactions with key executive branch agencies, such as the Department of Finance, may be improved with AOC headquarters located in Sacramento.

One current legislative proposal would require all state agencies and the judicial branch to relocate their headquarters to Sacramento by 2025 (Assembly Bill 2501).

While no recommendation is offered concerning legislative proposals, possible relocation of AOC headquarters should be considered in the course of long-term planning for the judicial branch. That planning should be based on a cost-benefit analysis, taking into account economic, political, and other relevant factors.

Recommendations

The following recommendations are made regarding leases and location of operations.

Recommendation No. 10-1: The AOC should renegotiate or terminate its lease in Burbank. The lease for the Sacramento North spaces should be reviewed and renegotiated to reflect actual usage of the office space. The AOC should explore lower-cost lease options in San Francisco, recognizing that DGS would have to find replacement tenants for its space.³³

Recommendation No. 10-2: As part of its long-term planning, the AOC should consider relocating its main offices, based on a cost-benefit analysis of doing so.

³³ In FY 11/12, the Sacramento North leases were negotiated mid-term for rent reduction. The AOC also exercised a termination option to relinquish a portion of the space under one lease, which will become effective in October 2012. The lease for the OGA office was renegotiated in FY 11/12 to contract the space mid-term. In FY 12/13, the AOC negotiated an Interagency Agreement with the California Public Utilities Commission for temporary occupancy of the entire 7th floor. In FY 12/13, the AOC entered into a sublease for a tenant to occupy the entire first floor of the Burbank office; upon the expiration of the lease, the office will move into a space that is approximately one-third of the current leased space.

AOC SPACE AND RENT REDUCTION

AOC Office	FY 2011/12		FY 2012/13		FY 2013/14	
	SF	Rent	SF	Rent	SF	Rent
NCRO	64,631	\$ 1,376,627	57,775	\$ 1,526,990	57,775	\$ 1,505,413
OGA	6,578	\$ 192,172	6,578	\$ 180,895	6,578	\$ 184,842
SRO	37,347	\$ 1,422,274	25,355	\$ 1,146,579	11,328	\$ 305,856
San Francisco	218,500	\$ 10,822,626	179,924	\$ 9,672,699	179,924	\$ 9,698,880
FY Total	327,056	\$ 13,813,699	269,632	\$ 12,527,162	255,605	\$ 11,694,991
Change from Prior Yr	(10,698)	\$ (237,277)	(57,424)	\$ (1,286,537)	(14,027)	\$ (832,171)
Cummulative Change	(10,698)	\$ (237,277)	(68,122)	\$ (1,523,814)	(82,149)	\$ (2,355,985)

Notes:

1. FY 2010/11 total AOC rent was \$13,813,699 (SEC/JCC report uses \$14,049,738 without reference dates; difference may be attributable to use of calendar or lease year versus fiscal year in this analysis).
2. Exercised option to terminate 2850 Gateway Oaks, 4th floor space effective 10/26/2012.
3. NCRO rent increases in FY 2012/13 due to majority portion of negotiated rent reduction taken in one month of FY 2012/13 and smaller annual reductions taken over balance of lease term.
4. OGA office relocated to smaller premises at lower negotiated rate in FY 2011/12; no ability further reduce and sublease portion of premises.
5. SRO 1st floor (11,992 SF) sublease and consent executed 6/15/2012; occupancy commenced 6/28/2012.
6. Assumes SRO Relocation to 11,328 SF upon 6/30/2013 lease expiration; prelim. headcount verified by Exec. Office May, 2012.
7. Agreement on business terms of assignment of San Francisco 7th floor to State Public Utilities Commission on 6/13/2012; MOU with DGS signed.
8. FY 2013/14 San Francisco rent estimated to increase 3% over FY 2012/13.
9. Tenant improvement expenses, if any, and brokerage commissions not included.
10. Previously-reported space and rent reduction in San Francisco no longer feasible due to increase in BCDC programmatic requirement.

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/4/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	24
JUDICIAL COUNCIL DIRECTIVE	On August 9, 2012, E&P directed the interim Administrative Director of the Courts and incoming Administrative Director of the Courts to consider the SEC recommendations on AOC organizational structure (recommendations 5-1-5-6, 6-1) and present their proposal for an organizational structure for the consideration of the full Judicial Council at the August 31, 2012, council meeting.
SEC RECOMMENDATION	<p>The AOC should be reorganized. The organizational structure should consolidate programs and functions that primarily provide operational services within the Judicial and Court Operations Services Division. Those programs and functions that primarily provide administrative services should be consolidated within the Judicial and Court Administrative Services Division. Other programs and functions should be grouped within an Executive Office organizational unit. The Legal Services Office also should report directly to the Executive Office but no longer should be accorded divisional status.</p> <p>The Chief Operating Officer should manage and direct the Judicial and Court Operations Services Division, consisting of functions located in the Court Operations Special Services Office; the Center for Families, Children and the Courts; the Education Office/Center for Judicial Education and Research; and the Office of Court Construction and Facilities Management.</p> <p>The Chief Administrative Officer should manage and direct the Judicial and Court Administrative Services Division, consisting of functions located in the Fiscal Services Office, the Human Resources Services Office, the Trial Court Administrative Services Office, and the Information and Technology Services Office.</p> <p>Other important programs and functions should be consolidated within an Executive Office organizational unit under the direction of a Chief of Staff. Those functions and units include such functions as the coordination of AOC support of the Judicial Council, Trial Court Support and Liaison Services, the Office of Governmental Affairs, the Office of Communications, and a Special Programs and Projects Office.</p> <p>The Chief Counsel, manager of the Legal Services Office (formerly the Office of the General Counsel) should report directly to the Administrative Director depending on the specific issue under consideration and depending on the preferences of the Administrative Director.</p> <p>The Chief Deputy Administrative Director position must be eliminated. If the absence of the Administrative Director necessitates the designation of an</p>

Acting Administrative Director, the Chief Operating Officer should be so designated.

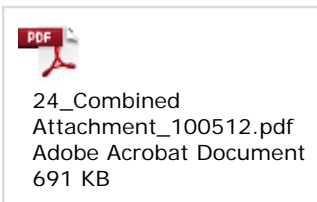
The Administrative Director, the Chief Operations Officer, the Chief Administrative Officer, and the Chief of Staff should be designated as the AOC Executive Leadership Team, the primary decision making group in the organization.

RESPONSE (check applicable boxes)

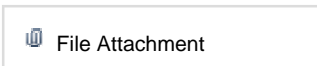
This directive has been completed and implemented:

On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative Services Division) (Attachment A). As reflected in Attachment A, the Chief Deputy Director position was eliminated under the new organizational structure. The approved organizational structure became effective on October 1, 2012.

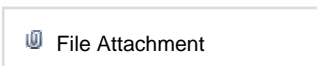
The approved structure incorporates other recommendations included in the Strategic Evaluation Committee's Final Report with minor modifications. Attachment B provides information on the approved modifications.



This directive is forwarded to the Judicial Council with options for consideration:










Other:




TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	<input type="text" value="10/1/12"/>
RESOURCES REQUIRED FOR IMPLEMENTATION	<input type="text"/>


ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)	
<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">  File Attachment </div>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">  File Attachment </div>
<input checked="" type="checkbox"/> SAVINGS	<p>The approved AOC organizational structure includes the elimination of the Chief Deputy Director position. This elimination supports SEC Recommendation 5-6 which proposed that the "Chief Deputy Administrative Director position must be eliminated." With this elimination and other restructuring changes (elimination of the Regional Administrative Director and TCAS Division Director positions and creation of Chief of Staff, Chief Operating Officer, and Chief Administrative Office), the organization has realized net savings of \$191,283 in salary and benefits.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  File Attachment </div>
<input type="checkbox"/> COST	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">  File Attachment </div>
<input checked="" type="checkbox"/> EFFICIENCIES	<p>By reducing the AOC Executive Team to four and creating three new divisions to house AOC offices, efficiencies for the organization will be realized with:</p> <ul style="list-style-type: none"> * A more manageable Executive Team with a reduced span of control to allow for more effective and consistent oversight of AOC programs and projects. * Clear designation of authority, responsibility, and accountability with a straightforward chain of command to effectively meet the organization's objectives. * A reduced number of direct report high-level leadership positions to the Administrative Director of the Courts responsible for ongoing leadership and management of AOC programs and projects while the Administrative Director of the Courts addresses external demands. * Streamlined decision-making resulting in more efficient processes for the organization. * Improved communications by housing like-activities into designated divisions to foster ongoing collaboration. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  File Attachment </div>
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>The new organizational structure of the AOC Executive Team and the new divisions provides a clear chain of command for court customers and external stakeholders seeking services from the AOC.</p> <p>The new AOC organizational structure promotes transparency in providing services to the courts by clearly defining authority, responsibility, and the chain of command in the AOC.</p>

	<p>Additionally, services offered to the courts are enhanced with the creation of a more streamlined and efficient management structure that should allow for timely decision-making and communication with the courts.</p> <p> File Attachment</p>
<input type="checkbox"/> OTHER	<p> File Attachment</p>

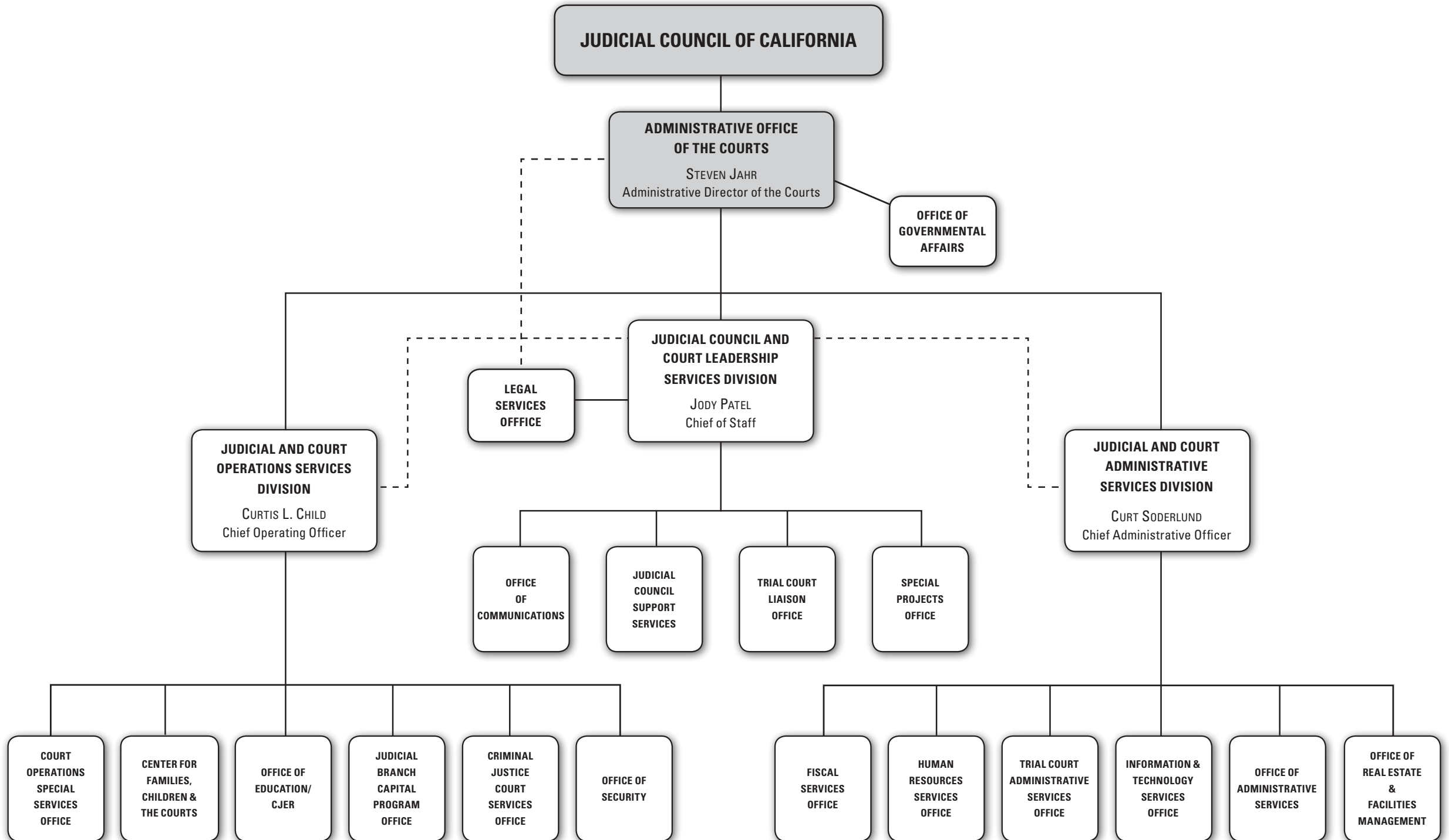
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> . <input type="text"/>
RESPONSE TO ADOC	<p> File Attachment</p>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>
ADDITIONAL REVIEW NOTES:	
<input type="text"/> <input type="text"/> <input type="text"/> <p> File Attachment</p>	

ORGANIZATIONAL STRUCTURE OF THE ADMINISTRATIVE OFFICE OF THE COURTS



Attachment B




Additional Implementation Information:






The following provides additional detail on the Administrative Office of the Courts (AOC) organizational changes approved by the Judicial Council that were modified from what was proposed in the Strategic Evaluation Committee's *Final Report*:

- Designation of Chief of Staff as second-in-command in those cases when the Administrative Director of the Courts (Administrative Director) is unavailable rather than the Chief Operating Officer.
- Reporting relationship of the Chief Counsel and the Legal Services Office to the Chief of Staff with a dotted line reporting relationship to the Administrative Director rather than a direct report to the Administrative Director.
- Reporting relationship of the Office of Governmental Affairs directly to the Administrative Director with a dotted line reporting relationship to the Chief of Staff rather than a direct report to Chief of Staff.
- Retention of Editing and Graphics Group as part of a new Judicial Council Support Services Office in the Judicial Council and Court Leadership Services Division rather than elimination of this unit.
- Bifurcation of Office of Court Construction and Management into new offices under two new divisions – Office of Real Estate and Facilities Management reports to the Chief Administrative Officer in the Judicial and Court Administrative Services Division and the Judicial Branch Capital Program Office reports to the Chief Operating Officer in the Judicial and Court Operations Services Division.
- Retention of the Office of Emergency Response and Security as Office of Security in the Judicial and Court Operations Services Division pending a report from the Administrative Director to the Judicial Council at the December 2012 meeting.
- Establishment of the Office of Administrative Services to house traditional administrative functions reporting to the Chief Administrative Officer in the Judicial and Court Administrative Services Division.
- Movement of the Criminal Justice Court Services Office from the Executive Office to the Judicial and Court Operations Services Division.

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/5/2012
PREPARED BY	Patrick Farrales
OFFICE NAME	Human Resources Services Office
JUDICIAL COUNCIL DIRECTIVE NUMBER	30
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to utilize the AOC's layoff process to provide management with a proactive way to deal with significant reductions in resources.
SEC RECOMMENDATION	The AOC must utilize its layoff process to provide management with a proactive way to deal with significant reductions in resources.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
Recommendation has been implemented.	
<div style="border: 1px solid gray; padding: 5px;"> AOC_Personnel_Policy_2.9_Revised.pdf Adobe Acrobat Document 88.4 KB</div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	
<div style="border: 1px solid gray; padding: 5px;"> File Attachment</div>	
<input type="checkbox"/> Other:	
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	
<div style="border: 1px solid gray; padding: 5px;"> File Attachment</div>	
TIMELINE AND RESOURCES FOR IMPLEMENTATION	
IMPLEMENTATION DATE OR	

PROJECTED IMPLEMENTATION DATE	Policy 2.9 – Reductions in Staffing (Layoffs) - was revised on May 18, 2012.
RESOURCES REQUIRED FOR IMPLEMENTATION	Upon implementation of the policy and the resulting layoff that shortly followed, the HR Office utilized all eight members of the Employee Relations Services team to develop templates for severance agreements, talking points for managers/supervisors, and separation checklists for impacted staff. All five members of the Pay & Benefits team developed the separation packets, which included COBRA forms, retirement forms, and other separation documents. When layoffs were implemented, due to limited available resources, all LERU and HR senior staff sat in during every separation meeting between management and the impacted employee to ensure that at least one HR representative was available.
ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)	
<input checked="" type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<p>Policy 2.9 is attached. The policy outlined specific procedures in implementing a layoff within the AOC. The policy states that, when layoffs are deemed necessary, the following items must be considered prior to implementation: 1) scope; 2) identification of classifications/positions; 3) identification of employees within the selected classifications/positions; 4) and determining whether employees identified for a layoff will be provided with the option to apply for vacant essential positions.</p> <div data-bbox="500 869 818 1058" style="border: 1px solid gray; padding: 5px;">  <p>AOC_Personnel_Policy_2.9_Revised.pdf Adobe Acrobat Document 88.4 KB</p> </div>
<input checked="" type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<p>Prior to the AOC layoffs which occurred late in the fiscal year 2011-12, managers and supervisors were trained by AOC HR Services on how to communicate to staff affected by a layoff. The training was provided to all managers and supervisors to ensure confidentiality and protect the identities of the impacted staff.</p> <div data-bbox="500 1226 818 1297" style="border: 1px solid gray; padding: 5px;">  File Attachment </div>
<input checked="" type="checkbox"/> SAVINGS	<p>While not a direct result of the policy revision, the resulting layoffs in FY2011-12 saved the AOC approximately \$3.2 million.</p> <div data-bbox="500 1394 818 1457" style="border: 1px solid gray; padding: 5px;">  File Attachment </div>
<input checked="" type="checkbox"/> COST	<p>Staff time was utilized in the development/revision of policy 2.9. Employees who were laid off in late fiscal year 2011-12 were eligible to receive a severance payment contingent on acceptance of a separation agreement. The payment was based on years of AOC service, and capped at \$10,000 per employee. The total cost of FY2011-2012 layoffs were approximately \$675,000.</p> <div data-bbox="500 1646 818 1724" style="border: 1px solid gray; padding: 5px;">  File Attachment </div>
<input checked="" type="checkbox"/> EFFICIENCIES	<p>Revising Policy 2.9 allowed the AOC to follow a structured and defined approach in implementing layoffs.</p> <div data-bbox="500 1814 818 1906" style="border: 1px solid gray; padding: 5px;">  File Attachment </div>

<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>While not a direct result of the policy revision, divisions impacted by layoffs face reduced resources and demoralized staff. With furloughs in place and additional workload transferred to the remaining staff, customers will begin to experience reduced processing and response times. Some of the necessary services performed by laid off employees are being transferred to staff that may be unfamiliar with current processing. This results in significantly slowing down multiple processes as staff are trained to deal with the new responsibilities.</p>
	<input type="text"/> <input type="text"/>

<input type="checkbox"/> OTHER	<input type="text"/> <input type="text"/>
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ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
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INFORMATION ON NEXT STEPS	<input type="text"/> Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by: <i>(ADOC will insert due date).</i> <input type="text"/>
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RESPONSE TO ADOC	<input type="text"/> <input type="text"/>
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SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
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EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>
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ADDITIONAL REVIEW NOTES:

Policy Number: 2.9

Title: Reductions in Staffing (Layoffs)

Contact: Administrative Services Division, Human Resources Office

Policy Statement: The AOC may implement reductions in staffing based on nondiscriminatory business-related criteria to accomplish necessary cost savings.

Contents:

- (A) Overview**
- (B) Layoff Criteria and Procedures**
 - (1) Determining Scope of Layoffs**
 - (2) Identifying Classifications Subject to Layoff**
 - (3) Identifying Affected Employees Within Classification**
 - (4) Option to Apply for Vacant Essential Positions**
- (C) No Recall**

(A) Overview

Consistent with [Policy 2.8 \(Personnel-Related Cost Savings Measures\)](#), the AOC may implement reductions in staffing to accomplish necessary cost savings. Reductions in staffing will be based on nondiscriminatory, business-related criteria. Before layoffs are implemented, the AOC will evaluate cost saving alternatives to attempt to avoid or minimize the need for layoffs. If, however, layoffs are deemed necessary, the following procedures will be implemented.

(B) Layoff Criteria and Procedures

(1) Determining Scope of Layoffs

In the event layoffs are necessary, the Executive Office will determine the scope of necessary reductions in staff and the allocation of those reductions across divisions. Layoffs may be implemented on an organizational basis, or in one or more divisions, units, or job classifications.

(2) Identifying Classifications Subject to Layoff

If staff reductions are required within a division, the division director, in consultation with the Human Resources Office, will identify classifications within which positions can be eliminated, reduced, or combined based on the operational needs of the AOC as determined by Judicial Council priorities. The Human Resources Office may also identify positions that may be eliminated, reduced, or combined across divisions, based on similar duties or subject matter areas.

(3) Identifying Affected Employees Within Classification

Where positions within a classification are to be eliminated, the division director, in consultation with the Human Resources Office, will evaluate the order of positions for layoff based on the operational needs of the AOC as determined by Judicial Council priorities and a combination of factors, including the affected employees':

- (a) Specialized knowledge, skills, or abilities;
- (b) Ability to cover multiple functions within the division;
- (c) Prior work experience;
- (d) Documented work performance; and
- (e) Length of service with the AOC.

Length of service with the AOC will be considered when the factors listed above in (a) through (d) are essentially equal. If length of service is a factor considered, breaks in service and leaves of absences will not be considered in determining seniority, unless otherwise required by law.

The Executive Office will review and, if in agreement, approve the recommended action for any reductions in staff. Identification of employees for layoff will be in accordance with AOC policy, including [Employment at Will](#), policy 2.1, [Equal Employment Opportunity](#), policy 2.2, and [Personnel-Related Cost Saving Measures](#), policy 2.8.

(4) Option to Apply for Vacant Essential Positions

The Executive Office will determine whether employees identified for layoff will be afforded the option to apply for vacant essential positions. In making that determination, the Executive Office may consider the status of judicial branch or AOC funding decisions, the need to minimize disruption of work and related inefficiencies, and any other factors that the Executive Office considers relevant. If the Executive Office determines that employees identified for layoff will be afforded the option to apply for vacant essential positions, the following steps will generally be followed.

- (a) In consultation with the division director, the Human Resources Office will identify:
 - Vacant positions that, if not filled, will significantly impede the division's ability to support Judicial Council priorities; and
 - Of the employees identified for layoff, those employees, if any, who are qualified to fill such vacant, essential positions.
- (b) Qualified affected employees will be notified of their option to elect to be considered for such vacant positions. Positions will be filled through an internal recruitment process, based on the operational needs of the AOC as determined by council priorities.

- (c) Employees identified for layoff who either do not have an option for continued at-will employment or who do not indicate interest in any vacant position as instructed will be separated from employment.

(C) No Recall

Layoffs result in separation from employment with no right of recall. Employees who are laid off are eligible, however, to apply in the future for open AOC positions for which they are qualified.

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/4/2012
PREPARED BY	Bob Fleshman
OFFICE NAME	<u>Fiscal Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	34
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that all fiscal information must come from one source within the AOC, and that single source should be what is currently known as the Finance Division.
SEC RECOMMENDATION	All fiscal information must come from one source within the AOC, and that single source should be what is currently known as the Finance Division (to become the Fiscal Services Office under the recommendations in this report).
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>All requests for fiscal information--whether from the media, those that fall under CRC 10.500, legislative or executive branch entities, representatives from within the branch, and so on--are coordinated in conjunction with the AOC Fiscal Services Office, which in turn collaborates with any supporting office(s) and division(s). Periodic updates will be occur to ensure all AOC offices/divisions continue to coordinate effectively with fiscal staff.</p>	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> Other:	
<input type="checkbox"/> File Attachment	
TIMELINE AND RESOURCES FOR IMPLEMENTATION	
IMPLEMENTATION DATE OR	

PROJECTED IMPLEMENTATION DATE	Ongoing
RESOURCES REQUIRED FOR IMPLEMENTATION	N/A

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> COST	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> EFFICIENCIES	<input type="text"/> <input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	We expect service enhancements by providing consistent information to public, court, and other requesters. <input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> OTHER	<input type="text"/> <input type="button" value="File Attachment"/>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by:

	{ADOC will insert due date}. <input type="text"/>	
RESPONSE TO ADOC	<input type="text"/>	
	<input type="button" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES:		
<input type="text"/>		
<input type="button" value="File Attachment"/>		

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/4/2012
PREPARED BY	Bob Fleshman
OFFICE NAME	<u>Fiscal Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	40
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that requests for additional resources be presented to the Judicial Council at its August meeting, identify the increased resources requested, and be accompanied by clear statements of the need and use of the resources and the impact on the AOC, as well as the impact on the judicial branch, if any. A cost-benefit analysis should be part of any request and there should be a system to prioritize requests.
SEC RECOMMENDATION	Requests for additional resources are presented to the Judicial Council at its August meeting. These requests identify increased resources requested and should be accompanied by clear statements of need and use of the resources and the impact on the AOC, as well as the impact on the judicial branch, if any. A cost-benefit analysis should be part of any request, and there should be a system to prioritize requests.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented:	
<input type="checkbox"/> File Attachment	
<input checked="" type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<p>The judicial branch participates in the state budget development process on the timeline established by the state Department of Finance (DOF). Given that budget change requests are due to the DOF by mid-September each year (for the following fiscal year's budget), any requests for additional baseline resources are vetted by the Judicial Council at their August meeting each year. Information presented to the council includes potential benefits and impacts to the courts and AOC.</p> <p>Requests for additional resources from existing branch funding generally occur in conjunction with funding requests associated with the state level funds, which are vetted and developed by the Trial Court Budget Working Group prior to being submitted to the Judicial Council (this item is set for the Oct. 26, 2012, council business meeting).</p> <p>A cost benefit analysis may not be practical for every request for branch funding. For example, requests to cover the costs associated with increased health and retirement expenses, rent increases, or legislatively mandated services would not normally require a cost benefit analysis given the nature of the requests. Funding augmentations requests for new or expanded programs</p>	

and service, especially those for large scale projects (particularly those with a information technology focus), should require a cost benefit analysis.

Beginning with FY 2014-15 funding requests presented to the council in August 2013, any such funding requests will be prioritized as appropriate.

In light of the information above, the Administrative Director of the Courts will present a proposal for modified implementation of this directive at the December 2012 Judicial Council meeting.

Other:

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Ongoing
RESOURCES REQUIRED FOR IMPLEMENTATION	N/A

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> COST	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> EFFICIENCIES	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SERVICE LEVEL	<input type="text"/>

IMPACT	<input type="button" value="File Attachment"/>	
<input type="checkbox"/> OTHER	<input type="button" value="File Attachment"/>	
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL		
ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}.</i> <input type="text"/>	
RESPONSE TO ADOC	<input type="button" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES: <input type="text"/> <input type="button" value="File Attachment"/>		

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/4/2012
PREPARED BY	Bob Fleshman
OFFICE NAME	<u>Fiscal Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	42
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that, except for budget changes that must be made to comply with time requirements in the state budget process, the AOC not change the numbers in the budget statements it presents. All figures provided by the AOC must tie back to the Governor's budget or be explained in footnotes.
SEC RECOMMENDATION	Except for changes that must be made to comply with time requirements in the state budget process, the AOC should not change the numbers it presents – continual changes in the numbers, or new displays, add to confusion about the budget.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented:	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<p>The AOC adheres to state fiscal reporting guidelines, some of which require reported numbers to be adjusted after initial submission. As an example, encumbrances initially reported as expenditures may be less if the contract amount was not fully utilized. As a result, prior year expenditure numbers would need to be revised. As another example, the Governor's own budget has reported numbers that change three times in the course of several months (Governor's January budget, May Revision, enacted budget).</p> <p>For those instances where revisions are required, appropriate documentation will occur. Generally, though, reported numbers will not change unless such changes are dictated by state fiscal reporting guidelines.</p> <p>In light of the information above, the Administrative Director of the Courts will present a proposal for modified implementation of this directive at the December 2012 Judicial Council meeting.</p> <p>Additionally, staff are currently working to develop a calendar to highlight key fiscal budget decision points throughout the year as well as to develop a mid-year report and other information to promote transparency.</p>	

<input type="checkbox"/> File Attachment
<input type="checkbox"/> Other:
<input type="text"/>
<input type="checkbox"/> File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	<input type="text" value="Ongoing"/>
RESOURCES REQUIRED FOR IMPLEMENTATION	<input type="text"/>

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> COST	<input type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> EFFICIENCIES	<input type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> SERVICE LEVEL IMPACT	<input type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> OTHER	<input type="text"/> <input type="checkbox"/> File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date.}</i> <input type="text"/>
RESPONSE TO ADOC	<input type="text"/> <input type="button" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>
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ADDITIONAL REVIEW NOTES:

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/5/2012
PREPARED BY	Tina Carroll
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	45
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts that the total staff size of the AOC must be reduced significantly and must not exceed the total number of authorized positions. The consolidation of divisions, elimination of unnecessary and overlapping positions, and other organizational changes should reduce the number of positions. E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that staffing levels of the AOC be made more transparent and understandable. Information on staffing levels must be made readily available, including posting the information online. All categories of staffing — including, but not limited to, authorized positions, “909” staff, employment agency temporary employees and contract staff — must be accounted for in a manner understandable to the public.
SEC RECOMMENDATION	<p>The total staff size of the AOC should be reduced significantly.</p> <p>The total staff size of the AOC must be reduced significantly and should not exceed the total number of authorized positions. The current number of authorized positions is 880. The consolidation of divisions, elimination of unnecessary and overlapping positions and other organizational changes recommended in this report should reduce the number of positions by an additional 100 to 200, bringing the staff level to approximately 680 to 780.</p> <p>The staffing levels of the AOC must be made more transparent and understandable. Information on staffing levels must be made readily available, including posting the information online. All categories of staffing—including, but not limited to, authorized positions, “909” staff, employment agency temporary employees and contract staff—must be accounted for in a manner understandable to the public.</p>
RESPONSE (check applicable boxes)	
<p><input checked="" type="checkbox"/> This directive has been completed and implemented:</p> <p>The AOC is currently undertaking a review of its key programs and activities to identify appropriate staffing levels across the organization.</p>	



Staffing Reductions.pdf
 Adobe Acrobat Document
 127 KB



WEB 7312012 AOC
 Staffing.pdf
 Adobe Acrobat Document
 371 KB



WEB 8312012 AOC
 Staffing (2).pdf
 Adobe Acrobat Document
 371 KB



WEB 9302012 AOC
 Staffing (2).pdf
 Adobe Acrobat Document
 371 KB

This directive is forwarded to the Judicial Council with options for consideration:

File Attachment

Other:

File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	October 5, 2012
RESOURCES	Human Resources Services Office: Tracking of staffing metrics and monthly report production (2 hours each month)

REQUIRED FOR IMPLEMENTATION	for one staff member). Office of Communications: Posting staffing metrics online (2 hours for initial set up).	
ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)		
<input checked="" type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	Staffing metrics will be produced and posted by Human Resources staff no later than the 7th day of each month. <input type="text"/> File Attachment	
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="text"/> File Attachment	
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="text"/> File Attachment	
<input type="checkbox"/> COST	<input type="text"/> <input type="text"/> File Attachment	
<input checked="" type="checkbox"/> EFFICIENCIES	Staffing metrics for all employment categories are readily available and updated on a regular basis, facilitating effective and efficient oversight and management of personnel resources as well as transparency and accountability. <input type="text"/> File Attachment	
<input type="checkbox"/> SERVICE LEVEL IMPACT	<input type="text"/> <input type="text"/> File Attachment	
<input type="checkbox"/> OTHER	<input type="text"/> <input type="text"/> File Attachment	
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL		
ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/> 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> .	

RESPONSE TO ADOC	<input type="text"/> <input type="text"/>	
	<input type="text"/> File Attachment	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES:		
<input type="text"/> <input type="text"/>		
<input type="text"/> File Attachment		

Administrative Office of the Courts Staffing Reductions and Reporting

SUMMARY

1. Staffing Reductions

Consistent with Judicial Council direction provided at its August 2012 business meeting, the AOC has made significant staffing reductions during the past 15 months. Table 1 below shows how these reductions have been achieved:

Table 1

AOC Reductions 7/1/2011 - 9/30/2012

Action	Workforce Reductions		
	FY 11-12	FY12-13	Total
VSIP I *	-28.50	0.0	
VSIP II *	-29.05	0.0	
Lay Off *	-35.63	-2.0	
Retirement*	-24.00	-5.5	
Other Separations*	-42.59	-10.0	
Agency Temporary Worker Orders (<i>net</i>)	-80	-3	
Contractors (<i>net</i>)	-55	-4	
Total	-294.77	-24.5	-319.27

* Includes regular (full time equivalent), retired annuitants, and 909 temporary employees.

NOTE: Numbers may differ slightly from data provided on 7/1/2011 and 7/17/2012 due to retroactive transactions and/or corrections.

The reductions identified above were facilitated, in part, by organizational restructuring that occurred in the 2011–2012 fiscal year. This included the consolidation of three regional offices under a single regional administrative director; the consolidation of the Human Resources Division and the Trial Court Administrative Services Division as the Administrative Services Division; and the consolidation of the California Court Case Management System Project Management Office within the Information Services Division.

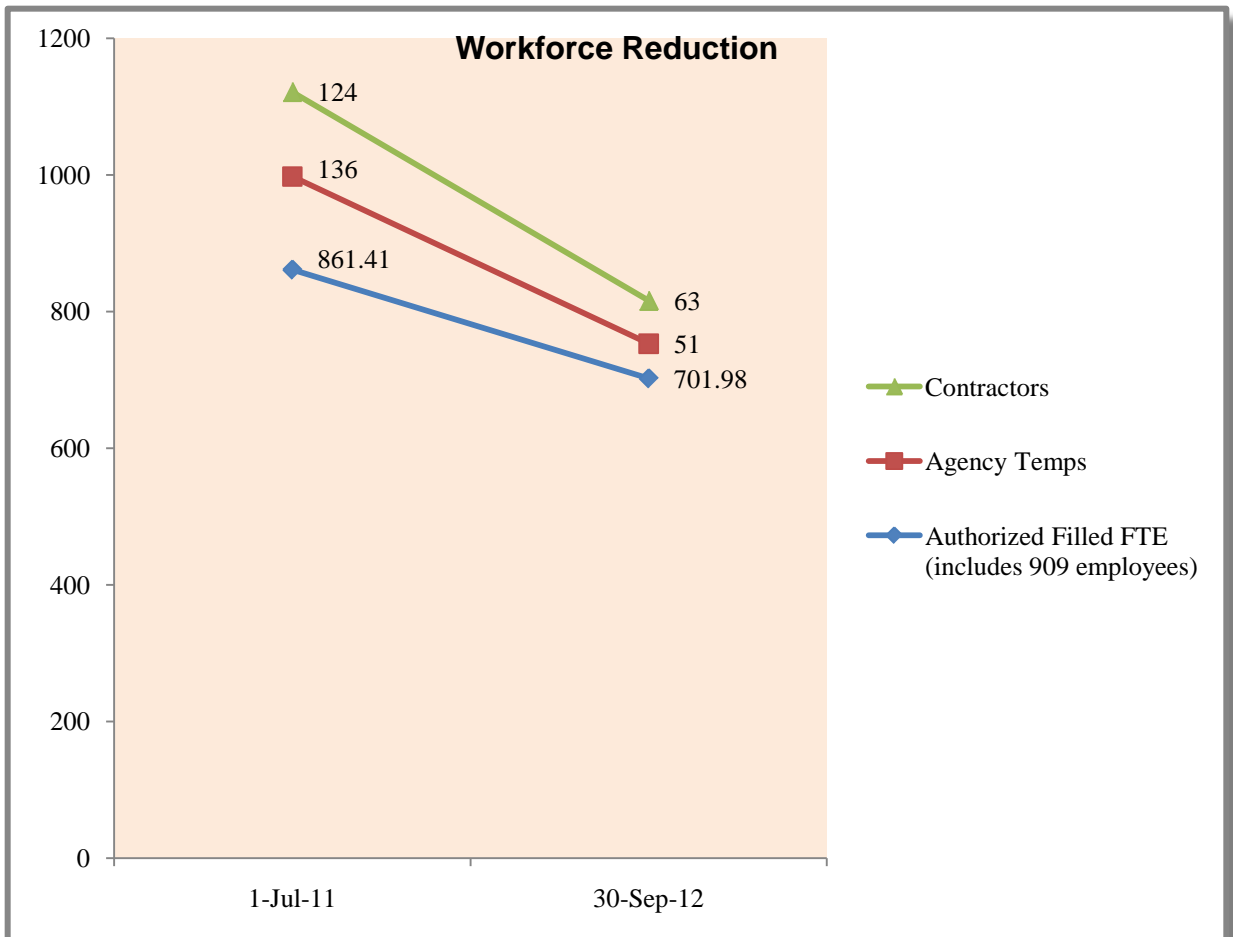
Tables 2 and 3 below show workforce totals and reductions for the AOC from July 1, 2011 through September 30, 2012.

Table 2

Month	Authorized Filled FTE <i>(includes 909 employees)</i>	Agency Temps	Contractors	TOTALS
1-Jul-11	861.41	136	124	1121.41
30-Sep-12	701.98	51	63	815.98
				-305.43

Reduction % -18.51% -62.50% -49.19% -27.24%

Table 3



2. Information on Staffing Levels: Tracking and Reporting

In May 2012, the AOC initiated a master roster position control process for tracking employee metrics. For the first time, this roster captures staffing numbers, by offices, for all regular employees and temporary staff by any definition, including contractors effectively acting as employees. This master roster ensures that AOC staffing levels are more transparent, understandable, and readily available. The roster also facilitates more effective oversight with regard to hiring practices.

From October 2012, AOC staff metrics will be posted on the AOC page of the California Courts website on or around the seventh day of each month. Metrics for the first three months of the 2012–2013 fiscal year (July, August, and September) are posted online at [AOC web page](#). Copies of these reports are attached.

At its August 2012 business meeting, the Judicial Council directed the Administrative Director that the total staff size of the AOC “must not exceed the total number of authorized positions,” the current number for which is 815.10. As of the submission of this report on October 5, 2012, the total AOC workforce is reported as 815.18. However, it should be noted that in order to remain consistent with the description of “positions” as used by the Strategic Evaluation Committee, current metrics combine the “FTE” count for regular employees, with a “headcount” for 909 employees, agency temps, and contractors. This does not take into account that some agency temps or contractors are working a reduced schedule. Therefore, the AOC’s current workforce is actually *below* the total number of authorized positions.

To address this issue, as part of the next phase in the implementation process of the master roster for position control, the Human Resources Services Office will begin tracking agency temps in the full time equivalent (FTE) format. Using the FTE methodology will provide a truer, more transparent indication of the AOC workforce.

AOC HR METRICS BY DIVISION

Data as of July 31, 2012

STAFFING	ASD	CFCC	CPAS	EDU	EXEC	FIN	IS	OGA	OCCM	OGC	TCLO	AOC
Authorized Position (FTE)	141.00	84.00	67.70	81.50	32.63	100.00	147.90	13.00	126.00	74.00	12.00	879.73
Filled Authorized Position (FTE)	115.00	65.60	47.75	71.15	22.95	83.00	106.78	10.85	100.50	62.40	5.00	690.98
Vacancy (FTE)	26.00	18.40	19.95	10.35	9.68	17.00	41.13	2.15	25.50	11.60	7.00	188.76
Vacancy Rate (FTE)	18.4%	21.9%	29.5%	12.7%	29.7%	17.0%	27.8%	16.5%	20.2%	15.7%	58.3%	21.5%
AOC Temporary Employee (909)	1	1	3	11	3	1	0	0	1	1	0	22.00
*Employment Agency Temporary Worker	1	2.5	3	1	1.5	7	5	0	32	2	0	55.00
Contractors	1	0	0	0	0	0	56	0	12	0	0	69.00
TOTAL WORKFORCE <i>(based on FTE, 909s, Agency Temps & Contractors)</i>	118.00	69.10	53.75	83.15	27.45	91.00	167.78	10.85	145.50	65.40	5.00	836.98

*Updated as of 7/31/12: EXEC & CFCC are sharing a temp

Definitions:

Authorized Position (FTE) Authorized positions include all regular ongoing positions approved in the Budget Act for that year. The number is based on the position's approved full time equivalency.

Filled Authorized Position (FTE) Filled authorized positions are the number of authorized positions filled based on the employee's full time equivalency.

Vacancy (FTE) The number of vacancies is the number of authorized positions minus the number of filled authorized positions.

Vacancy Rate (FTE) Vacancy Rate is calculated by dividing the number of authorized positions by the number of vacant authorized positions. This number excludes AOC temporary employees ("909" funded employees). See definition of AOC temporary employees below.

AOC Temporary Employees (909) The "909 category is the State Controller code the AOC uses to reference a temporary position or a temporary employee.
 909 Position - it is a position that may not be funded through the Budget Act and it is categorized by the Office of the State Controller as a temporary position used in the absence of an authorized position. 909 positions may be occupied by regular full-time employees due to the unavailability of an authorized vacant position. 909 Employee - An employee whose salary is not funded through the Budget Act. 909 employees may receive benefits if employed at least half-time and the term of employment is for more than six months. Types of "909" Temporary Employees include: Retired Annuitants: A retired annuitant is a retiree who is hired by his or her former employer or by another employer that participates in the same retirement system as the former employer. This includes a former participant in a state retirement system who has previously retired and who is currently receiving retirement benefits. Temporary: Employees employed by the AOC on a temporary basis - they do not receive full benefits (but do receive CalPERS retirement service credit).

Employment Agency Temporary Worker These are workers from an employment agency. They are employees of the employment agency, not the AOC, but provide short-term support for AOC workload.

AOC HR METRICS BY DIVISION

Data as of July 31, 2012

- Contractor** Individuals augmenting the work of the AOC and providing services for a limited period of time or on a specific project, where a particular skill set is required that is either (1) not within an existing AOC classification and/or job description or (2) where recruitment issues require the use of a contractor.
- Full Time Equivalency (FTE)** Full Time Equivalency is the number of total maximum compensable hours designated in a year divided by actual hours worked in a year. For example, the work year for the AOC is defined as 2,080 hours; one employee occupying a paid full time job all year would consume one FTE. One employee working for 1,040 hours each would consume .5 FTE.
- Time Base**
 Full time: Employee is scheduled to work 40 hours per week. Receives full benefits.
 Part time: Employee is scheduled to work less than 40 hours per week. Employees that work more than 20 hours per week receive full benefits.
 Intermittent: Employees have no established work schedule and work on an as-needed basis that varies from one pay period to the next. Eligibility for certain benefits may be limited for these employees.
- Regular Employee** Commonly referred to as “permanent employees” – They receive full benefits.
- Limited Term** Limited Term Position – It is a position that is funded through the Budget Act with a specific end date. The position is counted as an authorized position. Employee in limited term positions may be regular or temporary.

Acronym	Division Name	Notes
ASD	Administrative Services Division	<i>combined Trial Court Administrative Services and Human Resources Divisions</i>
CFCC	Center for Families, Children & the Courts	
CPAS	Court Programs and Services Division	
EDU	Education/CJER Division	
EXEC	Executive Office	<i>contains the Office of Communications & Office of Emergency Response and Security</i>
FIN	Finance Division	
IS	Information Services Division	
OGA	Office of Governmental Affairs	
OCCM	Office of Court Construction and Management	
OGC	Office of the General Counsel	
TCLO	Trial Court Liaison Office	<i>combined Regional Offices</i>

AOC HR METRICS BY DIVISION

Data as of August 31, 2012

STAFFING	ASD	CFCC	CPAS	EDU	EXEC	FIN	IS	OGA	OCCM	OGC	TCLO	AOC
Authorized Position (FTE)	131.00	72.00	60.70	74.50	28.00	95.00	134.90	13.00	125.00	70.00	9.00	813.10
Filled Authorized Position (FTE)	115.00	65.60	46.75	70.15	21.95	83.00	105.78	10.85	99.50	61.40	5.00	684.98
Vacancy (FTE)	16.00	6.40	13.95	4.35	6.05	12.00	29.13	2.15	25.50	8.60	4.00	128.13
Vacancy Rate (FTE)	12.2%	8.9%	23.0%	5.8%	21.6%	12.6%	21.6%	16.5%	20.4%	12.3%	44.4%	15.8%
AOC Temporary Employee (909)	1	1	3	11	2	1	0	0	1	1	0	21.00
*Employment Agency Temporary Worker	1	2.5	3	1	1.5	7	5	0	31	2	0	54.00
Contractors	1	0	0	0	0	0	55	0	9	0	0	65.00
TOTAL WORKFORCE <i>(based on FTE, 909s, Agency Temps & Contractors)</i>	118.00	69.10	52.75	82.15	25.45	91.00	165.78	10.85	140.50	64.40	5.00	824.98

*Updated as of 8/31/12: EXEC & CFCC are sharing a temp

Definitions:

Authorized Position (FTE) Authorized positions include all regular ongoing positions approved in the Budget Act for that year. The number is based on the position's approved full time equivalency.

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AOC HR METRICS BY DIVISION

Data as of August 31, 2012

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- Full Time Equivalency (FTE)** Full Time Equivalency is the number of total maximum compensable hours designated in a year divided by actual hours worked in a year. For example, the work year for the AOC is defined as 2,080 hours; one employee occupying a paid full time job all year would consume one FTE. One employee working for 1,040 hours each would consume .5 FTE.
- Time Base**
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 Intermittent: Employees have no established work schedule and work on an as-needed basis that varies from one pay period to the next. Eligibility for certain benefits may be limited for these employees.
- Regular Employee** Commonly referred to as “permanent employees” – They receive full benefits.
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OCCM	Office of Court Construction and Management	
OGC	Office of the General Counsel	
TCLO	Trial Court Liaison Office	<i>combined Regional Offices</i>

AOC HR METRICS BY DIVISION
Data as of September 30, 2012

STAFFING	ASD	CFCC	CPAS	EDU	EXEC	FIN	IS	OGA	OCCM	OGC	TCLO	AOC
Authorized Position (FTE)	131.00	72.00	60.70	74.50	28.00	95.00	136.90	13.00	125.00	70.00	9.00	815.10
Filled Authorized Position (FTE)	114.00	65.60	45.75	70.15	21.95	83.00	104.78	10.85	99.50	61.40	5.00	681.98
Vacancy (FTE)	17.00	6.40	14.95	4.35	6.05	12.00	32.13	2.15	25.50	8.60	4.00	133.13
Vacancy Rate (FTE)	13.0%	8.9%	24.6%	5.8%	21.6%	12.6%	23.5%	16.5%	20.4%	12.3%	44.4%	16.3%
AOC Temporary Employee (909)	1	1	2	11	2	1	0	0	1	1	0	20.00
*Employment Agency Temporary Worker	1	2.5	3	1	0.5	6	5	0	30	2	0	51.00
Contractors	1	0	0	0	0	0	53	0	9	0	0	63.00
TOTAL WORKFORCE <i>(based on FTE, 909s, Agency Temps & Contractors)</i>	117.00	69.10	50.75	82.15	24.45	90.00	162.78	10.85	139.50	64.40	5.00	815.98

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AOC HR METRICS BY DIVISION
Data as of September 30, 2012

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Acronym	Division Name	Notes
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OGC	Office of the General Counsel	
TCLO	Trial Court Liaison Office	<i>combined Regional Offices</i>

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/5/2012
PREPARED BY	Tina Carroll
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	46
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to report to the Judicial Council vacant authorized positions if they have remained unfilled for six months.
SEC RECOMMENDATION	Vacant authorized positions should be eliminated if they have remained unfilled for six months.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<div style="border: 1px solid black; padding: 5px;"> Vacancies 6mos.pdf Adobe Acrobat Document 291 KB</div>	
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> File Attachment</div>	
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> File Attachment</div>	
<div style="border: 1px solid black; padding: 2px;"> File Attachment</div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<div style="border: 1px solid black; padding: 2px;"> File Attachment</div>	
<input type="checkbox"/> Other:	

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE

October 26, 2012

RESOURCES REQUIRED FOR IMPLEMENTATION

Human Resources Services Office: Report production (1 hour each month for one staff member).

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

PROCEDURES/ POLICIES UPDATED OR DEVELOPED

The Administrative Director of the Courts will report to the Judicial Council on a quarterly basis and will act separately, as necessary, to address issues related to any specific vacancies.

 File Attachment

TRAINING UPDATED OR DEVELOPED

 File Attachment

SAVINGS

 File Attachment

COST

 File Attachment

EFFICIENCIES

 File Attachment

SERVICE LEVEL IMPACT

 File Attachment

OTHER

 File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE

The ADOC approves for submission to the Executive and

The ADOC does not approve and returns this to lead office for additional

	Planning Committee. Date: 10/5/2012	clarification or information. Date:
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> .
RESPONSE TO ADOC	<input type="text"/> <input type="text"/> File Attachment	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date:	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: 10/19/2012	
ADDITIONAL REVIEW NOTES:		
<input type="text"/> <input type="text"/> File Attachment		

AOC VACANT POSITIONS for 6 MONTHS or MORE

as of 8/29/2012

(sorted by Months Vacant)

Division	Unit	Position		Standard		Months	Location
		Number	Class Title	Hours	Reports To	Vacant	
EXEC	Emergency Response and Security Unit	511	Manager	40	Franklin,Malcolm	21.3	San Francisco
EXEC	Executive Office	512	Exec. Secy. to Ad. Dir.	40	Patel,Jyotiben D.	11.3	San Francisco
EXEC	Emergency Response and Security Unit	2593	Security Coordinator	40	<i>Vacant</i>	9.9	San Francisco
OGC	Office of the General Counsel	1446	Attorney	40	Hansen,Sue C.	25.3	San Francisco
OGC	Trial Court Facilities Unit - Office of General Counsel	1973	Attorney	40	Miessner,Leslie Gwyneth	24.2	San Francisco
OGC	Office of the General Counsel	2132	Attorney	40	Ceniceros,Rebecca Michelle	21.9	San Francisco
IS	Network Infrastructure and Security Architecture Unit	2662	Sr. Technical Analyst	40	Ortega,Raul A	59.0	San Francisco
IS	Phoenix Unit	1625	Information Systems Manager	40	Earl,Diana L.	59.0	San Francisco
IS	Web Development Unit	1629	Business Systems Analyst	40	Yuan,Mark S.	58.4	San Francisco
IS	Phoenix Development Interface Unit	2322	Sr. Application Dev't Analyst	40	Light,Daphne D	44.4	San Francisco
IS	Web Development Unit	1309	Supervising IS Analyst - B	40	Yuan,Mark S.	39.4	San Francisco
IS	Data Integration CCMS Unit	2604	Senior Manager	40	Dusman,Mark W.	31.0	San Francisco
IS	Administrative System Development Unit	1305	Sr. Business Systems Analyst	40	Wu,Alice S.	28.0	San Francisco
IS	CCMS Trial Court Services Unit	2229	Senior Business App. Analyst	40	<i>Vacant</i>	26.3	Burbank
IS	Technical Support Office of Court Const and Mgmt Unit	2114	Sr. Technical Analyst	40	Albiento,Florentino F.	25.6	San Francisco
IS	Phoenix Infrastructure Branchwide Unit	2326	Sr. Application Dev't Analyst	40	<i>Vacant</i>	25.0	San Francisco
IS	Desktop Support Unit	743	Sr. Systems Admin.	40	DeMartini,Jacqueline A.	24.5	San Francisco
IS	CCMS Program Management Office	2721	Senior Business App. Analyst	40	Collins,Keri	17.0	Burbank
IS	Justice Partner Outreach Unit	631	Business Systems Analyst	40	Uecker,Richelle G	14.0	San Francisco
IS	CCMS Product Assurance Unit	2553	Senior Business App. Analyst	40	<i>Vacant</i>	12.7	Burbank
OGA	Office of Governmental Affairs	620	Sr. Govt. Affairs Analyst	40	Hershkowitz,Donna Sue	8.0	Sacramento
ASD	Labor and Employee Relations Unit	1947	Sr. Human Resources Analyst	40	Guevara,Michael	40.2	San Francisco
ASD	Labor and Employee Relations Unit	1197	Manager	40	Guevara,Michael	26.6	San Francisco
ASD	Trial Court Administrative Services Division	2476	Accountant	40	Matlock,Judith	24.6	Sacramento
ASD	Trial Court Central Procurement Support Services Unit	1896	Contract Specialist	40	Coombs,Paula R.	23.9	Sacramento
ASD	Trial Court Administrative Services Division	2204	Accountant	40	Matlock,Judith	23.9	Sacramento
ASD	Trial Court Administrative Services Division	2195	Senior Accountant	40	Price,Alan	23.6	Sacramento
ASD	Trial Court Administrative Services Division	1898	Accountant	40	Price,Alan	22.9	Sacramento
ASD	Trial Court Administrative Services Division	2475	Senior Accountant	40	Matlock,Judith	19.9	Sacramento
ASD	Compensation and Benefits Unit	1798	Staff Analyst II	40	Cox-Clouser,Linda M	14.0	San Francisco
ASD	Workers' Compensation Administration and IDM Unit	1794	Human Res. Analyst	40	Guevara,Michael	14.0	San Francisco
ASD	Pay and Benefits Unit	1784	Pay and Benefits Specialist II	40	Ramos,Evelyn A.	14.0	San Francisco
ASD	Labor and Employee Relations Unit	1811	Staff Analyst I	40	Guevara,Michael	9.0	San Francisco
ASD	Compensation and Benefits Unit	1792	Sr. Human Resources Analyst	40	Cox-Clouser,Linda M	8.9	San Francisco
ASD	Trial Court Administrative Services Division	2771	Division Director	40	<i>Vacant</i>	6.5	Sacramento

AOC VACANT POSITIONS for 6 MONTHS or MORE

as of 8/29/2012

(sorted by Months Vacant)

Division	Unit	Position		Standard		Months	Location
		Number	Class Title	Hours	Reports To	Vacant	
FINANCE	Accounting Unit	776	Accountant	40	Sanchez,H. Eduardo	49.0	San Francisco
FINANCE	Accounting Unit	778	Accounting Technician	40	Pham,Yvonne	48.5	San Francisco
FINANCE	Business Services Unit	2859	Sr Contract Specialist	40	Walker,Grant S.	38.0	San Francisco
FINANCE	Accounting Unit	863	Senior Accountant	40	Haggerty,Patricia	20.0	San Francisco
FINANCE	Trial Court Facilities - Business Services Unit	2059	Senior Contract Specialist	40	Walker,Grant S.	10.3	San Francisco
FINANCE	Business Services Unit	2135	Senior Contract Specialist	40	Saddler,Stephen M.	9.0	San Francisco
FINANCE	Trial Court Facilities - Budget Administration Unit	1963	Sr Budget Analyst	40	Friday,Irene Denise	8.9	Sacramento
FINANCE	Audit Services Unit	2136	Internal Auditor I	40	Pulido,George E.	8.7	San Francisco
FINANCE	Accounting Unit	2295	Manager	40	Haggerty,Patricia	8.0	San Francisco
FINANCE	Audit Services Unit	1441	Senior Internal Auditor	40	Pulido,George E.	8.0	San Francisco
CFCC	Mental Health Services Fund Unit	2827	Sr. Research Analyst	40	Byrne,Francine E.	42.0	San Francisco
CFCC	Juvenile Mental Health Services Fund Unit	2866	Staff Analyst II	40	Byrne,Francine E.	16.4	San Francisco
EDUC	Trial Court Facilities Education Unit	2067	Sr AVVideo System Tech Analys	40	Willard,Jennifer Hope	44.6	San Francisco
EDUC	Administrative Services Unit	659	Sr. Admin. Coordinator	40	Glass,David E.	8.9	San Francisco
OCCM	Risk Management Unit	2319	Health and Safety Analyst	40	Mullen,James E	86.1	San Francisco
OCCM	Design and Construction Team	2835	Senior Construction Inspector	40	Stephenson,James O.	38.0	San Francisco
OCCM	Design and Construction Team	2836	Senior Construction Inspector	40	Stephenson,James O.	38.0	San Francisco
OCCM	Design and Construction Team	2841	Design & Const Project Mgr III	40	Uvalle,Robert Michael	38.0	San Francisco
OCCM	Portfolio Administration Unit	2096	Manager	40	Hirschfeld,Burt S.	37.1	San Francisco
OCCM	Real Estate Unit	1956	Senior Real Estate Analyst	40	Calvert-Banks,Eunice M	26.6	San Francisco
OCCM	Portfolio Administration Unit	2046	Business Applications Analyst	40	Hirschfeld,Burt S.	23.0	San Francisco
OCCM	Facilities Management Unit	2711	Facilities Management Admin.	40	<i>Vacant</i>	20.9	San Francisco
OCCM	Facilities Management Unit	1983	Mech'l Electr'l Plumbing Engr.	40	Gilleran,Patrick K	20.1	San Francisco
OCCM	Planning and Policy Team	1631	Admin. Coordinator I	40	Quinn,Kelly	18.1	Burbank
OCCM	Real Estate Unit	2728	Admin. Coordinator I	40	Calvert-Banks,Eunice M	17.3	San Francisco
OCCM	Facilities Management Unit	2715	Facilities Management Admin.	40	Gilleran,Patrick K	17.3	San Francisco
OCCM	Facilities Management Unit	2621	Facilities Management Admin.	40	Turner,Nick D	14.2	San Francisco
OCCM	Design and Construction Team	2861	Admin. Coordinator I	40	Uvalle,Robert Michael	13.6	San Francisco
OCCM	Facilities Management Unit	2753	Facilities Management Admin.	40	Kremko,James A	11.4	San Francisco
OCCM	Portfolio Administration Unit	2493	Portfolio Admin Analyst	40	Hirschfeld,Burt S.	11.3	San Francisco
OCCM	Real Estate Unit	1955	Senior Real Estate Analyst	40	Calvert-Banks,Eunice M	11.2	San Francisco
OCCM	Design and Construction Team	2152	Design & Const Project Mgr III	40	Uvalle,Robert Michael	11.0	San Francisco
OCCM	Portfolio Administration Unit	1968	Admin. Coordinator II	40	Hirschfeld,Burt S.	9.6	San Francisco
OCCM	Facilities Management Unit	2624	Facilities Management Admin.	40	Brewer,Mary-Beth T	8.9	San Francisco
OCCM	Facilities Management Unit	2716	Facilities Management Admin.	40	Gilleran,Patrick K	8.9	San Francisco

AOC VACANT POSITIONS for 6 MONTHS or MORE

as of 8/29/2012

(sorted by Months Vacant)

Division	Unit	Position		Standard		Months	
		Number	Class Title	Hours	Reports To	Vacant	Location
OCCM	Facilities Management Unit	1970	Facilities Management Admin.	40	Turner,Annette	6.2	San Francisco
TCLO	Southern California Regional Division	2310	Admin. Coordinator I	40	<i>Vacant</i>	11.7	Burbank
TCLO	Northern California Regional Division	1778	Regional Admin. Director	40	Soderlund,Curt	6.5	Sacramento
CPAS	Editing and Graphics Group	764	Supervising Editor	40	<i>Vacant</i>	28.9	San Francisco
CPAS	Court Programs and Service Administration Unit	1894	Administrative Secretary	20	Finke,Chad David	23.9	San Francisco
CPAS	Editing and Graphics Group	1908	Editor II	40	<i>Vacant</i>	23.4	San Francisco
CPAS	Court Interpreter's Program Unit	1939	Linguistics Analyst	40	Ring,Jacqueline M	23.0	San Francisco
CPAS	Court Interpreter's Program Unit	1935	Sr. Court Services Analyst	40	Ring,Jacqueline M	15.1	San Francisco
CPAS	Trial Court Leadership Unit	1328	Court Services Analyst	40	Smith,Marlene H.	14.8	San Francisco
CPAS	Editing and Graphics Group	2243	Senior Editor	40	<i>Vacant</i>	12.0	San Francisco
CPAS	Editing and Graphics Group	1318	Editor II	40	Bolotte,Dianne M.	9.0	San Francisco
CPAS	Office of Court Research Unit	2558	Sr. Research Analyst	40	MacLeod,Dag P.	7.9	San Francisco

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/2/2012
PREPARED BY	Shelley Curran
OFFICE NAME	<u>Criminal Justice Court Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	49
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7 - 2 with no further action. The AOC has terminated special consultants hired on a continuous basis.
SEC RECOMMENDATION	The practice of employing a special consultant on a continuous basis should be reevaluated and considered for termination taking into account the relative costs, benefits, and other available resources.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
The Judge-in-Residence position that reported to the Executive Office was terminated effective July 1, 2012. The individual in that position is no longer employed by the AOC.	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> Other:	
<input type="checkbox"/> File Attachment	
TIMELINE AND RESOURCES FOR IMPLEMENTATION	
IMPLEMENTATION DATE OR	

PROJECTED IMPLEMENTATION DATE	
RESOURCES REQUIRED FOR IMPLEMENTATION	N/A

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> SAVINGS	<p>Approximately \$100,000 in salary and benefits (approximately \$20,000 in State General Fund and \$80,000 in special funds).</p> <input type="button" value="File Attachment"/>
<input type="checkbox"/> COST	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> EFFICIENCIES	<input type="text"/> <input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>The individual who served as Judge-in-Residence is a leading national expert in the area of evidence-based practice, the implementation of which is now legislatively mandated under the criminal justice realignment and other Penal Code statutes. As a result of terminating the position of Judge-in-Residence, the AOC no longer has this in-house expertise in this subject matter. We are now slower to meet the needs of the courts, other branches of government, and justice partners in the area of evidence-based practice and other criminal justice matters.</p> <input type="button" value="File Attachment"/>
<input type="checkbox"/> OTHER	<input type="text"/> <input type="button" value="File Attachment"/>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
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INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}.</i> <input type="text"/>	
RESPONSE TO ADOC	<input type="text"/> <input type="text" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES: <input type="text"/> <input type="text" value="File Attachment"/>		

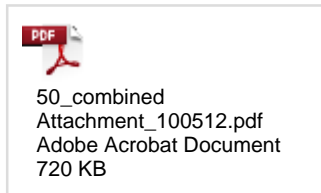
ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/4/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	50
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-3 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
SEC RECOMMENDATION	The Center for Families, Children and the Courts should be an office reporting to the Chief Operating Officer in the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The CFCC manager position should be compensated at its current level.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	
<input checked="" type="checkbox"/> Other: <p>Recommendations 50, 64, 78, 89, 100, 106, 123, 130, 135, and 142 are considered partially implemented as described below.</p> <p>On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative Services Division) (Attachment A). The movement of the directors and the offices into the new divisions became effective October 1, 2012.</p>	

The issue of compensation for Director positions was deferred and will be revisited after the AOC organization-wide classification and compensation study is complete. For this reason, this recommendation is considered partially implemented and will be considered complete once the Judicial Council approves a future Administrative Director proposal for compensation levels of Director positions. The Administrative Director has been directed to return to the Judicial Council in February 2013 with a plan and recommendations for a classification and compensation study.

Attachment B provides additional information regarding these specific recommendations and whether there were any modifications to the placement of the offices under the respective divisions.



TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Partial implementation 10/1/12; projected implementation date calendar year 2013.
RESOURCES REQUIRED FOR IMPLEMENTATION	

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> File Attachment </div>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> File Attachment </div>
<input type="checkbox"/> SAVINGS	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> File Attachment </div>
<input type="checkbox"/> COST	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> File Attachment </div>
	<p>By reducing the number of AOC divisions to three divisions and realigning offices under the newly created divisions, efficiencies for the organization will be realized from:</p> <p>* Organizationally consolidating related functions to streamline the organization, break down silos, and encourage collaboration and system wide thinking across offices and divisions.</p>

<input checked="" type="checkbox"/> EFFICIENCIES	<p>* Clear and transparent assignments of authority and responsibility with an efficient chain of command, and clear accountability for decisions.</p> <p>* The designation of an Executive Team member for each office to provide offices with timely Executive Team assistance and consistent and clearly defined decision-making.</p> <p>* The creation of an internal management structure that effectively communicates decisions, policies, and procedures consistently throughout the organization.</p>
	<input type="text"/> File Attachment

<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>Through the merger of programs and functions that are closely related and serve the same clients under one division, the organization can leverage the teamwork of the new divisions to be more responsive to the needs of the judicial branch and the public it serves.</p> <p>By renaming offices and divisions to include "service" in their titles, the new AOC organizational structure institutionalizes the AOC's commitment to its first priority of providing effective and efficient services to the courts, the branch, and the public.</p>
	<input type="text"/> File Attachment

<input type="checkbox"/> OTHER	<input type="text"/>
	<input type="text"/> File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
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INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> . <input type="text"/>
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RESPONSE TO ADOC	<input type="text"/> <input type="text"/> File Attachment
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SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee.	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/>
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Date:

Date:

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

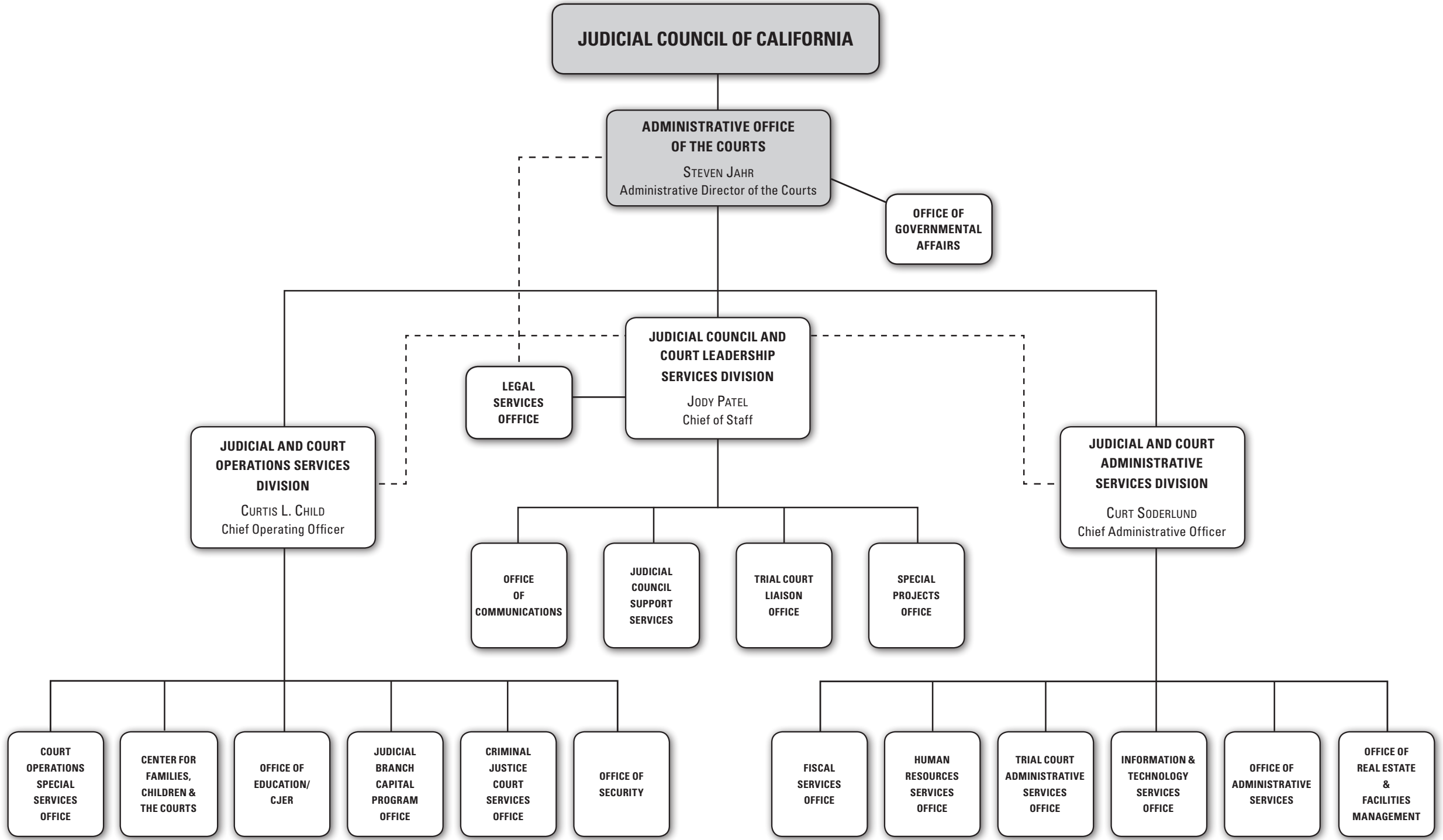
E&P REVIEW

Executive and Planning Review Date:

ADDITIONAL REVIEW NOTES:

 File Attachment

ORGANIZATIONAL STRUCTURE OF THE ADMINISTRATIVE OFFICE OF THE COURTS



JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 50

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-3 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation: 7-3.** The Center for Families, Children and the Courts should be an office reporting to the Chief Operating Officer in the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The CFCC manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which houses the Center for Families, Children and the Courts as an office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 64

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-10 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation 7-10.** The Court Operations Special Services Office (COSSO), formerly CPAS, should be an office reporting to the Chief Operating Officer within the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The COSSO manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Court Programs and Services Division to Court Operations Special Services Office, and houses the Court Operations Special Services Office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 78

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-19 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-19.** The Education Division should be an office within the Judicial and Court Operations Services Division, under the direction of the Chief Operating Officer, rather than a stand-alone division. The Education Division/CJER manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Center for Judicial Education and Research (CJER)/Education Division to the Office of Education/CJER, and houses the Office of Education/CJER under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 89

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-25 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-25.** The functions performed by the Finance Division should be placed in the Judicial and Court Administrative Services Division. The Finance Division should be renamed the Fiscal Services Office, reporting to the Chief Administrative Officer. The Fiscal Services Office Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Finance Division to the Fiscal Services Office and houses the Fiscal Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 100

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-43 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-43.** The committee recommends that the functions of this division be placed under a unit titled Information and Technology Services Office, combined with any remaining functions of CCMS. The office should report to the Chief Administrative Officer of the Judicial and Court Administrative Services Division. The IS Manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Information Services Division to the Information and Technology Services Office and houses the Information and Technology Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 106

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-71 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-71.** The Office of General Counsel should be renamed Legal Services Office, consistent with its past designation, and should be a stand-alone office reporting to the Administrative Director of the Courts. The Legal Services Office manager position should be compensated at its current level. The Legal Services Office should not be at the same divisional level as the Judicial and Court Operations Services Division or the Judicial and Court Administrative Services Division. The Chief Counsel, manager of the Legal Services Office, should not be a member of the Executive Leadership Team.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Office of General Counsel to the Legal Services Office. The reporting relationship for Legal Services Office represents a modification from the SEC recommendation as the Judicial Council approved an organizational structure where the Legal Services Office reports to the Chief of Staff with a dotted line relationship to the Administrative Director of the

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT ATTACHMENT B

Courts rather than a direct report to the Administrative Director of the Courts. This reporting relationship houses all aspects of Judicial Council support under the leadership of the Chief of Staff given that the Legal Services Office is counsel to the Judicial Council and the Chief of Staff is responsible for all activities relating to the Judicial Council and its activities. The compensation of the Chief Counsel will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 123

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-52 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-52.** The Office of Communications should remain in the Executive Office and under the direction of a Chief of Staff. The Office of Communications manager position should be placed at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which continues housing the Office of Communications in the Judicial Council and Trial Court Leadership Services Division under the Chief of Staff effective October 1, 2012. The compensation of the Senior Manager will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 130

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-47 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-47.** TCAS should be made a unit under the Judicial and Court Administrative Services Division, reporting to the Chief Administrative Officer. The TCAS Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of the Trial Court Administrative Services Division to the Trial Court Administrative Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. As a result of the organizational structure change, the Trial Court Administrative Services Office is now led by two Senior Managers. The compensation of the Senior Managers will remain at current levels pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 135

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-64 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-64.** The OCCM should be renamed Office of Court Construction and Facilities Management Services. The functions of this unit should be placed under the Judicial and Court Operations Services Division and reporting to the Chief Operating Officer. The manager of this unit should be compensated at the same level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the recommendation of the SEC in regards to Office of Court Construction and Maintenance (OCCM). The SEC approved an organizational structure that bifurcates OCCM by dividing facilities maintenance and capital construction into two offices under two divisions. Effective October 1, 2012, capital construction activities are now housed under the Judicial Branch Capital Program Office in the Judicial and Court Operations Services Division under the Chief Operating Officer, and real estate and facilities maintenance activities are now housed under the Office of Real Estate and Facilities Management in the Judicial and Court Administrative Services Office under the Chief Administrative Officer. As a result of the organizational structure change, the former OCCM Director is now the Director of the Judicial Branch Capital Program Office and the Office of Real Estate and Facilities Management is led by an Assistant Director. The compensation of the Director and Assistant Director will remain at current levels pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 142

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-80 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-80.** The Office of Governmental Affairs should be placed in the Executive Office, under the direction of the Chief of Staff. The OGA Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the SEC recommendation as the Judicial Council approved a structure where Office of Governmental Affairs reports directly to the Administrative Director of the Courts








JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B



rather than the Chief of Staff. This reporting structure supports the vital role and connection of the Administrative Director of the Courts in serving the Chief Justice and the Judicial Council as it relates to representing the branch on legislative and budget activities with the governor and the legislature and assists with facilitating the necessary interaction with other branches of government. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/19/2012
PREPARED BY	
OFFICE NAME	<u>Center for Families, Children & the Courts</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	55
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7 -4(f) with no further action, as these administrative and grant support functions have been consolidated through the AOC's initiatives to reduce costs and downsize its workforce and operations.
SEC RECOMMENDATION	CFCC's current number of authorized positions should be reduced. To achieve the reduction, these areas should be reviewed and considered, and appropriate actions taken: The CFCC maintains a Core Operations Unit, which is essentially an administrative and grant support unit. The consolidation of administrative functions and resources within the Judicial and Court Administrative Services Division should lead to the downsizing of this unit.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
The Center for Families, Children & the Courts' centralized administration workforce has been downsized, eliminating Administrative Secretary, Staff Analyst, and Special Consultant functions.	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> Other:	
<input type="checkbox"/> File Attachment	
TIMELINE AND RESOURCES FOR IMPLEMENTATION	
IMPLEMENTATION	

DATE OR PROJECTED IMPLEMENTATION DATE	May-June 2012.	
RESOURCES REQUIRED FOR IMPLEMENTATION		
ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)		
<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED		
	 File Attachment	
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED		
	 File Attachment	
<input checked="" type="checkbox"/> SAVINGS	Annual salary savings for the Administrative Secretary (\$56,392), Retired Annuitant: Staff Analyst (\$23,760), and Retired Annuitant: Special Consultant (\$36,043) positions total \$116,195 annually.	
	 File Attachment	
<input type="checkbox"/> COST		
	 File Attachment	
<input checked="" type="checkbox"/> EFFICIENCIES	The Center for Families, Children & the Courts' operations have been downsized and refocused on budget administration and efficient delivery of funding and services to the courts. Centralized legal, analytic, and administrative services have been curtailed and critical tasks reassigned to specific programs.	
	 File Attachment	
<input type="checkbox"/> SERVICE LEVEL IMPACT		
	 File Attachment	
<input type="checkbox"/> OTHER		
	 File Attachment	
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL		
ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: _____
		Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> .

INFORMATION ON NEXT STEPS		<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Please review and return to the ADOC by: {ADOC will insert due date}.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
RESPONSE TO ADOC	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 5px; width: fit-content;">  File Attachment </div>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input style="width: 100px;" type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> by <input style="width: 100px;" type="text"/> Date: <input style="width: 100px;" type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input style="width: 100px;" type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 5px; width: fit-content;">  File Attachment </div>		

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/1/2012
PREPARED BY	
OFFICE NAME	Center for Families, Children & the Courts
JUDICIAL COUNCIL DIRECTIVE NUMBER	57
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7 -4(h) with no further action. The Judge-in-Residence is now volunteering time to fulfill this responsibility.
SEC RECOMMENDATION	CFCC's current number of authorized positions should be reduced. To achieve the reduction, these areas should be reviewed and considered, and appropriate actions taken: The Judge-in-Residence position in this division should be eliminated.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> Other:	
<input type="checkbox"/> File Attachment	
TIMELINE AND RESOURCES FOR IMPLEMENTATION	
IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	








RESOURCES REQUIRED FOR IMPLEMENTATION		
ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)		
<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>	
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>	
<input checked="" type="checkbox"/> SAVINGS	<input type="text" value="\$Annual savings of 116,312."/> <input type="button" value="File Attachment"/>	
<input type="checkbox"/> COST	<input type="text"/> <input type="button" value="File Attachment"/>	
<input type="checkbox"/> EFFICIENCIES	<input type="text"/> <input type="button" value="File Attachment"/>	
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<input type="text" value="The Center for Families, Children & the Courts now relies on the volunteer services of a mentor judge who responds to court requests for on-site consultation, local assistance, and referral services. Access to presentations and publications by the volunteer mentor judge is available online."/> <input type="button" value="File Attachment"/>	
<input type="checkbox"/> OTHER	<input type="text"/> <input type="button" value="File Attachment"/>	
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL		
ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
INFORMATION ON NEXT STEPS	<input type="text"/> Please review and return to the ADOC by: {ADOC will insert due date}.	

RESPONSE TO ADOC	<input type="text"/> <input type="text"/>	
	<input type="text"/> File Attachment	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES:		
<input type="text"/> <input type="text"/>		
<input type="text"/> File Attachment		

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/5/2012
PREPARED BY	
OFFICE NAME	Center for Families, Children & the Courts
JUDICIAL COUNCIL DIRECTIVE NUMBER	58
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7 -4(i) with no further action, as the positions related to CCMS have been eliminated through the AOC's initiatives to reduce costs and downsize its workforce and operations.
SEC RECOMMENDATION	CFCC's current number of authorized positions should be reduced. To achieve the reduction, these areas should be reviewed and considered, and appropriate actions taken: Positions related to CCMS should be eliminated.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Center for Families, Children & the Courts' workforce reductions included four employees who had been redeployed to work on CCMS. The regular assignments of employees redeployed for work on CCMS were not back filled by other staff and the positions have now been eliminated. </div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0; width: fit-content;"> File Attachment </div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <div style="border: 1px solid black; height: 20px; margin: 5px 0;"></div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0; width: fit-content;"> File Attachment </div>	
<input type="checkbox"/> Other: <div style="border: 1px solid black; height: 20px; margin: 5px 0;"></div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0; width: fit-content;"> File Attachment </div>	
TIMELINE AND RESOURCES FOR IMPLEMENTATION	
IMPLEMENTATION DATE OR PROJECTED	October 2011-June 2012

IMPLEMENTATION DATE		
RESOURCES REQUIRED FOR IMPLEMENTATION		
ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)		
<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>	
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>	
<input checked="" type="checkbox"/> SAVINGS	<div style="border: 1px solid black; padding: 2px;">Annual savings of \$401,338, due to elimination of Senior Researcher Analyst and Administrative Coordinator positions.</div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>	
<input type="checkbox"/> COST	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>	
<input type="checkbox"/> EFFICIENCIES	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>	
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<div style="border: 1px solid black; padding: 2px;">This downsizing substantially reduces capacity to provide courts with technical assistance in the use of administrative data systems in family, juvenile, and collaborative justice courts to generate data for cost-benefit analysis, business decisions, program data requirements, and court applications for grant funding. Several projects have been suspended or substantially reduced in scope, including a cost-benefits analysis of mental health courts, an evaluation of DUI courts, generation of data from child support facilitator services, and case flow management analysis. These projects share the common goal of identifying court procedures that optimize the efficient use of court resources.</div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>	
<input type="checkbox"/> OTHER	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>	
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL		
ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:


INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}.</i> <input type="text"/>	
RESPONSE TO ADOC	<input type="text"/> <input type="text" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES: <input type="text"/> <input type="text" value="File Attachment"/>		

ACTIVITY REPORTING AND PROPOSAL FORM


JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/1/2012
PREPARED BY	Curt Child
OFFICE NAME	<u>Office of Governmental Affairs</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	61
JUDICIAL COUNCIL DIRECTIVE	E&P recommends to the Judicial Council that any legislative proposals generated by the AOC must follow the process established by the Policy Coordination and Liaison Committee.
SEC RECOMMENDATION	Consistent with recommendations in this report calling for a review of AOC's rule-making process, legislative proposals generated through this division should be limited to those required by court decisions and statutory mandates and approved by the Judicial Council Advisory Committees.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>A memorandum was distributed to all Office of Governmental Affairs (OGA) staff on October 1, 2012 to advise staff of the recommendation adopted by the Judicial Council regarding legislative advocacy on behalf of the branch and to repeat the need to ensure that the recommendation is part of OGA advocacy practice.</p> <p>The corresponding SEC report recommendation for this recommendation (No. 7-6) called for ensuring that legislative proposals generated by the Center for Families, Children and the Courts are limited to those required by court decisions and statutory mandates and approved by the Judicial Council Advisory Committees. E&P's recommendation looks more broadly toward ensuring that any legislative proposals generated by the AOC on behalf of the Judicial Council follow the process established by PCLC. That process is set forward in the PCLC Resource materials provided to PCLC as part of their orientation and to the new Judicial Council members as part of theirs. The orientation materials for this upcoming year and Legislative Policy Guidelines were attached to the memorandum distributed to all OGA staff. Also, early in the calendar year Justice Baxter provides a memorandum to the Advisory Committee chairs and staff advising them of the timelines and process for developing Judicial Council-sponsored legislation. Also attached to the memorandum was the memo that was sent out by Justice Baxter on February 2, 2012, and a reminder with timelines went out a few weeks ago.</p> <p>Staff were directed, as they work with their assigned Advisory Committees on legislative proposals, whether they be timely developed proposals or on proposals with more urgent need, to continue to remind the Advisory Committees of the PCLC process and the need to track the process to the greatest extent possible to ensure that legislative proposals are fully developed so that PCLC can make comprehensive and informed recommendations for Judicial Council-sponsored legislation. OGA staff were also directed to remind Advisory Committee staff of the process and continue working with them to coordinate all aspects of the proposal. This will ensure that legislative proposals are fully vetted.</p> <p>Additionally, OGA staff was reminded that when exigent circumstances or legislative positions are</p>	


being formulated as part of the budget process which requires Judicial Council support they need to continue to bring those proposals to Justice Baxter and PCLC for decisions.


 E&P Recomm
 09282012.pdf
 Adobe Acrobat Document
 4.11 MB

This directive is forwarded to the Judicial Council with options for consideration:

 File Attachment




Other:

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Immediately and ongoing.
RESOURCES REQUIRED FOR IMPLEMENTATION	No additional resources needed.

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input checked="" type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<p>This recommendation called for ensuring that legislative proposals generated by the AOC follow the process established by PCLC. OGA advocates were reminded of existing procedures established by PCLC and therefore additional procedures were not developed.</p> <p> File Attachment</p>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<p>No additional training was developed.</p> <p> File Attachment</p>
<input type="checkbox"/> SAVINGS	<p>No savings identified.</p> <p> File Attachment</p>
<input type="checkbox"/> COST	<p>No costs identified</p>

	<input type="button" value="File Attachment"/>	
<input type="checkbox"/> EFFICIENCIES	No new efficiencies identified. <input type="button" value="File Attachment"/>	
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	This recommendation will ensure that PCLC processes are followed in developing legislative proposals and will therefore provide consistency in application of processing proposals. This will assist all branch stakeholders in understanding that legislative proposals are approved by the JC. <input type="button" value="File Attachment"/>	
<input checked="" type="checkbox"/> OTHER	Implementation of this recommendation serves to remind OGA and AOC staff of the need for legislative proposals to follow existing PCLC processes to ensure that they are fully vetted by PCLC before action by PCLC and the JC. <input type="button" value="File Attachment"/>	
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL		
ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}.</i> <input type="text"/>
RESPONSE TO ADOC	<input type="button" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	

ADDITIONAL REVIEW NOTES:

 File Attachment




Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

OFFICE OF GOVERNMENTAL AFFAIRS

770 L Street, Suite 1240 • Sacramento, California 95814-3368
Telephone 916-323-3121 • Fax 916-323-4347 • TDD 415-865-4272

MEMORANDUM

Date	Action Requested
September 28, 2012	Please Review
To	Deadline
Office of Governmental Affairs Staff	None
From	Contact
Curtis Child  Director, Office of Governmental Affairs	Curtis L. Child Office of Governmental Affairs 916-323-3121 phone 916-323-4347 fax curtis.child@jud.ca.gov
Subject	
Executive and Planning Committee Recommendations	

As you are aware, on August 27, 2012, the Judicial Council adopted recommendations proposed by the Executive and Planning Committee (E&P) after considering the recommendations contained in the May 2012 Strategic Evaluation Committee (SEC) report. The specific recommendations that were adopted are outlined in Attachment 1 to the August 27, 2012, E&P report to the Judicial Council and track, for the most part, the SEC recommendations.

There are four recommendations adopted by the Judicial Council that relate to the Office of Governmental Affairs (OGA): No. 23 (identify legislative requirements that impose unnecessary reporting and other mandates on the courts and the AOC and seek revision or repeal of the requirements); No. 61 (direct that legislative proposals follow the process established by the Policy Coordination and Liaison Committee (PCLC)); No. 143 (direct that OGA should represent the interests of the judicial branch on the clear direction from PCLC and ensure that PCLC is fully apprised of the views of the courts before determining legislative positions); and, No. 144 (OGA should draw upon other attorney resources in the AOC to assist OGA with legislative

September 28, 2012

Page 2

demand)¹. Of these four recommendations three are existing OGA requirements that OGA should ensure are part of their ongoing responsibilities. The fourth, No. 23-relief from statutory mandating requirements, will require additional analysis and a report and Judicial Council action to complete.

The purpose of this memo is to note the recommendations adopted by the Judicial Council regarding legislative advocacy on behalf of the branch and to repeat the need to ensure they are part of OGA advocacy practice. Continued adherence to these recommendations will make certain that OGA advocacy on behalf of the branch will be consistent with Judicial Council direction as informed by branch stakeholders. It is my intent to report to the Judicial Council for its October 26, 2012, meeting that the three recommendations noted above have been implemented, are ongoing, and will be monitored by the Administrative Director of the Courts.

Recommendation 61: E&P recommends to the Judicial Council that any legislative proposals generated by the AOC must follow the process established by PCLC.

The corresponding SEC report recommendation for this recommendation (No. 7-6) called for ensuring that legislative proposals generated by the Center for Families, Children and the Courts are limited to those required by court decisions and statutory mandates and approved by the Judicial Council Advisory Committees. E&P's recommendation looks more broadly toward ensuring that any legislative proposals generated by the AOC on behalf of the Judicial Council follow the process established by PCLC. That process is set forward in the PCLC Resource materials provided to PCLC as part of their orientation and to the new Judicial Council members as part of theirs. The orientation materials for this upcoming year and Legislative Policy Guidelines are attached. Also, early in the calendar year Justice Baxter provided a memorandum to the Advisory Committee chairs and staff advising them of the timelines and process for developing Judicial Council-sponsored legislation. The memo that went out on February 2, 2012, is also attached and a reminder to the committee chairs with timelines went out a few weeks ago.

As you work with your Advisory Committees on legislative proposals, whether they be timely developed proposals or on proposals with more urgent need, please continue to remind the Advisory Committees of the PCLC process and the need to track the process to the greatest extent possible to ensure that legislative proposals are fully developed so that PCLC can make comprehensive and informed recommendations for Judicial Council-sponsored legislation. Importantly, please remind Advisory Committee staff of the process and continue working with

¹ A fifth recommendation, No. 142—AOC organizational staffing changes including the reporting line of responsibility for OGA, was adopted by the Judicial Council at its August 31, 2012, meeting. That action established a revised organization structure for the AOC which placed OGA as a direct report to the Administrative Director of the Courts.

them to coordinate all aspects of the proposal. This will ensure that legislative proposals are fully vetted prior to submission to PCLC.

Additionally, when exigent circumstances or legislative positions are being formulated as part of the budget process which requires Judicial Council support we need to continue to bring those proposals to Justice Baxter and PCLC for decisions.

Recommendation 143: E&P recommends that the Judicial Council direct the Administrative Director of the Courts that OGA should represent the interests of the judicial branch on the clear direction of its PCLC and take steps to ensure that the PCLC is apprised fully of varying viewpoints of the courts, court executive officers, and judges before determining legislative positions or proposals.

While the SEC report and recommendation on this issue (No. 7-81) is not specific on the problem that needs to be addressed, the report does serve as an important reminder that the fiscal and policy impacts of legislation on both the trial and appellate courts need to continue to be an important issue for PCLC in making their decisions. Historically, OGA has sought court participation on policy and impacts through multiple sources. Legislative proposals that impact the trial courts have been vetted through the relevant subject matter Advisory Committees and/or Trial Courts Presiding Judges Advisory Committee/Court Executives Advisory Committee Joint Legislative Working Group and with the TCPJAC leadership. On fiscal issues the Operational and Budget Impact Working Group of CEAC has designated experts in large, medium, small, urban, and rural courts on the fiscal impact of legislation. OGA staff working on fiscal analyses has also, working directly with Finance Division staff, sought fiscal impacts from judges and staff in individual courts. In the appellate courts we directly work with the Administrative Presiding Justices Advisory Committee and the California Appellate Court Clerk's Association (CACCA) on both legislative and fiscal issues to inform PCLC.

The SEC report noted that some courts perceive that OGA does not effectively represent their interests in Sacramento on certain issues. While there is no detail that would better inform us on implementing this recommendation it is important that OGA cast its input net as broadly as possible in seeking both trial and appellate court impacts, including the fiscal impacts of proposed legislation. The SEC report does note, importantly, that it may not be feasible to represent the *individual* interests of particular courts because those interests vary from court to court. The report correctly notes that the varied interests of the courts should be considered in establishing a legislative agenda.

Thus, in implementing this recommendation OGA advocates should ensure that they seek both the formal and informal participation of the trial and appellate courts on the impact legislative and budget proposals have on their courts through the existing committee structure. All PCLC reports should continue to include in them the efforts made to obtain the courts' impact analysis

September 28, 2012

Page 4

and clearly state that impact on the courts. Advocates should continue the practice of inviting advisory committee representatives to participate in PCLC meetings when deemed appropriate by the Chair.

Finally, although there are no findings in the SEC report regarding the participation of other branch stakeholders on legislation and budgetary issues, advocates should continue to assist the appropriate Advisory Committees to ensure that other stakeholder impacts and interests are appropriately considered and presented to PCLC in their reports.

Recommendation 144: E&P recommends that the Judicial Council direct the Administrative Director of the Courts that attorney resources in the AOC be utilized to best leverage and draw on subject matter expertise, which may assist OGA as legislative demand may require.

The SEC Report notes in its recommendation that it is unclear how overall attorney resources are prioritized in the AOC and that OGA would benefit from the use of leveraged resources. It has long been OGA practice to utilize attorneys and others with subject matter experts on budgetary and policy issues; with such prominent examples as SB 1407, the Public Contracts Code, public records legislation, fee and fine increases, traffic, civil practice, etc. I have reported that all advocates routinely and frequently utilize other AOC staff including OGC counsel and will continue to do so in the future. I have also discussed this recommendation with Mary Roberts and she, of course, will continue to assure that her attorneys will be available to assist OGA, resources permitting. Please continue to call upon OGC and other subject matter experts within the AOC as you do your advocacy work.

Conclusion

While it may understandably feel like these recommendations are self-evident it is important to remind ourselves of the importance of the underlying substance behind these recommendations in making sure that our work effectively represents the judicial branch in the legislative and executive branches of government. It is fortunate that we can note that the above recommendations have been completed while we provide assurances that we will be diligent in meeting the goals in the E&P recommendations. Thank you all for the professional and diligent manner in which you advocate on behalf of the judicial branch.

Bobino, Luz

From: Casillas, Yvette
Sent: Thursday, February 02, 2012 10:53 AM
To: AOC JC Adv. Comm and TF Coordinators; AOC JC Policy Coord. Committee; AOC Directors - All; AOC Comm Comm
Subject: Memo from Justice Baxter to Advisory Committees: re: developing proposals for sponsored legislation
Attachments: JC-sponsored_legislation_calendar.doc; Baxteradviscommreminder020212.doc

Colleagues:

Please see attached memo from Justice Baxter regarding the development of legislative proposals for possible Judicial Council sponsorship in 2013, together with the timeline for this year.

If you have any questions, please feel free to contact Dan Pone, daniel.pone@jud.ca.gov, or Donna Hershkowitz, donna.hershkowitz@jud.ca.gov or by phone at 916-323-3121.

Thank you.

Yvette Casillas
Administrative Coordinator
Office of Governmental Affairs
Judicial Council of California -- Administrative Office of the Courts
770 L Street, Suite 700
Sacramento, CA 95814
916-323-3121, Fax 916-323-4347, yvette.casillas@jud.ca.gov
www.courts.ca.gov

"Serving the courts for the benefit of all Californians"



Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

OFFICE OF GOVERNMENTAL AFFAIRS

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MEMORANDUM

Date	Action Requested
February 2, 2012	Please review
To	Deadline
Advisory Committee Chairs and Staff	N/A
From	Contact
Hon. Marvin R. Baxter, Chair Policy Coordination and Liaison Committee	Donna S. Hershkowitz, Assistant Director Office of Governmental Affairs 916-323-3121 phone donna.hershkowitz@jud.ca.gov
Subject	
Deadlines for Judicial Council-Sponsored Legislation	

As Chair of the Judicial Council's Policy Coordination and Liaison Committee, I am writing to advise you of the timelines and process for developing potential proposals for Judicial Council-sponsored legislation. Each year, the council sponsors bills that seek to improve the administration of justice in California and assist, where needed, in accomplishing branchwide goals and objectives. Judicial Council advisory committees are ideally positioned to identify and develop proposals for statutory change given committee members' extensive expertise in the committee's subject area.

In order to meet the deadlines for developing, refining, circulating, and revising proposals for possible Judicial Council sponsorship in 2013, your committee should be developing proposals in January - March of this year. The timeline for the development of sponsored legislation is attached for your reference. Please contact your advisory committee staff, or Donna Hershkowitz in the Office of Governmental Affairs at 916-323-3121, if you have any questions. Thank you.

Calendar for Judicial Council–Sponsored Legislation

	Advisory committee staff due date
<p>Proposal development Advisory committee, in consultation with OGA staff, develops proposals for Judicial Council–sponsored legislation.</p>	January–March 2012
<p>Proposals to OGA Staff Advisory committee staff forwards draft Invitations to Comment to OGA staff for review before submission to PCLC.</p> <p>OGA staff, in consultation with advisory committee staff, finalizes Invitations for Comment and submits them to PCLC.</p>	<p>March 19, 2012</p> <p>April 5, 2012</p>
<p>PCLC meeting to review Invitations to Comment PCLC determines if proposals may be circulated for public comment.</p>	April 12, 2012
<p>Comment period Advisory committee staff, in consultation with OGA staff, circulates draft Judicial Council–sponsored legislation proposals to interested and affected parties.</p>	April 17–June 15, 2012
<p>Staff consultation Advisory committee staff consults with OGA staff regarding responses to comments and further development of proposals for Judicial Council–sponsored legislation.</p>	June–August 2012
<p>Final Proposals for council-sponsorship sent to PCLC</p>	October 12, 2012
<p>PCLC meeting to review proposals for possible council-sponsorship</p>	October 25, 2012
<p>Judicial Council meeting Judicial Council takes action on proposals for Judicial Council–sponsored legislation for upcoming legislative year.</p>	December 14, 2012

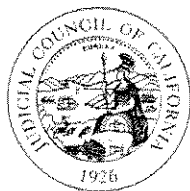
Judicial Council-sponsored Legislation Schedule: August - December 2012

	Due Dates
Leg proposals from Advisory Committees due to OGA (in JC report format)	Friday, September 7
OGA returns proposals with suggested edits to Advisory Committee staff	Friday, September 14
Advisory Committee staff return proposals to OGA	Friday, September 28
OGA sends materials to Policy Coordination & Liaison Committee (PCLC)	Thursday, October 11
PCLC meeting (In Person)	Thursday, October 25
OGA sends draft proposals to editing and to E&P with Secretariat Briefing Sheet (SBS)	Tuesday, November 6
Editors return edited proposals to OGA; OGA confers with Advisory Committee staff for final approval	Tuesday, November 20
OGA sends final proposals to Secretariat & JC binder (in PDF format also)	Wednesday, November 28
ASU mails JC binders	Wednesday, December 5
JC meeting	Friday, December 14



Policy Coordination and Liaison Committee

2012 RESOURCE MATERIALS



ADMINISTRATIVE OFFICE
OF THE COURTS

OFFICE OF GOVERNMENTAL AFFAIRS

**Judicial Council of California
Administrative Office of the Courts
Office of Governmental Affairs**

**Policy Coordination and Liaison Committee
Resource Materials**

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Policy Coordination and Liaison Committee

The role of the Policy Coordination and Liaison Committee (PCLC) is to represent the council before the legislative and executive branches of government, build consensus with entities and individuals outside the branch and coordinate an annual plan for communication and interaction with other agencies and entities.

The charge and duties of the committee, set forth in California Rules of Court, rule 10.12, including the following:

- 1) Review and make recommendations on all proposals for Judicial Council–sponsored legislation and on an annual legislative agenda after evaluating input from council advisory bodies, the courts, and the Administrative Office of the Courts;
- 2) Review pending legislation and formulate the council’s policy position, if any, after evaluating input from council advisory bodies, the courts, and the Administrative Office of the Courts;
- 3) Advocate positions of the council before the Legislature and other bodies or agencies and act as liaison with other governmental entities, the bar, the media, the judiciary, and the public regarding council-sponsored legislation, pending legislative bills, and the council’s legislative positions and agendas;
- 4) Build consensus on issues of importance to the judicial branch consistent with the council’s strategic plan with entities and individuals outside of the branch; and
- 5) Oversee the development, coordination, and maintenance of communication and relations with other branches and levels of government, components of the justice system, the bar, the media, and the public.

Typical Judicial Council–sponsored Legislation Calendar

Month	Judicial Council
Jan – March	<ul style="list-style-type: none"> Advisory committees, in consultation with Office of Governmental Affairs (OGA) staff, develop proposals for council–sponsored legislation.
April – May	<ul style="list-style-type: none"> Advisory committee, in consultation with OGA staff, circulates draft proposals for council–sponsored legislation to interested and affected parties.
June	<ul style="list-style-type: none"> Deadline for public comment on proposed council–sponsored legislation.
June – August	<ul style="list-style-type: none"> Advisory committee consults with OGA staff regarding responses to comments and further development of proposals for council–sponsored legislation.
September – October	<ul style="list-style-type: none"> Deadline for advisory committee and OGA staff to jointly submit finalized draft proposals for council–sponsored legislation to the Policy Coordination and Liaison Committee.
October	<ul style="list-style-type: none"> PCLC makes recommendations for council action on council–sponsored legislative proposals for upcoming legislative year.
December	<ul style="list-style-type: none"> Judicial Council acts on PCLC recommendations for council–sponsored legislation for upcoming legislative year.

Guidelines for Development of Judicial Council–sponsored Legislation

This summary describes the typical process the Judicial Council follows when developing and approving proposals for sponsored legislation. It also describes how OGA advocates for enactment of these proposals in the Legislature.

I. Judicial Council Process

A. Sources of Legislative Proposals

Because it often takes several months to fully develop a legislative proposal, the process should begin early in the year. (*See the Judicial Council–sponsored Legislation Calendar.*) Judicial Council advisory committees are well situated to identify and develop proposals for statutory change. Committee members have extensive expertise in the committee’s subject area and often have ideas for improving statutory law. In addition, advisory committees may receive requests for council sponsorship of legislative proposals from outside sources.

Suggestions for how an advisory committee may wish to identify proposals for council–sponsored legislation follow:

- The advisory committee chair may devote a portion of one or more meetings each year to identifying legislative proposals for the following year’s legislative session.
- The advisory committee may establish a working group or task force composed of committee members responsible for reviewing the relevant codes, or specific subjects or issues within those codes, to identify potential legislation.
- Advisory committees may receive legislative proposals from outside sources. When a person or organization submits a legislative proposal to the Judicial Council, staff from the Administrative Office of the Courts forwards the proposal to the appropriate advisory committee and OGA staff for consideration.

B. Advisory Committee Process for Developing Proposals

This section describes the steps an advisory committee takes to develop and review legislative proposals for substantive merit. It also lists criteria that an advisory committee should consider in determining whether a legislative proposal appears suitable for council sponsorship.

1. Assess Viability of Proposal – For each legislative proposal, the advisory committee takes the following actions:

- The advisory committee, in consultation with OGA staff, determines a time frame for consideration of the proposal, keeping in mind the

September/October deadline for submission of legislative proposals to the PCLC.

- If the advisory committee rejects a proposal submitted by an outside source, committee staff will notify the proponent of that action.
- If the advisory committee accepts or modifies a proposal from an outside source, or decides to recommend sponsorship of an internally generated proposal, the committee proceeds to the next steps.

2. Coordination with Office of Governmental Affairs Staff – Advisory committee staff will work with OGA staff to coordinate work on all aspects of the proposals.

3. Review and Analyze – Advisory committees review proposals for substantive merit before transmitting them to the PCLC. A typical analysis of a proposal should include:

- A description of the problem to be addressed, including its scope.
- A description of how the problem affects the judicial branch.
- A description of the proposed solution.
- A discussion of any alternative solutions, including an analysis of why the recommended solution is preferable.
- A discussion of any minority viewpoints.
- A description of any foreseeable problems with the proposed solution.
- Draft language for the proposed legislation.
- A determination whether the Judicial Council and/or the Legislature should give the proposal urgent consideration and the reasons for this.

A worksheet that advisory committees use for laying out this analysis and other important considerations can be found on page 15.

4. Evaluate Sponsorship Criteria – Once an advisory committee determines that a particular proposal has merit, the committee should consider certain criteria in assessing whether Judicial Council sponsorship is appropriate and desirable. Limited resources, competing priorities, and political realities impose practical limitations on the council's ability to sponsor every worthwhile legislative proposal presented. The advisory committee and OGA staff should jointly consider each of the following questions:

- Is the proposal within the Judicial Council's jurisdiction?

Council-sponsored measures should involve only those issues that are central to the council's mission and goals as stated in the Judicial Council's Strategic Plan.

- Should the proposal be addressed through the Judicial Council's rulemaking authority rather than by a change in statute?

The council prefers to implement changes through rules of court whenever appropriate.

- Is the Judicial Council the best sponsor?

The advisory committee and OGA staff may determine that a proposal more closely serves the mission or objectives of another organization such as the State Bar. A Judicial Council-sponsored proposal should address issues fundamental to the administration of justice and broadly serve the needs of the courts statewide.

- What political factors are associated with the proposal?

OGA staff are responsible for providing advice about the political factors associated with a proposal.

5. Circulate for Comment – If an advisory committee wishes to circulate a proposal for comment, the committee staff consults with OGA staff. If it is determined that the proposal may be appropriate for circulation, the committee submits the proposal to PCLC for consideration. If PCLC agrees with the advisory committee's recommendation, the proposal may be circulated for public comment. After the comment deadline, committee staff and OGA staff jointly review the comments. Advisory committee staff then summarize and present the comments to the committee. Following consideration of the comments, the advisory committee may modify the proposal based on the comments, recommend adoption of the proposal as originally presented, or recommend non-adoption based on the comments received.

6. Advisory Committee Action – Upon completion of the review procedures and consideration of the evaluation criteria above, the advisory committee may adopt one of the following actions:

- Approve the proposal as submitted.
- Approve the proposal with modifications.

- Reject the proposal. The advisory committee should inform the source of the proposal of this decision.

If the advisory committee approves the proposal, the committee forwards the proposal to PCLC for consideration. Final proposals must be submitted to the PCLC using the template for memos to Judicial Council internal committees by the September/October deadline in order to be considered for Judicial Council sponsorship during the following legislative year. All advisory committee proposals submitted to the PCLC are referred to OGA, which may prepare a separate analysis and recommendation for the PCLC.

C. Policy Coordination and Liaison Committee Action

In October, the PCLC reviews the proposal, the advisory committee recommendation, and any analysis and recommendation prepared by OGA staff. After considering the proposal, the PCLC may recommend it for Judicial Council sponsorship and forward it to the Judicial Council, send it back to the advisory committee for further consideration, or take other action as necessary. If the PCLC modifies or rejects the proposal, OGA staff returns the proposal to the submitting advisory committee. The advisory committee may either accept the PCLC action or request that the full council review the PCLC recommendation.

D. Judicial Council Action

The legislative proposal is presented by the PCLC to the Judicial Council in December for consideration. The Judicial Council reviews the proposal, along with the PCLC recommendation contained in a report prepared by OGA staff. Once the council approves a proposal, it becomes “sponsored” legislation. If the Judicial Council does not approve the proposal for sponsorship, or takes some other action on the proposal, OGA staff will communicate the action to the submitting advisory committee.

E. Delegation of authority to PCLC to sponsor legislative proposals on behalf of the council

The Judicial Council delegated to the PCLC the authority to take positions to sponsor proposals on behalf of the council when time is of the essence. This situation most often will arise in the context of the budget and related “trailer bill language.” Acting under this delegation, PCLC notifies the chairs of the Executive and Planning Committee and the Rules and Projects Committee of any PCLC meetings at which such actions will be considered so that they may participate if available. PCLC is also required to notify all other Judicial Council members, if feasible, of the intended action. After acting under this delegation, PCLC is required to notify the Judicial Council of all actions taken.

II. Advocacy Process

A. Legislative Author

Staff at the Office of Governmental Affairs seek a legislator to introduce the council-sponsored proposal. Ideally, an appropriate author for the bill would be one who:

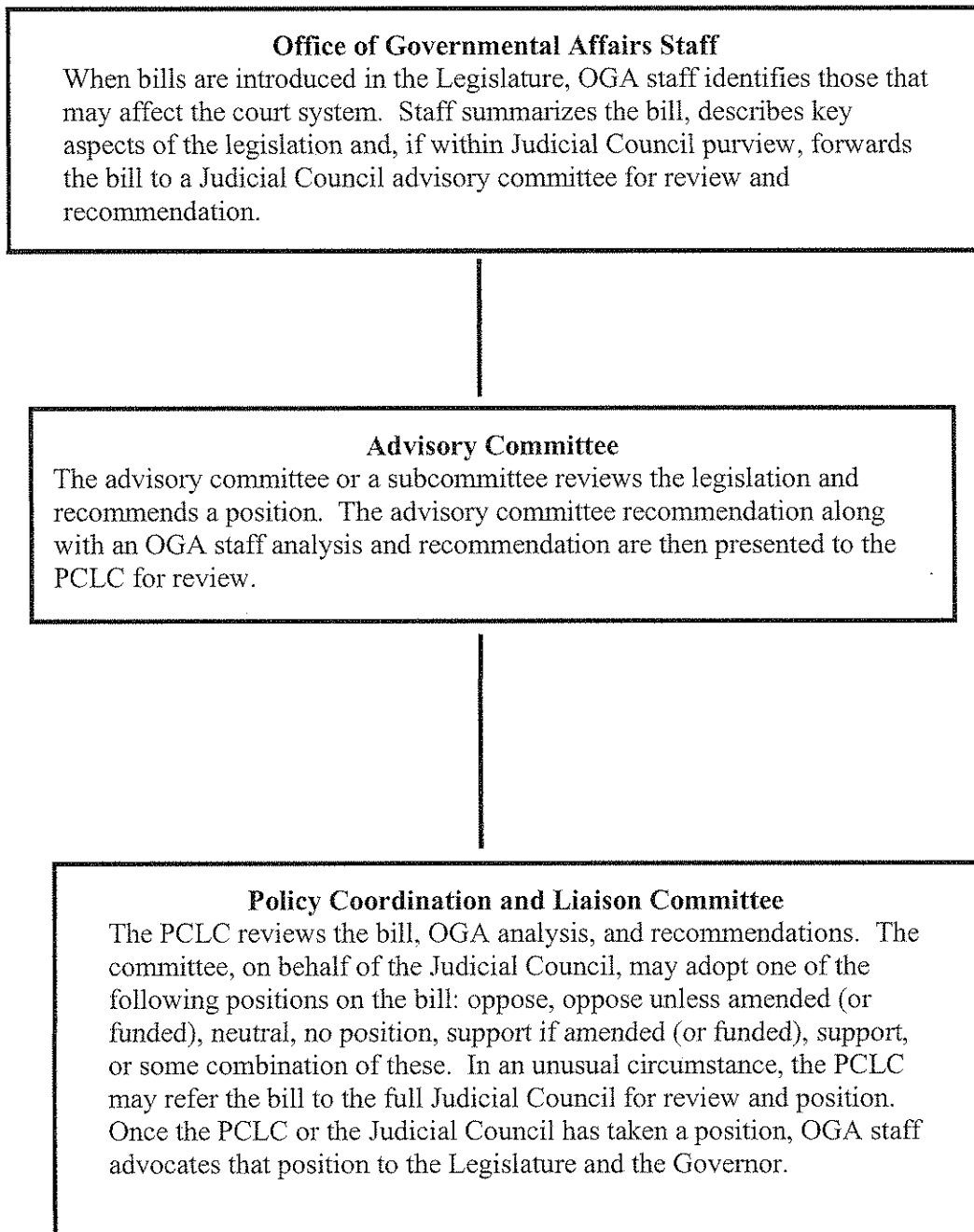
- Has substantial experience with the subject of the bill; often the author is the chair or a member of the policy committee with subject-matter jurisdiction over the bill.
- Understands Judicial Council needs and objectives.
- Has experience with the legislative process.
- Is an effective negotiator with members of both parties.

B. Office of Governmental Affairs Responsibilities

OGA staff members are the primary advocates for Judicial Council-sponsored legislation. Responsibilities include, among other things:

- Preparing background material for the bill, including an analysis for the author. This material includes a description of the problem the bill seeks to address, an explanation of how the bill corrects that problem, the likely supporters and opponents of the bill, questions the bill raises that may need further research, and any other information that explains the issue.
- Communicating information about the bill to every legislative committee that hears the bill. This means working extensively with committee staff and legislators who are members of those committees. In moving through the legislative process, a bill will be heard by a policy committee (such as the Judiciary Committee), and, if appropriate, by a fiscal committee before being debated and voted upon by the full membership on the floor of each house.
- Coordinating with other supporters to build a broad coalition in support of the bill.
- Coordinating the content and timing of correspondence between all supporters, and the Legislature.
- Negotiating with the proposal's opponents to determine whether amendments can eliminate opposition and still achieve the council's objectives.
- Meeting with the Governor and/or his or her staff to advocate that the bill be signed into law.

Formulating a Judicial Council Position on Pending Legislation



Formulating a Position on Pending Legislation

The Judicial Council, acting through the Policy Coordination and Liaison Committee (PCLC), strives to improve the administration of justice by representing the interests of the courts to the Legislature, the executive branch, other entities involved in the legislative process, other entities interested in the judiciary, and the general public.

Following are procedures the Office of Governmental Affairs uses in developing recommendations for and carrying out the PCLC and council directives.

Positions on Legislation

OGA staff review all introduced and amended legislation to determine whether a bill is of interest to the judicial branch. For each bill of interest, OGA staff indicates whether the council is likely to take, or may want to take a position. Appropriate to the subject area, one or more council advisory committees (or subcommittees) review each bill on which the council may want to take a position. The advisory committees either recommend a position or recommend that the council take no position.

OGA staff present bills on which an advisory committee recommends a position to the PCLC for determination of a council position. Staff may also choose to bring a bill before the PCLC on which an advisory committee has recommended no position. The staff present each bill to the PCLC with an analysis that includes a summary of the bill, a recommended position from an advisory committee and, if different, the OGA staff recommendation, the rationale for the recommendation, positions the council has taken on related bills, fiscal and workload impact, and other relevant information.

The council has established several positions the PCLC may take on a bill. These positions do not indicate the relative strength of the council's support or opposition, but the aims of OGA staff's lobbying efforts. The positions are:

1. Oppose. Position taken on a bill that conflicts with established council policies, and for which obvious changes would not resolve the conflict.
2. Oppose unless amended (or unless funded). Position taken on a bill that the council will oppose unless identified amendments are taken to address those provisions that conflict with council policy, or unless funding issues are resolved.
3. Oppose unless amended; support if amended. Position taken on a bill that the council will oppose unless identified amendments are taken. If amendments are taken, the council will support.
4. Neutral. Position taken on a bill the substance of which does not implicate council policy, but on which technical corrections would improve the measure.
5. No position. Position taken on a bill that addresses substantive issues on which the council takes no position, though the measure may affect the courts.

6. Support in concept. Position taken on a bill that, in concept, furthers council policy, but that is not yet drafted in sufficient detail for the council to support.
7. Support if amended (or if funded). Position taken on a bill that, with specified amendments or funding, would further the council's policies. Absent the amendments or necessary funding the council position is neutral.
8. Support. Position taken on a bill that furthers council policy.

PCLC may also combine several of the above positions.

The PCLC Meeting Schedule and Agenda

The PCLC meets regularly during the legislative session, usually by conference call. Beginning in late February or early March, the committee sets a schedule of meetings for a set time every three weeks. If a meeting is not needed, OGA staff notify PCLC members by e-mail. Late in the legislative session, and during budget negotiations, it is sometimes necessary to schedule several meetings on short notice to discuss or resolve late-breaking issues.

OGA staff prepare a written analysis of each bill for the PCLC. OGA staff place bills that do not appear to require discussion or deliberation on the PCLC's consent calendar. The consent calendar saves the committee time by eliminating the need to rearticulate clearly established council policies and positions. However, any committee member may remove an item from the consent calendar to discuss the bill's merits or recommended action.

Bills that are on the discussion agenda include those that appear to require discussion, and those bills on which the OGA staff recommendation differs from the recommendation of an advisory committee. In the latter instance, OGA staff will request that a representative of the advisory committee participate in the PCLC conference call. The guest presents the advisory committee's views, and takes questions from PCLC members. The PCLC may then excuse the guest and deliberate further and then vote on the position.

Legislative Advocacy

Once the PCLC adopts a position on a bill, that position and associated policies become the cornerstone of OGA's advocacy efforts. The information is presented in subsequent negotiating sessions, discussions with interested parties, and meetings with legislators. A letter setting forth the position and policies is sent to the bill's author, to legislative committee members, and other interested parties.

Generally, the PCLC's initial guidance and position suffices to direct OGA staff's advocacy throughout the legislative process. Sometimes, as a bill progresses or is amended, OGA staff require further direction from the PCLC because of a particular bill's significance or complexity, the sensitivity of an issue or the direction taken by the amendments. The PCLC may be asked to reconsider the matter at a subsequent meeting. If legislative events demand an immediate response, the staff may seek direction from a member or subcommittee the PCLC designates on that issue.

Coordination with other groups

The Judicial Council advances its position on legislation most successfully when it allies itself with other entities such as county government representatives, law enforcement, attorneys, and consumer advocates. OGA staff work to develop coalitions on issues of common interest. These coalitions often last for years, effectively supporting and opposing a variety of bills. For example, the council's efforts regarding trial court facilities legislation involved close coordination with the California State Association of Counties. Other groups with which the council has long-standing working coalitions include the Consumer Attorneys of California, the California Defense Counsel, the California Judges Association (CJA), the State Bar of California, and others. These and other working relationships have evolved during many years of cooperative effort.

On most court-related issues, OGA staff maintain close contact with representatives and staff of CJA and the State Bar. Additionally, OGA staff confer regularly with the California Court Association Legislation Committee (CCALC) to discuss or request analytical information about pending legislation with members of the court community. The CCALC members are court employees who provide vital input related to the operational impact of proposed legislation.

Legislative fiscal analysis

During its legislative screening process, OGA staff identify bills that require a fiscal analysis. In the years since the state assumed responsibility for trial court funding, the AOC, through joint efforts of OGA and the Finance Division, has developed a process to ensure that both timely and accurate fiscal analyses are submitted to the Legislature. When reviewing a bill for court-related policy issues, OGA legislative advocates also identify any provisions that may have costs associated with them. The OGA legislative advocate consults with fiscal staff in OGA and the Finance Division who are responsible for the development of fiscal analyses. Fiscal staff confirm the cost issues and, if necessary, work with the advocate to determine an appropriate approach and methodology, identify available resources, and clarify any technical issues affecting the analysis.

There are a variety of resources available to assist in the development of fiscal and workload analyses. Staff of the AOC's Office of Court Research assist in data collection and analysis. OGA staff also work closely with other AOC staff in specific program areas such as civil, criminal, family, and juvenile law; jury service; traffic programs; and the court interpreter program. These staff can provide direct information and referrals to local court staff to assist in the development of fiscal analyses.

Additionally, a process was recently developed to obtain greater input from court staff identified by court executive officers as subject matter experts. The Operational and Budget Impact Working Group of the Court Executives Advisory Committee identified staff in their courts and other courts whom OGA can consult to get input from court designated experts in large, medium, small, urban, and rural courts on the fiscal impact of legislation.

Judicial Council Legislative Policy Guidelines

The Judicial Council Legislative Policy Guidelines provide a historical summary of legislative action. The Guidelines are intended to ensure that council members, advisory committee members, and AOC staff have a common understanding of council policy on issues presented in proposed legislation and are guided by that council policy and practice. The document sets forth concise council policy guidelines regarding court-related legislative proposals. The policy guidelines are organized by topic and further the objectives of the six Judicial Council Strategic Plan goals.

Proposal for Judicial Council–Sponsored Legislation

Advisory Committee: _____

Date: _____

Contact Person: _____

OGA Liaison: _____

1. Problem to be addressed.
2. How does this problem affect the judicial branch?
3. Proposed solution.
4. Alternative solutions. Why is the recommended solution preferable?
5. Minority viewpoints.
6. Any foreseeable problems with the proposed solution?
7. Should the Judicial Council give this proposal urgent consideration?
If so, why?
8. Is the proposal within the Judicial Council’s jurisdiction?
9. Should the proposal be carried out by amending the California Rules of Court instead of statute?
10. Why is the Judicial Council the best sponsor?
11. What political factors are associated with the proposal?

Please attach draft language.

The Office of Governmental Affairs

The mission of the Office of Governmental Affairs is to promote and maintain effective relations with the legislative and executive branches and to present the Judicial Council's recommendations on legislative matters pursuant to constitutional mandate.

(Cal. Const., art. VI, § 6). OGA staff are responsible for the following subject matters:

Subject Matter	Contact
General Advocacy	OGA Director, Donna Hershkowitz
Access to Justice/Self-represented Litigants	Tracy Kenny
Appellate Law	Tracy Kenny, Daniel Pone, TBD
Bench-Bar Coalition	Dia Poole
Budget	OGA Director, Andi Liebenbaum
Civil Procedure	Daniel Pone
Communications Liaison	Dia Poole
Court Facilities	TBD
Court Interpreters	Tracy Kenny
Court Reporters	Donna Hershkowitz
Court Security	Donna Hershkowitz
Criminal Procedure	TBD
Day on the Bench	Dia Poole
Employment Issues (trial court labor, court staff retirement)	Donna Hershkowitz
Family Law	Tracy Kenny
Fiscal Impact of Legislation	Andi Liebenbaum
Judgeships and Subordinate Judicial Officers	Donna Hershkowitz
Judicial Administration Fellowship Program	Dia Poole
Judicial Conduct	TBD
Judicial Education	Tracy Kenny
Judicial Elections	TBD
Judicial Service	Tracy Kenny, Donna Hershkowitz
Jury Issues	TBD
Juvenile Delinquency	Tracy Kenny
Juvenile Dependency	Tracy Kenny
Probate and Mental Health	Daniel Pone
Redistricting/Judicial Redistricting	TBD
State Bar/Practice of Law	Daniel Pone
Traffic Law	TBD

Staff Biographies

Donna Hershkowitz has been the Assistant Director of the Office of Governmental Affairs since joining the AOC in January 2006. She is currently serving as Acting Director of OGA. Prior to joining the AOC, Ms. Hershkowitz most recently served as principal consultant with the Senate Office of Research. Prior to that, she worked for the state Department of Child Support Services, first as senior staff counsel, then deputy director. She also worked for four years as principal consultant to the Assembly Judiciary Committee. Ms. Hershkowitz has a bachelor's degree from Duke University and a juris doctorate from UCLA School of Law.

Katie Asher is an administrative coordinator with the Office of Governmental Affairs. Prior to joining the AOC, Ms. Asher worked for Electronic Data Systems (EDS). While employed with EDS, she worked as a public affairs coordinator for the Office of Governmental Affairs, as an administrative coordinator for Global Marketing Operations, and as a regional coordinator for the Americas Communications division. Ms. Asher has a bachelor's degree in communications from UC Davis.

Luz Bobino is an executive secretary to the director of the Office of Governmental Affairs. She began working at OGA in 2000. Prior to working for OGA, Ms. Bobino was an application support analyst for the Sutter Health Information Technology Center.

Larissa Brothers is a secretary with the Office of Governmental Affairs. Prior to joining the AOC, Ms. Brothers worked in an administrative capacity for Telpro Products, Inc. and Dish Network. For several years, Ms. Brothers ran a home-based confectionery business while pursuing a degree in paralegal studies.

Yvette Casillas is an administrative coordinator with the Office of Governmental Affairs and has been employed by the AOC since 1997. She is responsible for coordinating bill tracking and screening criminal and traffic legislation, as well as supporting the work of three advocates and the PCLC. Ms. Casillas relocated to Sacramento in 1995 from Southern California and attended Sacramento City College, majoring in administration of justice.

Tracy Kenny is an attorney with the Office of Governmental Affairs and has been employed by the AOC since 2001. Prior to joining the AOC, she worked as a fiscal and policy analyst at the Legislative Analyst's Office. Ms. Kenny is responsible for advocacy on family law, domestic violence, court interpreters, access to justice, juvenile dependency and delinquency issues, and judicial retirement. She has a bachelor's degree in history, a master's degree in public policy, and a juris doctorate from the University of California at Berkeley.

Monica LeBlond has been the supervising administrative coordinator in the Office of Governmental Affairs since January 2002. Prior to joining the AOC, she worked as an administrative and quality manager for an environmental consulting firm in Sacramento. Ms. LeBlond has a bachelor of music degree from the State University of New York.

Andi Liebenbaum joined the Office of Governmental Affairs in April 2012 as a senior governmental affairs analyst. She previously served as a senior consultant for Assembly

Member Jared Huffman in the California Legislature. Ms. Liebenbaum served as the president of the Los Angeles League of Conservation Voters, an environmental political action committee, for over a decade, and provided youth, workforce development and environmental policy training for the US Department of State in Central and South America. Ms. Liebenbaum, who is bilingual in English and Spanish, has two bachelors' degrees from Boston University and a juris doctorate from Loyola Law School Los Angeles.

Kate Nitta is a 2012-13 Judicial Administration Fellow at the Office of Governmental Affairs. The Judicial Administration Fellowship program is a graduate professional program administered by the Center for California Studies at California State University, Sacramento, and co-sponsored by the Judicial Council. Ms. Nitta graduated in May 2012 from Golden Gate University School of Law and sat for the July 2012 California Bar Exam. While in law school, she earned specialization certificates in Environmental Law and Public Interest Law. Prior to attending law school, Ms. Nitta worked as a legal secretary for a Sacramento real estate law firm. Ms. Nitta has a bachelor's degree in English from the University of California at Davis.

Daniel Pone is a senior attorney with the Office of Governmental Affairs and has been employed by the AOC since 2001. Prior to joining the AOC, he worked for four years as a principal consultant for the California Assembly Judiciary Committee, working in areas of civil rights, constitutional law, general civil law, contracts, probate, mental health, consumer protection, and privacy. Prior to working in the Assembly, Mr. Pone worked for more than 11 years as a senior attorney for Protection & Advocacy, Inc., specializing in mental health law. Mr. Pone has a bachelor's degree in psychology from the University of Oklahoma and a juris doctorate from University of California at Davis.

Dia Poole joined the Office of Governmental Affairs in January 2004 as a senior governmental affairs analyst. She previously held a four-year appointment as the public affairs director for the California Department of Fair Employment and Housing. Prior to her appointment at DFEH, Ms. Poole served as a policy consultant in several legislative and committee assignments with the California Legislature. Ms. Poole graduated from California State University, San Bernardino and worked for the County of San Bernardino for 13 years before accepting a California State Assembly fellowship and relocating to Sacramento in 1994.

Outreach Activities

The Office of Governmental Affairs seeks to promote effective communications within California's judicial branch and with the legislative and executive branches of government. To enhance these efforts, OGA has established outreach programs that inform the Governor, members of the Legislature, and the legal community about the judicial branch and issues of mutual concern.

State of the Judiciary Address and the Judicial-Legislative-Executive Forum

The Chief Justice of California typically delivers an annual State of the Judiciary address early in the calendar year to a joint session of the Legislature. The address focuses on significant issues and challenges facing the judiciary in the upcoming year. Following the address, a Judicial-Legislative-Executive Forum is conducted, providing an opportunity for members of the Legislature, the executive branch, appellate and trial courts, and the Bench-Bar Coalition to discuss issues and meet informally with the Chief Justice and other judicial branch leaders.

Liaison Program

Working with other groups toward achieving common goals has been a long-standing component of the Office of Governmental Affairs' advocacy work. The liaison program is the office's ongoing effort to maintain contact and work cooperatively with groups involved with the judicial branch, including the California Judges Association, the California State Association of Counties, the California District Attorneys Association, the California Public Defenders Association, the State Bar, civil plaintiffs and defense bars, and others. Where our positions on issues concur, we form alliances to enhance our advocacy efforts. When our positions on issues differ, we negotiate to reach agreements whenever possible. In support of this ongoing liaison effort, the Chief Justice hosts annual meetings with the leadership of several external organizations to discuss issues of mutual concern.

Statewide Bench-Bar Coalition

The Administrative Office of the Courts and the State Bar of California coordinate the statewide Bench-Bar Coalition (BBC). The BBC enhances communication and coordinates the activities of the judicial community with the State Bar; local, minority, and specialty bars; and legal services organizations regarding issues of common interest, particularly in the legislative arena.

Day on the Bench Program

The Day on the Bench program is an event in which a legislator spends a day (or portion of a day) in court with a judge in the legislator's district. This program, cosponsored with the California Judges Association, is designed to give legislators an understanding of the volume, complexity, variety, and difficulty of a trial court judge's daily duties and responsibilities.

California Court Association Legislation Committee

The California Court Association Legislation Committee is composed of professional court staff from various courts throughout the state, including court managers, supervisors, and technical staff. Throughout the legislative session, OGA staff confers with CCALC to exchange information on pending legislation and help inform Judicial Council positions. In November of each year, CCALC and OGA staff jointly conduct the New Laws Workshops to provide court staff throughout the state with information regarding newly-enacted legislation that makes changes to court operations and procedures.

Publications and Information Services

To facilitate communication, staff distributes the following information on current legislative developments.

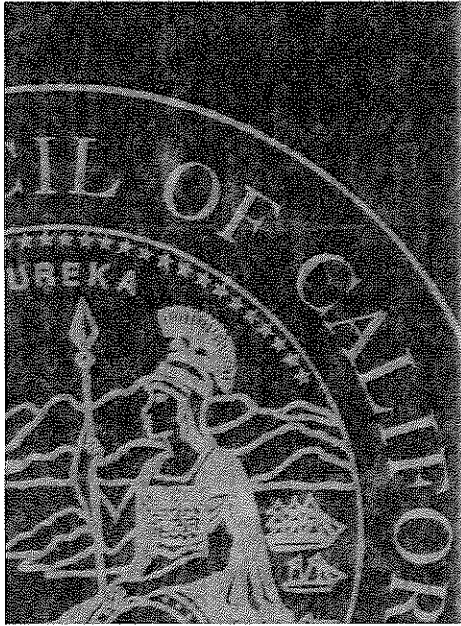
Each year, the Office of Governmental Affairs publishes a comprehensive summary of enacted legislation that affects the courts or is of general interest to the legal community. The Legislative Summary includes brief descriptions of the measures, organized by subject. Current and prior-year summaries can be downloaded from the California Courts Website, Court-related Legislation page: <http://www.courts.ca.gov/4121.htm>

Legislative Status Chart – The Office of Governmental Affairs prepares a chart that provides an easy reference to all council actions on pending legislation, including Judicial Council-Sponsored legislation.

Table of Bills Affecting Appellate Courts – The Office of Governmental Affairs prepares a chart of legislative bills that affect the appellate courts or that respond to California appellate court decisions.

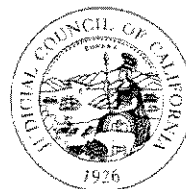
To view bills being tracked by the Office of Governmental Affairs visit the California Courts website at <http://www.courts.ca.gov/4121.htm>

A copy of any legislative measure may be obtained from the Bill Room in the State Capitol building by calling (916) 445-2323. Bills and legislative analyses can also be accessed on the Internet at www.leginfo.ca.gov/bilinfo.html free of charge.



2011 Legislative Policy Guidelines

HISTORICAL SUMMARY OF
LEGISLATIVE ACTIVITY



ADMINISTRATIVE OFFICE
OF THE COURTS

OFFICE OF GOVERNMENTAL AFFAIRS

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JUDICIAL COUNCIL OF CALIFORNIA
ADMINISTRATIVE OFFICE OF THE COURTS
OFFICE OF GOVERNMENTAL AFFAIRS
HISTORICAL SUMMARY OF LEGISLATIVE ACTION

OCTOBER 2011

The Administrative Office of the Courts' Office of Governmental Affairs monitors legislative activity and represents the Judicial Council before the Legislature, the Governor's Office, and executive branch agencies and departments. The following summary of council action sets forth concise policy guidelines regarding court-related legislative proposals. The policy guidelines are organized by topic and further the objectives of the six goals of *Justice in Focus: The Strategic Plan for California's Judicial Branch, 2006–2012*. The table that follows each policy guideline shows actions taken on legislation that illustrate the policy. The table does not include every bill on which a council position was taken.

This document is updated annually. The electronic version of this document contains hyperlinks for viewing the text of the bills.

GENERAL PRINCIPLES

The Judicial Council supports the integrity and independence of the judicial branch and seeks to ensure that judicial procedures enhance efficiency and access to the courts. The council generally takes no position on bills involving substantive law. However, it may take a position on an apparent issue of substantive law if issues of procedure and substance are so inextricably intertwined that they directly affect court administration or judicial discretion or negatively affect existing judicial services by imposing unrealistic burdens on the system.

LEGISLATIVE ACTIVITY

I. COURT OPERATIONS

A. COURT STRUCTURE

The council supports a structure of general jurisdiction to improve court efficiency and flexibility in the use of judicial resources. For specialty calendars (e.g., drug courts, dependency violence courts, etc.) established in the trial courts, the council supports evaluation and development of best practices.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 848</u>	Emmerson	2011	Oppose	Reorganizes the Court of Appeal into seven districts by removing the counties of Riverside, San Bernardino, and Inyo (currently Division Two) from the Fourth Appellate District and creating a new Seventh Appellate District consisting of those counties.	III	
<u>AB 1925</u>	Salas	2010	No position	Authorizes superior courts to develop and implement veterans courts for eligible veterans of the United States military.	N/A	Outside Judicial Council purview
<u>SB 851</u>	Steinberg	2007	Oppose unless amended. Neutral if amended	Authorizes superior courts to establish and implement mental health courts, which may operate a pre-guilty plea program or a deferred entry of judgment program. Authorizes the California Department of Corrections and Rehabilitation to contract with a superior court and county to use mental health courts as a program for parolees with serious mental illnesses who either violate the terms of parole or receive new terms, as an alternative to custody. As proposed to be amended, a parolee's participation in the mental health court program would be voluntary, and the parolee would be required to sign a waiver indicating agreement that participation in the program is in lieu of parole revocation proceedings. Parolees would remain under legal custody of the Department of Corrections and Rehabilitation.	II	Inappropriately creates shared jurisdiction over parolees.
<u>ACA 35</u>	DeVore	2006	Oppose	Provides that the Supreme Court has original jurisdiction, and no other state court has jurisdiction, in any civil action challenging the facial validity of any statewide initiative measure or referendum placed on	II	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

Goal I - Access, Fairness, and Diversity

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Goal VI - Branchwide Infrastructure for Service Excellence

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
				the ballot by signature petition of the voters and approved by the voters at a statewide election. Requires the Supreme Court to issue its decision within 90 days of the filing of the action, and establishes a 90-day statute of limitations for civil actions challenging the facial validity of this type of initiative measure or referendum.		
<u>AB 1453</u>	Daucher	2005	Oppose	Creates new Water Courts to adjudicate cases involving the production of groundwater.	II	Interferes with court administration.
<u>SCA 16</u>	Runner	2005	Oppose	Provides that Los Angeles County shall be divided into judicial districts established by three special masters appointed by the Supreme Court within 30 days after the effective date of the measure. Provides that each district must be geographically compact and contiguous to the extent practicable, and consist of no more than 36 superior court judges. The districts must also comply with the federal Voting Rights Act.	I, III, IV	
<u>AB 2472/</u> <u>SB 1424</u>	Wolk/ Burton	2004 2004	Oppose unless amended; neutral if amended	Creates the California Tax Court, which would replace the State Board Equalization (BOE) as the forum that would hear and determine certain tax appeals. Provides that a taxpayer's option to file an appeal with the California Tax Court would be in lieu of filing an appeal in the California Superior Court. The bills provide further that, within 90 days of the date a determination by the California Tax Court becomes final, a taxpayer or the applicable state agency may appeal the determination of the California Tax Court to the Court of Appeal.	II	Amendments sought to eliminate use of terms court and judge and to allow review by extraordinary writ only.

B. COURT FUNDING

The council supports funding of the courts at a level that will ensure an adequate and stable source of necessary resources. The council generally opposes funding the courts by fees or fines, but departs from this general position in certain circumstances.

L. Budget

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
SB 93	Florez	2005	Neutral	Allows Tulare County to pay any interest and	III	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

Goal I -- Access, Fairness, and Diversity
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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
				penalties owed to the Trial Court Trust Fund and the Trial Court Improvement Fund over a period of 10 years.		
<u>AB 750</u>	Mullin	2005	Oppose	Authorizes San Mateo County to reduce the amount it is required to remit to the state for funding court operations by 10 percent for 3 years beginning on July, 1 2005.	IV	
<u>SB 324</u>	Florez	2003	Oppose unless amended	Forgives non-remittance of revenues by Tulare County to the Trial Court Trust Fund.	III	Amendment sought to add an appropriation to reimburse the Trial Court Improvement Fund.
<u>SB 1343</u>	Tortakson	2002	Neutral	Forgives retroactive repayment of MOE amounts to the Trial Court Trust Fund.	IV	
<u>SB 1396</u>	Dunn	2002	Support	Clarifies allowable and unallowable costs for court security.	IV	
<u>SB 1153</u>	Johannessen	2001	Oppose	Provides that costs related to court security in counties with a population of less than 103,000 shall be paid by the state.	IV	
<u>AB 2459</u>	Wiggins	2000	No position	Requires the council to adopt rules to provide for public access to budget allocation and expenditure information.	II, IV	

2. *Fees, fines, penalties*

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 221</u>	Simitian	2011	Support	Increases small claims court jurisdiction for actions brought by natural persons from \$7,500 to \$10,000. Delays, until January 1, 2015, operation of jurisdictional increase for bodily injury claims resulting from vehicle accidents.	I	
<u>AB 1826</u>	Beall	2008	Sponsor	Clarifies that the filing fee for filing an action seeking return of seized property in connection with controlled substance offenses is the same as the first paper filing fee in unlimited civil actions.	III	
<u>AB 367</u>	De León	2007	Sponsor	Establishes a task force on criminal court-ordered fines and penalties that will make recommendations for simplifying California's criminal fine and penalty assessment, collection, and distribution system. Reduces the minimum fine required by the Franchise	III	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 1248	Evans	2007	Sponsor	Tax Board Court-Ordered Debt Collection Program from \$250 to \$100 and expands the program to include collections for registration, pedestrian, and bicycle violations. Makes technical and clarifying changes to the Uniform Civil Fees and Standard Fee Schedule Act of 2005, clarifies the fine for production of documents pursuant to demand for production, increases the cap on habeas investigations costs paid by the Supreme Court, allows the courts to collect bail forfeitures in installment payments without requiring the individual to make an appearance in court, and changes the date when the Judicial Council must adjust the amount a parent or guardian may be liable for minors' actions.	III, IV	
AB 145	Committee on Budget	2005	Sponsor	Establishes statewide uniform first-paper and first-response paper fees at three graduated levels: the filing fee for limited civil cases where the demand is less than or equal to \$10,000 is \$180; the filing fee for limited civil cases where the demand is greater than \$10,000 but less than \$25,000 is \$300; and the filing fee for unlimited civil cases is \$320.	II, III, IV	
SB 246	Escutia	2004	Sponsor	Allows courts, in addition to counties, to refer delinquent fines to the Franchise Tax Board.	II, III	
AB 934	Reyes	2003	Oppose	Adds a \$25 filing fee for deposit in the Child Abduction Prevention Fund established in the office of the district attorney in Fresno County.	II	
SB 940	Escutia	2003	Sponsor	Requires the Judicial Council to adopt guidelines for a comprehensive collection program, establish a collaborative court-county working group on collections, and report on the effectiveness of collection programs.	II, III	
AB 1819	Robert Pacheco	2002	Support	Removes the \$100 minimum requirement to identify and collect delinquent fines and forfeitures with or without a warrant and provides that any county or court may establish a minimum base fine or forfeiture amount for inclusion in the program.	II, III	
AB 2690	Cardoza	2002	Oppose	Requires each court to submit to the Bureau of State Audits an annual financial statement showing	II, III	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

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Goal VI - Branchwide Infrastructure for Service Excellence

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
				outstanding delinquent fines.		

C. COURT FACILITIES

The council seeks ways to fund necessary courthouse construction projects on a statewide basis.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SBX2 12</u>	Steinberg	2009	Sponsor	Provides for the continuous appropriation of revenue created by SB 1407 (Stats 2008, ch. 311) to support courthouse construction projects. Creates an expedited authority process for trial court construction projects.	I, II, III, VI	
<u>SB 1407</u>	Perata	2008	Sponsor	Authorizes a \$5 billion program for the construction, rehabilitation, renovation, and replacement of court facilities. Increases civil first paper filing fees and criminal and traffic fees and penalties to generate the revenue to fund future revenue bonds.	I, III, VI	
<u>SB 10</u>	Dunn	2006	Co-sponsor	Revises the Trial Court Facilities Act of 2002 to allow buildings with a seismic level V rating to transfer to the state so long as counties remain liable for earthquake-related damage, replacement, injury, and loss to the same extent that they would have been liable if the responsibility for court facilities had not transferred to the state.	I, III	
<u>SB 1375</u>	Lowenthal	2006	Support if amended	Requires the state to become a party to any public-private partnership agreement entered into by a county that involves a capital lease for construction of replacement court facilities and to become the lessee.	II, III	Amendment sought to remove requirement that the state participate in negotiations with counties and private developers regarding the construction of a new court facility
<u>AB 262</u>	Berg	2005	Oppose	Prohibits the Judicial Council from requiring that a structure proposed for transfer from a county to the state for court occupancy meet a building code stricter than the standard adopted for the county buildings in the county proposing the transfer.	II, III	
<u>AB 1435</u>	Evans	2005	Support	Adds expenditures on "court facilities" to the list of allowable uses of local courthouse construction funds.	III	

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 395</u>	Escutia	2005	Sponsor	States the intent of the Legislature to enact the California Court Facilities Bond Act of 2006 to acquire, construct, and finance court facilities.	I, III, VI	
<u>AB 688</u>	Nakanishi	2003	Oppose	Requires the Amador County courthouse and hospital transfer to the state on January 1, 2004, and relieves Amador County of its responsibility to provide court facilities pursuant to SB 1732 (Escutia), Stats. 2002, ch. 1082.	II	April 28, 2003 amendments provide that in establishing the recommended priorities for funding of projects under the California Court Facilities Construction and Renovation Bond Act of 2004, the Judicial Council shall consider all relevant factors bearing on the priority of each proposed project, including a proposal for matching funds. Council opposition withdrawn.
<u>SB 655</u>	Escutia	2003	Sponsor	Authorizes the issuance of bonds, the proceeds of which would be deposited in the State Court Facilities Construction Fund.	I, III, VI	
<u>SB 1732</u>	Escutia	2002	Cosponsor	Establishes a process for the transfer of responsibility for court facilities from the counties to the state.	I, II, III, VI	

D. COURT MANAGEMENT

1. *Personnel issues* – The council seeks to maintain the ability of the judicial branch to manage relationships between courts and court employees and independent contractors such as court reporters and court interpreters.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1699</u>	Hernandez	2010	Oppose unless amended	Provides that the General Fund and other special funds are to be continuously appropriated in an amount necessary for employee compensation and benefits, so that state employees will be fully paid in the absence of a state budget. The contents of this bill are identical to the provisions of AB 790.	II, III	Inappropriately treats judicial branch employees differently than other public employees.
<u>AB 1749</u>	Lowenthal, Bonnie	2010	Support	Extends the existing provisions of the California Whistleblower Protection Act (CWPA) to the judicial branch.	II	Promotes accountability and transparency.
<u>SB 752</u>	Wiggins	2009	Support	Requires that counties in joint PERS contract with a court, prior to issuing a pension obligation bond (POB) (1) identify court employees as of January 1, 2001 (2) require PERS to complete an actuarial analysis, and (3) reach agreement with the court on	II	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 276	Solorio	2007	Oppose	the financial and legal impact of the POB on the court's employer contribution rate. Provides that a limited-term employee is a regular trial court employee if the limited-term employee has completed 180 days of service, and if the assignment, position, or project of the limited-term employee is an integral part of the long-term, regular work of the trial court. This bill would remove the right to bargain with employee organizations over the use of temporary or limited term employees. Eliminates or delays the courts' ability to seek injunctive relief when court employees or when county employees strike and essential court employees will not cross a picket line. Removes a court's ability to seek injunctive relief in superior court for the return of a limited number of employees instead. Requires all injunctive relief to be sought through Public Employment Relations Board.	II, III	
AB 553	Hernandez	2007	Oppose	Increases the fee for the original and copies of court reporter transcripts for 3 consecutive years by a specified amount and then annually by the Consumer Price Index.	I, IV	As amended May 23, 2007 council position changed to take no position on amount of transcript rate increase, if funded, support the uniform transcript standards, and oppose unless amended to address increased costs on low income litigants.
AB 582	Evans	2007	Oppose unless amended and funded	Prohibits use of limited-term for work that is an integral part of the long-term, regular work of the trial court.	II	
AB 1797	Bermudez	2006	Oppose	Requires the assets and liabilities of the Superior Court of Butte County and the County of Butte to be kept in separate accounts within the Public Employees Retirement System fund.	II, III	Amendment sought to delete the requirement that assets and liabilities be split and instead require the Judicial Council to report to the Legislature by January 1, 2006 on how to fairly resolve the issues raised in Butte and Solano counties.
SB 733	Aanestad	2005	Oppose unless amended	Grants to the Public Employment Relations Board authority to process claims involving violations of statutes or rules relating to employment relations between trial courts and recognized employee organizations.	II, III	
AB 782	Keheo	2003	Oppose unless amended			

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 371</u>	Escutia	2002	Support	Establishes the Trial Court Interpreter Employment and Labor Relations Act, providing for the employment and compensation of certified and registered trial court interpreters.	II, III	
<u>SB 2011</u>	Burton	2002	Support	Establishes the Workers' Compensation Fund. Allows the courts to be uninsured for workers' compensation in the same way the state, as an employer, is uninsured.	II, III	
<u>AB 1571</u>	Shelley	2001	Oppose	Eliminates the statutory "at pleasure" status of the Supreme Court and Court of Appeal employees.	II, III	
<u>SB 2140</u>	Burton	2000	Support	Establishes the trial court as the employer of court employees.	III	

2. *Management and administration* – The council closely examines the fiscal and resource implications of any legislative proposal that places additional responsibilities on court administration. When appropriate, the council informs the Legislature of the need for additional resources to carry out new legislatively imposed responsibilities, or seeks to improve the efficiency of the new procedure.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 973</u>	Campos	2011	Support if amended; neutral if not amended.	Requires trial courts, prior to adopting a baseline budget plan for the fiscal year, to accept public input by holding a public hearing where testimony may be presented and by receiving written comments. Requires that, during the current 60-day notice period regarding notice of courtroom closures, or closure or reduction in the hours of clerks' offices, the public be given an opportunity to submit written comments on the court's plan.	II	Support contingent on amendments to provide flexibility to the trial courts on how the opportunity for public comment is provided, rather than mandating a public hearing.
<u>SB 326</u>	Yee	2011	Oppose	Requires the Judicial Council to adopt a rule of court requiring courts to make newly filed or lodged court records available for public inspection at the courthouse no later than the end of the same day on which those records are received by the court.	IV	Unworkable burden on courts.
<u>SB 858</u>	Gaines	2011	Oppose	Provides that the Chief Probation Officer of Nevada County shall be appointed by the Nevada County Board of Supervisors.	II	Codifies a one-sided governance structure that ignores the critical role of the court in probation activities.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 1697	Hall	2010	Oppose	Takes the authority to allocate funding for court security away from the Judicial Council. Directs that the allocation to each sheriff be determined by the Judicial Council's Working Group on Court Security; makes all persons who provide court security services employees of and under the direction of the county sheriff.	II	Inappropriately interferes with Judicial Council governance; inappropriately takes funding authority away from the Judicial Council.
AB 1926	Evans	2010	Sponsor	Authorizes courts to create, maintain, and preserve records in any form or forms—including paper, optical, electronic, magnetic, micrographic, or photographic media or other technology—that satisfies standards or guidelines established by the Judicial Council.	VI	Promotes efficient management of court records.
AB 273	Anderson	2009	Oppose	Requires the superior courts to submit all unpaid court-ordered debt to the Franchise Tax Board, regardless of the amount, if the debt is at least 90 days delinquent. Allows the Franchise Tax Board to include in the total amount owed by the debtor that is subject to collection, the "actual and reasonable cost of collection."	II	
AB 1338	Anderson	2009	Oppose unless funded	Authorizes the presiding judge of the superior court, or a judge designated by the presiding judge, together with the district attorney and the public defender, to establish and conduct an arraignment court program. Also authorizes the presiding judge of the superior court to establish extended hours for the operation of an arraignment court program.	III	Unnecessary. Interferes with court management.
AB 2357	Duvall	2008	Oppose unless amended	Requires the Judicial Council to develop and implement policies and procedures for the protection of personal information maintained by a superior court and processed or stored by private service providers, consistent with the best interests of the public. Requires the council, as part of the process of developing these policies and procedures, to consider, among other things, the effect and advisability of prohibiting the outsourcing of data entry services outside the United States.	III, IV	Sought amendment to direct the Judicial Council to take a comprehensive look at protecting personal information and to develop policies and procedures that are in the best interests of the public.
AB 112	Wolk	2007	Oppose	Designates a segment of State Highway Route 12 in Solano and San Joaquin Counties as a Safety Enhancement-Double Fine Zone upon approval of specified county resolutions and until January 1, 2012.	III	

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 117</u>	Beall	2007	Oppose	Provides that, until January 1, 2010, a county may choose to levy an additional assessment for a highway traffic violation in the amount of \$2 for every \$10 or fraction thereof, upon each base fine, excluding other penalty assessments, fees, or additions. Requires that the collected assessment be deposited in a Traffic Safety Committee Network fund, and that the monies be allocated so that, after deducting administrative costs, 85 percent shall be used in traffic safety programs approved by the county board of supervisors, and 15 percent shall be deposited in the county's courthouse construction fund.	III	
<u>SB 57</u>	Alarcon	2005	Oppose	Authorizes a county board of supervisors to levy a \$2 penalty assessment for every \$10 in base fine, for seat belt, speed limit, DUI and domestic violence offenses.	III	Imposed undue burden on court case-management systems.
<u>SB 324</u>	Florez	2004	Oppose unless amended to include an appropriation to the Trial Court Improvement Fund	Validates the incorrect distribution of fines, forfeitures, and penalties made by the County of Tulare to the State Treasurer for deposit in the Trial Court Improvement Fund in the 1996-97 to 1999-2000 fiscal years.	II, IV	
<u>SB 1801</u>	Flores	2004	Oppose	Prohibits any state or local agency or court that accepts a credit card or debit card as a payment from imposing any processing fee or charge for the use of that card that is not also imposed upon persons who pay by cash or check.	II, III	
<u>AB 3036</u>	Corbett	2002	Oppose unless funded	Increases the accountability of guardians by assisting courts in overseeing guardianship cases and helps ensure proper care and treatment for wards.	II, III	
<u>AB 1421</u>	Thomson	2001	Oppose unless funded	Authorizes a new involuntary outpatient treatment scheme for certain mentally ill persons. Sets forth new court duties for implementing this program.	III	

E. COURT HOURS

The council seeks to maintain adequate access to the courts.

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 996</u>	Anderson	2009	Oppose	Authorizes the courts to operate on a continuous and ongoing basis, 24 hours per day, seven days per week.	II, III	
<u>AB 1641</u>	Keene	2003	Sponsor	Improves procedures authorizing the Chief Justice to issue orders during an emergency.	I, II, IV	

II. THE JUDICIARY

A. JUDGESHIPS

The council is committed to ensuring adequate judicial resources in the courts. The council advocates creation of additional trial and appellate court judgeships in order of most severe need, and pursuant to an orderly statewide review.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 159</u>	Jones	2007	Sponsor	Authorizes the creation of the second set of 50 judgeships, to be allocated pursuant to the council's allocated methodology.	I, II, III, IV	
<u>SB 56</u>	Dunn	2005	Sponsor	Authorizes 50 additional judges based upon the uniform criteria and allocation approved by the Judicial Council pursuant to the Judicial Needs Study. Requires the Judicial Council to report to the Legislature biannually on the continuing need for new judgeships and their allocation based on the same uniform criteria.	I, II, III, IV	
<u>SB 1857</u>	Burton and Hertzberg	2000	Support	Authorizes 20 new trial court judgeships and 12 appellate justice positions	I, II, III, IV	

B. JUDICIAL SERVICE

To ensure the branch's ability to attract and retain highly qualified judges, the council supports appropriate increases to judicial salaries, and an adequate, fully funded judicial retirement plan. The council also seeks ways to improve the administration of justice in areas related to judicial retention, including (1) benefits, wellness subsidies, professional development allowances, personal leave, and supplemental life, disability, or liability insurance; (2) health-care benefits, including services and programs; (3) compensation and retirement; (4) "quality of judicial life" resources and programs; (5) mentorship programs; and (6) special needs of and programs for new and retired judges.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
				JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES		
				Goal IV - Quality of Justice and Service to the Public		
				Goal V - Education for Branchwide Professional Excellence		
				Goal VI - Branchwide Infrastructure for Service Excellence		

Goal I - Access, Fairness, and Diversity
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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 503</u>	Vargas	2011	Cosponsor	Allows JRS II members who previously served as subordinate judicial officers (SJOs) to purchase JRS II service credit for a fraction of their SJO years.	I	
<u>SB 1425/ AB 1987</u>	Simitian/ Ma	2010	Oppose unless amended to allow exclusion of judges and SJOs from separation requirement	Prohibits the practice of "pension spiking" by excluding from the calculation of pension benefits out of the ordinary compensation increases paid for the principal purpose of enhancing individuals' pension benefits. Prohibits "double dipping" by requiring at least six months separation before any employee may return to service.	II, III	Fails to address the unique circumstances of the judicial branch. By failing to exclude judges from the double dipping provision, it interferes with the assigned judges program's ability to retain newly retired judges, and the ability to hire retired commissioners while a court awaits a judicial appointment to a converted commissioner position.
<u>AB 32</u>	Lieu	2009	Support	Enhances Internet privacy protections for judicial officers.	II, III	
<u>AB 545</u>	Walters	2008	Support	Amends the Judges' Retirement System II (JRS II) statute to allow a judge who is on leave from the bench because of active duty service in the military to elect to purchase retirement service credit by repaying his or her missed contributions to JRS II.	II, III	
<u>SB 1187</u>	Ackerman	2006	Sponsor	Permits a judge in the Judges' Retirement System II who leaves judicial office after five or more years of service and is not eligible to retire to elect to receive the amount in his or her retirement account as an annuity.	II, III	
<u>SB 1364</u>	Battin	2006	Support	Protects privacy of judicial officers.	II, III	
<u>AB 1035</u>	Spitzer	2005	Support	Prohibits any state or local agency from hosting or providing service to an Internet web site that posts a public safety official's home address or telephone number.	II, III	
<u>AB 1595</u>	Evans	2005	Support	Prohibits selling or trading for value on the Internet the home address or telephone number of any elected or appointed official has made a written demand to not disclose his or her home address or telephone number.	II, III	
<u>SB 506</u>	Poochigian	2005	Support	Extends existing voter registration confidentiality programs to include a public safety official.	II, III	
<u>SB 528</u>	Ackerman and Dunn	2005	Co-sponsor	Declares the Legislature's intent to evaluate the impact of trial court unification on the judges'	II, III	

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 2905	Spitzer	2004	Support	retirement systems and the resulting increase in the judges' age at the start of their judicial service. Requires that an employing governmental entity reimburse moving and relocation expenses if it is necessary to move because a judge or court commissioner has received a credible threat that a life threatening action may be taken against him or her or his or her immediate family as a result of his or her employment	II, III	Improve quality of judicial service.
AB 2688	Alquist	2002	Support	Establishes a burial benefit in the amount of \$7,500, subject to cost-of-living increases, for all active and retired judges.	III	

C. SELECTION AND ELECTION OF JUDGES

The council seeks to avoid politicizing the election process, and supports a process that is fair and clear to candidates and informative to voters.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 362	Lowenthal	2011	Support	Revises the number of signatures needed for placing an uncontested judicial election on the ballot for a potential write-in contest. Requires that a write-in candidate for the office of superior court judge include on the statement of intent to run his or her compliance with eligibility requirements for a judge of a court of record.	I, II	
ACA 1	Nation	2001	Oppose	Eliminates elections to fill judicial vacancies, providing instead that the governor shall fill vacancies. Provides that all judges appear on the ballot uncontested, with the question presented whether the candidate shall be elected.	II, III	

D. COMMISSIONERS, REFEREES, AND TEMPORARY JUDGES

The council supports clarification of the status, powers, and duties of commissioners, referees, and hearing officers.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 405</u>	Corbett	2011	Sponsor	Ratifies the authority of the Judicial Council to convert 10 additional subordinate judicial officer positions to judgeships in FY 2011-2012 where the conversion will result in a judge being assigned to a family law or juvenile law assignment previously presided over by a subordinate judicial officer.	I, II, IV	
<u>AB 2763</u>	Committee on Judiciary	2010	Support	Permits the conversion of up to 10 additional subordinate judicial officer (SJO) positions to judgeships each year. Allows the additional conversions if the conversion would result in a judge being assigned to a family law or juvenile law calendar previously assigned to an SJO.	I, II, IV	Allows the council to expedite the conversion of eligible SJO positions.
<u>AB 159</u>	Jones	2007	Sponsor	Authorizes the conversion of 162 subordinate Judicial Officer positions to judgeships upon vacancy.	I, II, IV	

III. PROCEDURAL LAW

A. CIVIL PROCEDURE

The council supports measures that reduce delay and make court operations more efficient. The council seeks to protect the exercise of judicial discretion in matters of civil litigation. The council generally supports judicial arbitration and other alternative dispute resolution (ADR) programs and procedures that are likely to assist in the equitable disposition of cases, but advocates for limits on the use of court-ordered discovery references to exceptional circumstances.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 5</u>	Evans	2009	Sponsor	Amends the Civil Discovery Act to expressly authorize the discovery of electronically stored information, and authorizes the "copying, testing or sampling" of such information. Allows a party to specify the form in which electronically stored information is to be produced, and if no form is specified, the responding party must produce the information in the form or forms in which it is ordinarily maintained or in a form that is reasonably usable. Establishes procedures for motions to compel and motions for protective orders relating to	III, IV	Improves administration of justice.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 839</u>	Emmerson	2009	Support	<p>the discovery of electronically stored information. Sets forth a procedure for handling disputes over the production of electronically stored information that is subject to claims of privilege or attorney work-product protection.</p> <p>Requires Medi-Cal service providers with a complaint or grievance concerning the processing or payment of money that the provider alleges is payable under the Medi-Cal program to follow specified Department of Health Care Services complaint procedures. In lieu of allowing providers to seek "appropriate judicial remedies" to appeal the department's decision, instead specifies that the provider who has complied with these procedures may, within the time period prescribed in existing law, file a petition for a writ of mandate pursuant to Section 1085 of the Code of Civil Procedure in the superior court.</p>	III, IV	Improves administration of justice.
<u>SB 259</u>	Benoit	2009	Oppose	<p>Provides that, if a court voids any results of a homeowners' association election for one or more Common Interest Development (CID) board members, the court shall not invalidate a decision of the board that was reached after the board was seated pursuant to that election unless the court finds that the action of the board was contrary to law or the governing documents.</p>	II	Interferes with court discretion.
<u>AB 225</u>	Beall	2008	Support	<p>Re-enacts the elder abuse protective orders statute, and expands its scope to allow the court, in its discretion, on a showing of good cause, to extend the protection to include the petitioner's named family or household members, as well as the petitioner's conservator. Provides that a petitioner shall not be required to pay a fee for law enforcement to serve a protective order issued pursuant to the bill's provisions.</p>	III, IV	Enhances court's ability to provide protection to elder abuse victims, and improves access to justice.
<u>AB 2193</u>	Tran	2008	Support	<p>Enacts the Interstate and International Depositions and Discovery Act. Creates a process for the resolution of a dispute regarding discovery conducted in California in connection with an out-of-</p>	IV	Improves administration of justice and enhances court administration.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 2379</u>	Evans	2008	Oppose	state proceeding, and provides that a request for relief in this regard would be filed in the superior court in the county in which the discovery is sought, with payment of specified fees. Permits a party to appeal court orders in connection with a dispute by extraordinary writ to the appropriate court of appeal. Provides that an appeal from an order granting or denying a motion to seal or unseal a court record may be made by filing an extraordinary writ petition or notice of appeal. If a party seeks an appeal, requires that the record relating to the matter and the opening brief be filed within 30 days of notice of entry of the trial court's order. Requires the clerk of the reviewing court to set the appeal for a hearing on the first available court date.	II	Interferes with appellate court calendaring authority.
SB 1608	Corbett, Harman, Steinberg, Runner and Calderon	2008	Neutral	Requires a court, in civil actions involving construction-related accessibility claims, to issue an order, upon request, that grants a 90-day stay of the action and schedules a mandatory early evaluation conference (EEC) if the defendant has satisfied certain requirements relating to inspection of the site at issue by a certified access specialist. Provides that the court must schedule an EEC between 21 and 50 days after issuance of the stay order, and requires that EECs be conducted by a superior court judge or commissioner, or a court early evaluation conference officer, as defined.	IV	Encourages early resolution of these cases.
<u>AB 500</u>	Lieu	2007	Support	Specifies generally that a party may appear by telephone in all general civil cases at case management conferences, and other specified conferences, hearings and proceedings. Provides that a court may require a party to appear in person at such hearings, conferences, or proceedings if the court determines, on a hearing-by-hearing basis, that a personal appearance would materially assist in the determination of the proceedings or in the effective management or resolution of the particular case.	I, IV	Improves access to the courts and conserves resources.
<u>AB 1264</u>	Eng	2007	Neutral	Prohibits delay reduction rules from requiring the severance of unnamed defendants prior to the	IV	Improves administration of justice.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 2303	Committee on Judiciary	2006	Sponsor (of specified provisions)	conclusion of the introduction of evidence at trial, except upon stipulation or motion of the parties. Clarifies the procedures governing a change of name; makes service times for elder abuse protective orders consistent with other protective orders; authorizes courts to receive notice to appear citations for non-parking Vehicle Code violations electronically if the court has the ability to receive the information and reproduce it in a printed form; and extends the sunset date on existing statutory authority for courts to impose modest monetary sanctions upon jurors who fail to respond to a jury summons.	IV	Improves administration of justice and enhances court administration.
SB 1116	Scott	2006	Support	Increases court oversight of moves of conservatees and the sale of their homes.	IV	Improves the court's ability to provide oversight of these cases.
SB 1550	Figueroa	2006	Support	Enacts the Professional Fiduciaries Act, which establishes in the Department of Consumer Affairs a new licensure scheme governing professional conservators, guardians, and other fiduciaries.	IV	Improves the court's oversight of these cases.
AB 355	Tran	2005	Oppose	Authorizes the court in any action involving joint and several liability to "instruct the jury on the effect of finding any party, including, but not limited to, the State of California, partially liable."	II, III	Would create confusion; interferes with judicial function.
AB 496	Aghazarian	2005	Support if amended	Requires the clerk to maintain the original summons in the court file.	III	Improves court administration and conserves resources.
AB 1322	Evans	2005	Co-sponsor	Modifies grounds for disqualification to require more than casual discussions regarding prospective employment with providers of alternative dispute resolution services.	II, IV	Avoids unnecessary disqualifications of judges.
AB 1742	Committee on Judiciary	2005	Sponsor	Deletes the sunset on CCP section 128.7, thereby continuing the courts' ability to impose sanctions for the filing of frivolous lawsuits. Clarifies and streamlines small claims court procedures, extends the sunset of the security fee, and requires that acceptance of an offer to compromise a lawsuit must be in writing.	III, IV	Improves administration of justice and enhances court administration.
SB 575	Torfakson	2005	Oppose unless amended	Establishes calendar preference for actions to enforce provisions of the Anti-NIMBY law.	II, III	Interferes with court administration.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 3078</u>	Committee on Judiciary	2004	Sponsor	Makes several non-controversial changes to the statute governing the times for service and filing of motion papers, as well as clarifying the cutoff date for discovery in civil cases. Also clarifies standing of emancipated minors in small claims court, and clarifies to whom a clerk must provide notice when a check for filing fees has been returned for non-payment.	III, IV	Improves administration of justice and enhances court administration.
<u>SB 1249</u>	Morrow	2004	Oppose	Provides that the word "hearing," when applied to any demurrer, motion, or order to show cause, signifies oral argument by moving and opposing parties on a record amenable to written transcription which shall be had unless affirmatively waived by the parties.	II, IV	Unnecessary; interferes with judicial function.
<u>AB 2321</u>	Hertzberg	2002	Sponsor	Clarifies the process for tort claims filed against judicial branch entities.	III	Eliminates confusion and streamlines the handling of cases.
<u>AB 3027</u>	Committee on Judiciary	2002	Sponsor	Makes various improvements to civil procedure.	III	Improves administration of justice and enhances court administration.

1. *Alternative dispute resolution*

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 202</u>	Harman	2005	Support	Provides that filing a petition to compel arbitration pursuant to Code of Civil Procedure section 1281.2 is the exclusive means by which a party to an arbitration agreement may seek to compel arbitration of a controversy alleged to be subject to that arbitration agreement.	III, IV	Would conserve judicial resources by eliminating unnecessary side litigation over issue.

2. *Disqualification Motions (170.6)*

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1894</u>	Monning	2010	Support	Extends, for civil cases only, the time period for moving to disqualify a judge from 10 to 15 days and requires the moving party to notify all other parties within 5 days of making the motion.	II, IV	Clarifies timeline for bringing motions, which should help avoid confusion.

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2. Miscellaneous

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 2119	Tran	2010	Support	Provides that when any law governing civil procedure requires an act to be performed no later than a specified number of days before a hearing date, the last day to perform that act shall be determined by counting backward from the hearing date, excluding the date of the hearing.	IV	
AB 2284	Evans	2010	Support	Establishes the Expedited Jury Trials Act. Among other things, defines expedited jury trial as a binding jury trial before a reduced jury panel and judicial officer. Requires the Judicial Council, by January 1, 2011, to adopt implementing rules and forms. Makes the Act operative until January 1, 2016	I, III, IV	
SB 1274	Committee on Judiciary	2010	Sponsor	Authorizes service by electronic notification by defining electronic service to include both electronic transmission and electronic notification. Authorizes electronic service of all types of documents and expands the courts ability to serve certain documents electronically.	III, IV	

4. Small claims – The council advocates a small claims court system that provides a speedy, fair, and inexpensive alternative for resolving conflicts of low monetary value. The council supports adequate funding for small claims human resources in all counties.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 712	Evans	2009	Support	Specifies that a small claims court has jurisdiction over an action for an injunction or other equitable relief when a statute expressly authorizes a small claims court to award that relief. Expressly provides that this legislation does not expand and is not encouraging the expansion of the jurisdiction of the small claims court.	I, IV	Improves administration of justice.
AB 1873	Lieu	2008	Sponsor	Clarifies that a court is authorized to charge the same fees for post-judgment motions related to the enforcement of a small claims judgment as a court charges for the enforcement of a regular civil judgment. Authorizes a court to charge and collect a nonrefundable postponement fee of \$10 from either	III, IV	Improves administration of justice and enhances court administration.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 2846	Feuer	2008	Support	party who makes more than one <i>pre-service</i> request to postpone a small claims trial. Provides that this fee would only be assessed after a party has already been granted one prior postponement. Provides that if a dispute exists between the owner of a separate interest and a homeowners' association regarding any disputed charge or sum levied by the association, and the amount in dispute does not exceed the jurisdictional limits of the small claims court, the owner of the separate interest may pay under protest the disputed amount and all other amounts levied, including certain fees, costs, and other specified amounts, and commence an action in small claims court.	I, IV	Improves access to the courts.
SB 1432	Margett	2008	Support	Increases the jurisdiction of the small claims court from \$4,000 to \$6,500 for any action brought by a natural person against a defendant guarantor that charges a fee for its guarantor or surety services.	I, IV	Improves access to the courts.
AB 2455	Nakanishi	2006	Support	Provides that the small claims court has jurisdiction in an action brought by a natural person against the Registrar of the Contractors State License Board as the defendant guarantor holding a contractor's cash deposit if the amount of the demand does not exceed \$7,500.	I, IV	Enhances access to the courts.
AB 1459/ SB 422	Canciamilla	2005	Oppose unless amended, support if amended	Increases the jurisdiction in small claims court from \$5,000 to \$7,500 for actions brought by <i>natural persons</i> .	I, III, IV	Enhances access to the courts by raising jurisdictional amount to \$7500, opposition to proposal to expand jurisdiction to \$10,000 because too much complexity for small claims.

5. Summary adjudication/summary judgment

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
SB 384	Evans	2011	Support	Authorizes a motion for summary adjudication of a legal issue or claim of damages, other than punitive damages, that does not completely dispose of a cause of action, an affirmative defense, or an issue of duty. It does this upon stipulation of the parties whose	III, IV	

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
				claims or defenses are put at issue by the motion, and a prior determination by the court, that the motion will further the interests of judicial economy by reducing the time required for trial or increasing the ability of the parties to settle. Clarifies the law governing fees in complex civil cases.		
<u>AB 2961</u>	Wayne	2002	Oppose	Authorizes a motion for summary adjudication of a legal issue or claim of damages other than punitive damages that does not completely dispose of a cause of action, an affirmative defense, or an issue of duty, if brought upon stipulation of the parties whose claims or defenses are put at issue by the motion.	II	Interferes with court's management of litigation.

6. Unlawful detainer – The council supports efforts to reduce delays and abuses in unlawful detainer actions, and seeks to ensure that processes are not overly burdensome to the courts.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1126</u>	Eng	2007	Support	Provides that in unlawful detainer actions and other specified summary proceedings involving the possession of real property, a discovery motion may be made at any time upon giving five days notice. Requires the Judicial Council to adopt rules prescribing the time for the filing and service of opposition and reply papers relating to specified motions filed in connection with the above summary proceedings.	II, IV	Improves administration of justice.
<u>AB 664</u>	Jones	2005	Support	Allows the court to list legal service providers not funded by the federal Legal Services Corporation on unlawful detainer notices.	I, IV	Ensures best information on legal service providers for UD defendants.
<u>SB 345</u>	Kuchi	2003	Oppose unless amended	Denies access to unlawful detainer records until 60 days following the date final judgment has been entered in favor of the landlord after a trial or summary judgment motion.	III	Administrative record keeping requirements unduly burdensome on the courts.

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B. CRIMINAL PROCEDURE

1. *Criminal and capital case processing* – The council seeks to expedite the resolution of criminal cases at the trial and appellate level. The council seeks to maintain the courts' ability to efficiently and effectively manage the procedures and administration of the court system while improving the delivery of justice to the public, and to protect the exercise of the judicial discretion in criminal cases.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 109	Committee on Budget	2011	No position	Enacts broad changes to the criminal justice system by realigning postrelease supervision of inmates from the state to the county and redefining felony to be punishable, with specified exceptions, in county jail instead of state prison.	IV	The Judicial Council took no position on the policy as outside the council's purview, but due to the magnitude of the realignment and impacts on the courts, the council directed staff to submit a letter to the Governor and Legislature on behalf of the Judicial Council expressing grave concerns about the concept of shifting parole jurisdiction to the judicial branch and the critical need to provide adequate resources.
AB 1284	Hagman	2011	Oppose	Permits the court, in lieu of revoking probation, to allow the defendant to post bond to secure appearance at any future hearing regarding a violation of the court-imposed conditions of probation. Requires the court to notify the defendant, the surety, and the bail agent of the probation revocation hearing.	I, II	
AB 447	Nestande	2010	Oppose	Makes mandatory on the court and defendant several provisions permissive under current law relating to the court's determination of a defendant's ability to pay for counsel.	II, III	Imposes enormous unnecessary workload; existing law and practices are effective.
AB 2056	Miller	2010	Oppose	Adds cases involving assault with the intent to commit rape to the list of types of cases that are categorically eligible for a good cause continuance in criminal proceedings when the prosecuting attorney assigned to the case has another trial, preliminary hearing, or motion to suppress in progress in another case.	II	Inappropriately interferes with the court's function to have the court determine whether there is good cause for a continuance on a case-by-case basis.
AB 2505	Strickland	2010	Support	Allows an oath by an affiant seeking a search warrant to be made using a telephone and computer server, in addition to a fax machine or email, and allows the affiant's signature to be in the form of an electronic signature.	III	

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<u>SB 1449</u>	Leno	2010	Support	Reclassifies from a misdemeanor to an infraction simple possession and possession while driving of not more than 28.5 grams of marijuana.	III, IV	Increases court efficiency.
<u>SCA 27</u>	Harman	2010	Support	Authorizes the Supreme Court to transfer a case to a court of appeal when a judgment of death has been pronounced and requires the Supreme Court to review the resulting decision of the court of appeal affirming or reversing that judgment.	IV	
<u>AB 250</u>	Miller	2009	Support	Requires a criminal defendant's withdrawal of a waiver of his or her speedy trial time limits to be done in open court.	III, IV	Improves court efficiency by ensuring all parties have notice of change in case status.
<u>SB 431</u>	Benoit	2009	Support	Improves probation transfer procedures.	III, IV	
<u>SB 678</u>	Leno and Benoit	2009	Support in concept	Creates the California Community Corrections Performance Incentive Act to provide sustainable funding for improved, evidence-based probation supervision practices and capacities to improve public safety outcomes among adult felons who are on probation.	IV	Further Judicial Council goals to improve sentencing practices and outcomes.
<u>AB 2166</u>	Tran	2008	Support	Clarifies appellate jurisdiction in bail forfeiture proceedings by allocating these cases between the Courts of Appeal and the superior court appellate divisions the same way they were allocated before unification of the municipal and superior courts. Bases jurisdiction of a bail forfeiture appeal on the underlying criminal charge and the stage of the proceeding at which bail was forfeited.	III, IV	
<u>SB 1257</u>	Morrow	2006	Oppose	Revises and regulates the capital appeals process.	II	
<u>SB 330</u>	Cedillo	2005	Support	Requires a criminal action to be dismissed if a defendant in a misdemeanor or infraction case is not brought to trial within 30 days after the date of the reinstatement of criminal proceedings pursuant to the provisions of law governing the mental competency of defendants.	III	Allows for more efficient case management.
<u>AB 2011</u>	Firebaugh	2004	Oppose	When determining whether to allow a defendant who has pleaded guilty or no contest to be admitted to or to remain out on bail, requires a court to consider the same factors that must be considered after a verdict has been rendered against a defendant.	II	Unnecessary, will result in lengthy hearings.

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<u>AB 2173</u>	Parra	2004	Oppose unless amended	Provides that the court must require a person convicted of a DUI to sign and date a statement that indicates that the person is aware that individuals who drive under the influence pose a serious threat to the lives of innocent persons. Requires the court to include on the abstract of judgment that the person has signed and dated the statement, or attach the statement to the abstract.	III	Will significantly lengthen court proceedings. Neutral if amended to provide defendant with information more efficiently.
<u>SB 58</u>	Johnson	2004	Support in concept	Directs courts and district attorneys to establish means of protecting confidentiality of information in police reports.	IV	Protects local control; clarifies authority to establish procedures.
<u>SB 977</u>	Johnson	2004	Oppose	Prohibits the live or delayed broadcasting of any criminal action until a verdict is rendered.	II, IV	Unnecessary; interferes with judicial function.
<u>AB 1306</u>	Leno	2003	Sponsor	Provides that if a person is sentenced pursuant Proposition 36, probation jurisdiction shall be transferred to the defendant's county of permanent residence at the discretion of the sentencing judge.	III, IV	
<u>AB 1435</u>	Koretz	2003	No position	Authorizes a court in a criminal case to order a party who has violated discovery disclosure requirements or any lawful court order to pay a monetary sanction.	N/A	Unnecessary; judges currently have this authority.
<u>AB 1653</u>	Mullin	2003	Oppose	Allows an attorney for a party to a criminal proceeding to appeal a sanction order or finding of contempt against him or her to the court authorized to hear an appeal of the judgment in the main action. Requires the court to stay the execution of the order or imposition of punishment pending appeal.	II	Unnecessary; interferes with judicial function.
<u>SB 761</u>	McPherson	2003	Oppose unless amended	Prohibits accepting an undertaking of bail if any summary judgment entered against an undertaking issued by the bail agent or agency remains unpaid.	II, III	April 30, 2003 amendments eliminate requirement that the court determine solvency of bail agency. Opposition withdrawn.
<u>AB 2159</u>	Cardoza	2002	Oppose unless amended	Requires courts, after arraignment, upon conviction, and when a judgment has been pronounced, to determine if a defendant has custody of any child under the age of 18 years, and inquire as to the proper care of that child if the defendant is in custody or remanded to custody.	II, III	Inefficient; ineffective; significantly lengthens court proceedings.
<u>AB 2211</u>	Horton	2002	Oppose	Provides that a representative of the community affected by a crime may submit a Community Impact Statement.	II, III	Unnecessary; results in lengthy hearings.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 2563</u>	Vargas	2002	Oppose	Requires the agency discharging a person who posts bail on charges of domestic violence to serve that person with a protective order, without court involvement but enforceable as a court order.	II	Interferes with judicial functions.
<u>AB 241</u>	Dickerson	2001	Oppose	Prohibits the court from striking prior convictions in DUI cases.	II	Interferes with judicial functions.
<u>AB 299</u>	Rod Pacheco	2001	Support	Grants a court exercising jurisdiction over multiple offenses involving criminal sexual acts and stalking that occurred in more than one jurisdictional territory jurisdiction over properly joinable offenses.	II	Streamlines court procedures.

2. *Sentencing and other judicial decisionmaking* – The council seeks to preserve judicial discretion and the independence of the judicial function in sentencing matters. The council does not take positions on the length or severity of sentences for crimes, but supports efforts to simplify the criminal sentencing structure.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 520</u>	Amiano	2011	Oppose	Provides that the court may not impose an upper term based on aggravating facts unless facts were first presented to the fact-finder and the fact-finder found the facts to be true.	II, IV	
<u>AB 1264</u>	Hagman	2011	Oppose	Repeals the requirement that the superior court adopt a uniform countywide schedule of bail and instead establishes a Statewide Bail Commission. Requires the commission to revise annually a statewide bail schedule for all bailable felony, misdemeanor, and infraction offenses except Vehicle Code infractions.	I, II	
<u>AB 908</u>	Berryhill, T.	2009	Oppose	Requires the court, if probation is granted, to order the payment of the reasonable costs of any probation supervision or conditional sentence as a condition of probation.	II, III	Introduces inappropriate issues into judge's sentencing decision.
<u>SB 59</u>	Huff	2009	Oppose	Adds cases involving the California Street Terrorism Enforcement and Prevention Act to the list of types of cases that are categorically eligible for a good cause continuance in criminal proceedings when the prosecuting attorney assigned to the case has another trial, preliminary hearing, or motion to suppress in progress in another case.	II	
<u>AB 2609</u>	Davis	2008	Oppose	Requires, when appropriate and feasible, that a court	II	Sought amendment to give the court sufficient

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
			unless amended	order a defendant convicted of vandalism to clean up, repair, and replace the damaged property or keep the damaged property or another property in the community free of graffiti for up to one year.		flexibility to ensure that the required sanction will be imposed when appropriate and feasible.
<u>AB 1660</u>	La Malfa	2007	Oppose	Deletes the court's authority to exclude a victim or a designated victim's representative from a criminal proceeding.	II	Inappropriately interferes with court's authority.
<u>AB 1551</u>	Runner	2005	Oppose unless amended	Among other things, prohibits a court from striking an allegation, admission, or finding of a prior conviction pursuant to Penal Code section 1385 for defendants who are convicted of certain sex offenses.	II	Sought amendment to strike the provision eliminating the court's authority under Penal Code section 1385 to dismiss an action in the furtherance of justice.
<u>AB 623</u>	Lieber	2003	No position	Requires the judge in a toxics case to consider whether the defendant has expressed remorse for the acts and whether the defendant has made an appropriate public apology that reflects that nature of the violation and the number of potential victims.	N/A	Outside purview.
<u>SB 1497</u>	Polanco	2002	Oppose	Sets up a one-time review of the custody status of life prisoners who have been in prison beyond a date specified in certain regulatory matrices.	II	Impossible to implement.

C. TRAFFIC LAW

The council advocates use of simplified procedures in minor traffic cases to guarantee expedited disposition. The council supports development of statewide uniform rules, procedures, and forms to provide efficient handling of traffic cases.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 2499</u>	Portantino	2010	Support	Consolidates all traffic violator school programs under the licensing authority of the Department of Motor Vehicles. Requires courts to transmit to DMV abstracts of judgment for convictions of traffic violations rather than the court dismissing the case upon completion of the IVS program.	III, IV	Relieves judicial branch of inappropriate regulatory role. Provides DMV better ability to enforce driver safety program.
<u>AB 758</u>	Plescia	2007	Support	Requires the Department of Motor Vehicles, on or before July 1, 2008, to submit a report to the Legislature containing a comprehensive plan with specified components by which the licensing of all driving instruction programs offered to traffic violators may be consolidated under the authority of	III, IV	

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 1464	Benoit	2007	Sponsor	the department. Allows the court, after proper notice to the owner/violator, to report a failure to appear on an unsigned citation issued for an owner-responsibility offense to the Department of Motor Vehicles for a hold to be placed on the registration of the vehicle involved in the offense.	III, IV	
AB 1932	Benoit	2006	Support	Provides for the licensing and regulation of home study-based traffic violator schools by the Department of Motor Vehicles and declares the intent of the Legislature to have the Department of Motor Vehicles uniformly regulate all traffic violator schools.	II	Appropriately places regulatory function with the Executive Branch.
SB 1697	Torlakson	2004	Support	Consolidates administration of all sanctions related to the driving privilege imposed as a result of a driving-under-the influence conviction with the Department of Motor Vehicles.	IV	Increases efficiency; provides better service to the public.

D. JURY SYSTEM

The council supports efforts to ensure adequate numbers of jurors, achieve full use of jurors once they are summoned, ensure fair representation of the community served by the court, and provide adequate compensation of jurors. The council seeks to maintain plain-English jury instructions that accurately convey the law using language that is understandable to jurors.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 141	Fuentes	2011	Support	Requires the court, when admonishing the jury against conversing about a trial, to clearly explain that the prohibition applies to all forms of communication, including electronic and wireless devices. Provides that violation of this admonishment constitutes criminal and civil contempt of court.	I	
SB 319	Harman	2009	Sponsor	Eliminates the sunset and reporting requirement on provisions allowing courts to impose monetary sanctions for failure to appear in response to a jury summons. Decreases the amount of time that must	III, IV	

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				elapse before a compliance action may be initiated.		
<u>AB 1769</u>	Galgiani	2008	Oppose	Exempts all peace officers from jury duty in civil and criminal matters.	IV	Fundamentally opposed to categorically exempting individuals from jury duty.
<u>AB 1828</u>	Huff	2008	Oppose	Excuses from jury service, upon request, a prospective juror who has served as a precinct officer or precinct board member on a statewide or local election during the previous 12 months.	IV	
<u>AB 1557</u>	Feuer	2007	Support	Reduces peremptory challenges to 6 per side in all misdemeanor cases, rather than only those misdemeanors resulting in imprisonment for 90 days or less.	IV	
<u>SB 171</u>	Alquist	2006	Oppose	Requires that any custodial interrogation of an individual relating to a felony offense be electronically recorded, and codifies a jury instruction to be used verbatim if a court finds that a defendant was subjected to an unlawful custodial interrogation.	I, IV	
<u>SB 1281</u>	Romero	2006	Support	Prohibits a state agency from entering into a contract for the acquisition of goods or services with a contractor who does not have and adhere to a written policy providing his or her employees with not less than five days of regular pay for actual jury service.	IV	
<u>AB 1180</u>	Harman	2003	Sponsor	Clarifies that when a person is summoned but fails to appear for jury service the court may impose reasonable monetary sanctions on the prospective juror following an order to show cause hearing.	III, IV	Strengthen courts' ability to enforce orders.
<u>AB 2925</u>	Migden	2002	Support	Eliminates reimbursement for the first day of travel to the court for jury duty; increases reimbursement rate for second and subsequent days from 15 cents to 34 cents per mile, one way.	IV	Part of larger effort to improve jury system.

E. INTERPRETERS

To ensure access to justice, the council seeks to attract quality interpreters and meet the courts' caseload demands. The council supports increased compensation and standardized payment practices and procedure for court interpreters.

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<u>AB 618</u>	Furutani	2011	Oppose	Requires the court to provide separate interpreters for defendants and witnesses, and for codefendants in specified proceedings.	I	Strains court's ability to provide interpreters.
<u>AB 663</u>	Jones	2009	Sponsor interpreter related provisions; no position on legal aid provision	Requires the Judicial Council to establish a working group to develop best practices to expand the use of interpreters and a pilot project to test the workability of the developed best practices.	I, III, IV	
<u>AB 2227</u>	Chiu	2006	Support	Requires the Judicial Council to establish the Blue Ribbon Panel on Language Access in the Courts. Requires the panel to report to the Legislature and the Judicial Council on the existing interpreter certification system.	I, IV	
<u>AB 2302</u>	Committee on Judiciary	2006	Support if funded	Requires that an interpreter be present whenever needed in any civil matter, including family law and probate, or in any court-ordered or court-provided alternative dispute resolution, including mediation and arbitration. Specifies the priority for use of funding and interpreters provided for civil matters.	I, IV	
<u>SB 927</u>	Escutia	2001	Oppose unless funded	Requires that a certified or registered court interpreter be provided at court expense in any family law proceeding that involves allegations of domestic violence.	I, IV	

IV. SUBSTANTIVE LAW

A. JUVENILE DELINQUENCY

The council supports legislation to ensure that judges have sufficient discretion and placement and treatment options to fulfill their obligations to promote the rehabilitation and reintegration of juvenile offenders, the safety of the community, and accountability to victims.

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<u>AB 2212</u>	Fuentes	2010	Support	Sets forth procedures for adjudicating the competency of a juvenile in a delinquency matter.	I	Clarifies procedures for competency proceeding in juvenile delinquency matters.
<u>AB 1547</u>	Beall	2007	Support	Authorizes the juvenile court to order the probation department to provide a variety of services to a delinquent ward approaching the age of majority.	II, IV	
<u>AB 2496</u>	Steinberg	2002	Oppose unless amended	Requires that the minor, the minor's counsel, and a probation officer personally appear before the court during each periodic review of the minor's detention.	II, III	Will significantly increase length of proceedings; neutral if amended to achieve goals in more efficient way.

B. JUVENILE DEPENDENCY

The council supports timely and expeditious determinations in dependency matters, as well as measures to enhance the available placement options for dependent children. The council supports efforts to clarify the procedures for declaring a child a dependent of the court. The council also supports maintaining judicial discretion to terminate dependency.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 73</u>	Feuer	2011	Support	States the intent of the Legislature to enact legislation providing that juvenile court hearings in juvenile dependency matters be presumptively open to the public unless the court finds that admitting the public would not be in a child's best interest.	I	Promotes public trust in juvenile court.
<u>AB 743</u>	Portantino	2010	Support	Modifies the standard for sibling visitation to require that if siblings are not placed together the social worker must explain why placement together would be contrary to the safety or well-being of any sibling. Requires a social worker considering a change of placement that will result in sibling separation to notify the attorney for the child being moved as well as the attorney for any affected sibling.	IV	Assists court in keeping siblings together.
<u>AB 1852</u>	Portantino	2010	Support	Requires the county welfare department to document in the reports it provides to the court at the disposition hearing its efforts to locate and contact relative and non-relative extended family members of a dependent child to establish permanent familial connections between the child	IV	Improves ability of court to find permanency for dependent children.

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				and his or her family.		
<u>SB 962</u>	Liu	2010	Support	Allows incarcerated parents to participate in specified court proceedings concerning parental rights via videoconferencing or teleconferencing if the technology is available	I	Reduces need to continue dependency proceedings for an incarcerated parent's absence.
<u>AB 12</u>	Beall	2009	Co-Sponsor	Implements federal foster care reform legislation to provide federally subsidized relative guardianships and extend foster care jurisdiction to age 21.	IV	
<u>AB 131</u>	Evans	2009	Sponsor	Authorizes the Judicial Council to implement a cost recovery program to collect reimbursement from parents for the cost of dependency counsel, and directs that the recovered funds be used to reduce caseloads for attorneys.	I, IV	Promotes fairness outcomes in dependency proceedings.
<u>AB 938</u>	Committee on Judiciary	2009	Sponsor	Requires that social workers immediately investigate the identity and location of all adult grandparents and other relatives of a child after the child is detained, and notify the relatives that the child has been removed from his or her parents, and the means by which the relative might participate in the care of the child.	IV	Engages relatives in dependency court to promote best interests of child.
<u>AB 1405</u>	Maze	2008	Support	Provides that information obtained from a minor during an assessment to determine the appropriate status of a minor who meets the definition of both a dependent and a delinquent ward cannot be used against the minor in other proceedings.	II, IV	Ensures court obtains necessary information.
<u>AB 3051</u>	Jones	2008	Support	Requires the court to determine whether a child age 10 or older who is not present was given an opportunity to attend the hearing. Provides that the court may make any orders reasonably necessary to ensure that the child has an opportunity to attend.	I, IV	Ensures that children can participate in proceedings.
<u>AB 2130</u>	DeVore	2006	Oppose	Requires the court to consider the religious, cultural, moral, and ethnic values of a child or of his or her birth parents, before placing a dependent child for adoption.	I, II	Inappropriately limits judicial discretion.

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<u>AB 2480</u>	Evans	2006	Support if funded	Requires the appointment of appellate counsel to represent a dependent child if the child is an appellant, or if the court of appeal determines that the child would benefit from the appointment of separate counsel.	IV	
<u>SB 1667</u>	Kuehl	2006	Support	Requires that the social worker provide foster parents with a caregiver information form and information on how to submit it to the court. Provides rights for caregivers to receive notice of post-permanency planning hearings.	IV	Ensures that court receives all relevant information regarding dependent children.
<u>AB 519</u>	Leno	2005	Sponsor	Allows the juvenile court to issue ex parte protective orders for parents and caretakers even without regard to the child's need for a protective order.	IV	Allows the juvenile court to protect families in an efficient individualized manner.
<u>AB 129</u>	Pacheco	2004	Sponsor	Authorizes counties to implement dual status (dependency and delinquency) protocol for children in juvenile court.	IV	Ensures adequate oversight for dual need children.
<u>AB 524</u>	Haynes	2003	Oppose	Requires that a child who has been removed from his or her parents' custody be returned within five working days in certain circumstances.	III	March 26, 2003 amendments eliminated provisions related to criminal proceedings. Council opposition withdrawn.
<u>SB 59</u>	Escutia	2003	No position, but seek amendments	Provides expedited appellate review of disputed placement orders in juvenile dependency cases.	N/A	June 11, 2003 amendments conform the writ process to the one established in Welfare and Institutions Code section 366.26(1).
<u>AB 2336</u>	Negrete McLeod	2002	Support	Requires that orders for the temporary removal of a prisoner to attend a hearing pertaining to parental rights must be issued at least 12 days before it is to be executed.	I, IV	Ensures access to proceedings for affected parties.
<u>AB 2160</u>	Schiff	2000	Sponsor	Creates a presumption that children in dependency proceedings would benefit from the appointment of counsel.	I, IV	Improves ability of court to fulfill role in dependency cases.

C. FAMILY LAW

The council supports legislation consistent with its goal of increasing access to the courts. The council supports efforts to provide adequate assistance to pro per litigants in family law cases, as well as litigants who face language barriers. The council seeks to maintain judicial discretion to make family law decisions based on the best interest of the child. The council also seeks to clarify the process the court should follow and the factors the court can appropriately consider in family law cases.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 939</u>	Committee on Judiciary	2010	Support	Makes numerous changes to provisions in the Family Code consistent with the recommendations of the Elkins Family Law Task Force.	I, IV	
<u>AB 1050</u>	Ma	2010	Support	Creates a presumption that a child is of sufficient maturity to provide input to the court on a child custody or visitation issue at age 14 and requires the court to permit the child to address the court unless the court finds that testimony is not in the child's best interests and states its reasons on the record.	IV	Ensures courts can appropriately consider input of child.
<u>AB 2475</u>	Beall	2010	Oppose	Provides that the doctrine of judicial or quasi-judicial immunity shall not apply to any private third party engaged by the court for his or her expertise in family law matters in an advisory capacity.	II	Interferes with ability of court to obtain expert information.
<u>AB 612</u>	Beall	2009	Oppose	Prohibits the consideration of a "nonscientific theory" in a child custody matter, as defined, and disallows the admission into evidence of any child custody evaluation report which includes a nonscientific theory.	II, IV	Creates inconsistent and unworkable evidentiary standard.
<u>AB 1822</u>	Beall	2008	Oppose	Requires the court, in any proceeding to establish or modify spousal support, to deny spousal support to a party convicted of a sexual offense against a minor.	II	Inappropriately limits judicial discretion.
<u>SB 1255</u>	Harman	2008	Support	Extends until January 1, 2013, the authority of the family court to order a person seeking custody or visitation of a child to undergo testing for drug or alcohol abuse in specified circumstances.	II, IV	Ensures that court has relevant information in custody cases.
<u>SB 1015</u>	Murray	2006	Oppose	Requires the court to redact specified financial information from family law files.	II	Lessens public trust in court and imposes unnecessary administrative burdens.
<u>SB 1482</u>	Romero	2006	Oppose	Provides that a custodial parent has a presumptive right to change the residence of his or her child subject to the power of the court to restrain a change of residence. Requires the non-custodial parent to make a prima facie showing of harm to the child that would result from the relocation, necessitating a change in custody, but would disallow consideration of the normal incident of moving.	II	

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<u>AB 1307</u>	Dymally	2005	Oppose	Creates a rebuttable presumption that equal custody share is in the best interest of child.	II	Unduly limits court's ability to make custody orders on a case-by-case basis.
<u>SB 544</u>	Battin	2005	Oppose	Prohibits parents convicted of certain offenses from having unsupervised contact with their children.	II	Overly restricts court's ability to make custody orders in the best interest of child.
<u>AB 2148</u>	Diaz	2004	Oppose	Restricts the court from holding custody or visitation proceedings until after it has ruled on an application for attorney's fees.	II	Limits ability of court to act in best interest of children.
<u>AB 2228</u>	Garcia	2004	Support	Requires information sharing in cases pertaining to custody of children.	III, IV	Ensures well informed court regarding child custody.
<u>SB 730</u>	Burton	2004	Oppose	Establishes presumptive right for a custodial parent to relocate with a child.	II	Unduly limits discretion of court to act in best interest.
<u>SB 1616</u>	Knight	2004	Oppose	Requires the court to state its reasons for making any spousal support order on the record and in writing.	II	Unnecessary and resource intensive.
<u>SB 734</u>	Ortiz	2003	Oppose	Restricts courts discretion to grant visitation.	II	Unduly restricts individual discretion.
<u>SB 174</u>	Kuehl	2002	No position	Requires the Judicial Council to select four non-confidential mediation courts to implement a model with initial confidential mediation, with the allowance for subsequent recommending mediation if performed by a different mediator. Implementation contingent on funding.	N/A	
<u>SB 1406</u>	Kuehl	2002	Oppose unless amended	Requires that all child custody mediation be confidential, and prohibits the mediator from communicating with the court on any matter.	II, III, IV	Interferes with administration of family cases.
<u>SB 1791</u>	Rainey	2000	Oppose	Shifts responsibility for hearing Title IV-D related child support actions to DSS administrative law judges.	I, II, IV	Inappropriately shifts judicial function to non-judicial officers

D. DOMESTIC VIOLENCE

The council supports efforts to improve court procedures in domestic violence cases and the way courts review allegations of domestic violence in family law proceedings. The council also supports measures that seek to simplify the process for obtaining a restraining order, and the process for making it enforceable.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1596</u>	Hayashi	2010	Sponsor	Contains numerous technical changes to create more consistency in protective order statutes.	IV	Promotes consistent administration of law in protective order matters.

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<u>AB 104</u>	Cohn	2005	Oppose	Requires a hearing on a motion to modify or dismiss a DVPA order to be held by the judicial officer that issued the order, if available.	II, III	Undue interference with court calendaring process.
<u>AB 106</u>	Cohn	2005	Oppose	Requires every trial court to establish a one time amnesty program for fines and fees imposed for spousal abuse convictions or as a condition of probation for domestic violence offenses.	II, III	Contrary to the Judicial Council's enhanced collections strategy.
<u>SB 1627</u>	Kuehl	2002	Support	Clarifies procedures for entry of service of process for DVPA orders into DVROS by requiring the court to either enter the information into DVROS directly, or transmit proof of service to law enforcement for entry within one business day.	III, IV	Makes court orders more likely to be enforced.
<u>SB 1780</u>	Escutia	2002	Oppose unless funded	Requires the court to provide interpreters for specified parties in family law proceedings involving allegations of domestic violence at court expense.	I, IV	

E. CONSERVATORSHIP AND PROBATE LAW

The council supports clarification of conservators' duties and formulation of guidelines about conservatorships.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 458</u>	Atkins	2011	Sponsor	Prohibits a court from appointing a minor's parent as a guardian of the person of the minor, except as specified. Establishes requirements for transferring a proceeding to another court in circumstances in which a proceeding that concerns custody or visitation of a minor child is pending in one or more counties at the time the petition for guardianship is filed. Specifies circumstances under which the court in a guardianship proceeding would maintain exclusive jurisdiction to determine issues of custody or visitation.	I, III	
<u>AB 2271</u>	Silva	2010	Support	Adds temporary trustees to the list of persons who may be appointed by the court during an appeal of certain probate orders.	II, IV	
<u>SB 1041</u>	Harman	2010	Support	Among other things, provides that evidence of a statement made by a declarant who is unavailable as a witness that he or she has or has not established or revoked a revocable trust, or that identifies his or her	II, IV	

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1163</u>	Tran	2009	Support	<p>revocable trust, is not made inadmissible by the hearsay rule because the declarant is unavailable as a witness.</p> <p>Clarifies that the attorney-client privilege is held by a deceased client's personal representative appointed for subsequent estate administration after the original personal representative has been discharged. Provides that no attorney-client privilege exists for communications relevant to issues between parties who all claim through a deceased client in a non-probate transfer.</p>	I, IV	Improves administration of justice.
<u>AB 1340</u>	Jones	2008	Support	Requires a guardian or conservator, in a first accounting filed with the court, to provide all account statements showing the account balance as of, rather than through, the closing date of the first court accounting. Requires notice be given 5 court days prior to a hearing on the appointment of a temporary guardian or temporary conservator. Prohibits a court from permitting a person without a valid professional fiduciary's license to continue to carry out the duties of a professional fiduciary.	IV	Improves court's oversight of these cases.
<u>AB 1880</u>	Tran	2008	Oppose	Requires a guardian or conservator to post a separate recovery bond for the benefit of the ward or conservatee and any person interested in the guardianship or conservatorship estate who may bring a surcharge action against the guardian or conservator for breach of duty.	III, IV	Multiple bonds are more difficult to administer, and they would impair the court's ability to provide proper oversight.
<u>AB 2014</u>	Tran	2008	Support	Requires a guardian or conservator to use ordinary care and diligence to determine whether the ward or conservatee owns real property in a foreign jurisdiction and to preserve and protect that property.	IV	Improves court's oversight of these cases.
<u>AB 2247</u>	Spitzer	2008	Oppose unless amended, neutral if amended	Requires a guardian or conservator to file an investment plan with a court not more than six months after the issuance of letters of guardianship or conservatorship. Revises and expands the list of obligations and securities in which a guardian or conservator may invest funds of the estate without court authorization.	IV	Interferes with the ability of the court to protect conservatees' assets.

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

- Goal I – Access, Fairness, and Diversity
 Goal II – Independence and Accountability
 Goal III – Modernization of Management and Administration
 Goal IV – Quality of Justice and Service to the Public
 Goal V – Education for Branchwide Professional Excellence
 Goal VI – Branchwide Infrastructure for Service Excellence

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 1264</u>	Harman	2008	Support	Beginning January 1, 2010, revises, recasts, and clarifies the law governing no contest clauses in wills and trust instruments. Limits the enforceability of no contest clauses to direct contests brought without reasonable cause, transfers of property, or creditor claims as specified. Defines direct contest and probable cause for these purposes. Eliminates provisions regarding the authority of a beneficiary to apply to a court for a determination regarding a no contest clause.	I, IV	Improves access to the courts and enhances court administration.
<u>AB 1727</u>	Committee on Judiciary	2007	Support	Enhances a court investigator's access to confidential medical information. Prohibits a conservatorship of the person or of the estate from being granted unless the court makes an express finding that the granting of the conservatorship is the least restrictive alternative needed for the protection of the conservatee. Creates new requirements on courts when guardianships and conservatorships are transferred from other jurisdictions.	II, IV	Improves court's ability to provide oversight of these cases.
<u>SB 340</u>	Ackerman	2007	Co-sponsor	Broadens list of agencies entitled to receive criminal history reports to include probate court conservatorship and guardianship investigators.	II, IV	Improves the court's ability to provide oversight in guardianship and conservatorship cases.
<u>AB 1363</u>	Jones	2006	Support if funded	Makes a number of reforms to the probate conservatorship system, including enhanced court reviews of conservatorships primarily through increasing the frequency and scope of court investigations.	II, IV	Improves court's ability to provide oversight of these cases.
<u>SB 1116</u>	Scott	2006	Support	Increases court oversight of moves of conservatees and the sale of their homes.	II, IV	Improves the court's ability to provide oversight of these cases.
<u>SB 1550</u>	Figueroa	2006	Support	Enacts the Professional Fiduciaries Act, which establishes in the Department of Consumer Affairs a new licensure scheme governing professional conservators, guardians, and other fiduciaries.	II, IV	Improves the courts oversight in these cases.
<u>SB 1716</u>	Bowen	2006	Support if funded	Authorizes the court to take action in response to ex parte communications regarding a guardian's or conservator's performance of his or her fiduciary duties.	II, IV	Improves the court's oversight of these cases.
<u>AB 541</u>	Harman	2005	Support	Allows the court to test prospective guardians for drugs or alcohol and exempts guardians of the person	II, IV	Enhances court's discretion and improves court's ability to oversee these cases.

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

Goal I – Access, Fairness, and Diversity

Goal II – Independence and Accountability

Goal III – Modernization of Management and Administration

Goal IV – Quality of Justice and Service to the Public

Goal V – Education for Branchwide Professional Excellence

Goal VI – Branchwide Infrastructure for Service Excellence

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
				only from having to register with the Statewide Registry.		
<u>AB 1152</u>	Liu	2004	Support	Requires the Judicial Council to adopt a rule of court that specifies the qualification and educational requirements of private professional conservators and private professional guardians.	II, IV	Improves court's ability to oversee these cases.
<u>AB 1851</u>	Harman	2004	Support	Revises and recasts the law concerning the court's responsibility to approve compromises of claims of minors, and settlements or actions or disposition of judgments in favor of minors or "incompetent persons." Permits the court to establish a special needs trust for a disabled minor that will continue under court supervision after the minor reaches age 18.	IV	Improves the court's ability to administer these cases.
<u>AB 1883</u>	Harman	2004	Support	Prevents routine waivers but allows court discretion in waiving bond requirement where it is warranted.	II, IV	Enhances court's discretion.
<u>AB 1784</u>	Harman	2002	Support	Implements the recommendations of the California Law Revision Commission for clarification of Probate Code provisions regarding the construction of trusts and other instruments.	III, IV	Promotes clarity and consistency in the handling of these cases.

V. MISCELLANEOUS

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1208</u>	Calderon	2011	Oppose	Significantly lessens the role of the Judicial Council in determining the allocation of funds to trial courts and allocating funds in a manner to support implementation of statewide policies and initiatives. Reduces the council's role in ensuring the stability of trial court operations and providing management or oversight of trial court budgets.	I, II, III, IV	
<u>SB 1417</u>	Cox	2010	Support	Modifies the process for formation of Societies for the Prevention of Cruelty to Animals and for the appointment of humane officers.	III, IV	Provides clear court process.
<u>AB 2301</u>	Assembly Judiciary Committee	2006	Support	Provides the State Bar with the authority to collect voluntary financial support from its membership to support organizations that provide free legal services to those of limited means.	I, IV	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

- Goal I -- Access, Fairness, and Diversity
- Goal II -- Independence and Accountability
- Goal III -- Modernization of Management and Administration
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- Goal V -- Education for Branchwide Professional Excellence
- Goal VI -- Branchwide Infrastructure for Service Excellence

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
SCA 3	Lowenthal	2006	No position	Shifts redistricting responsibility from the Legislature to an 11-member Independent Redistricting Commission to reapportion legislative and congressional districts. Provides that the California Supreme Court has original and exclusive jurisdiction over all challenges to a redistricting plan adopted by the Commission. Requires the Judicial Council to appoint a panel of ten retired justices of the state courts of appeal, and for that panel to establish a pool of 50 candidates for the Independent Redistricting Commission.	N/A	
SB 1246	Burton	2004	No position	Requires the Supreme Court and the State Bar to develop standards and rules of professional conduct governing the propriety of an attorney appearing before a court where that individual previously served as a judicial officer.	N/A	Outside purview.

A. ACCESS TO JUSTICE

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 590	Feuer	2009	Support	Creates a pilot project to provide legal representation to indigent litigants in specified civil case types including domestic violence, civil harassment, probate conservatorship, elder abuse, child custody matters in which one parent is seeking sole legal or physical custody, and housing-related cases, beginning July 2011, with the revenue from recently enacted increases to a number of miscellaneous civil court fees.	I, IV	Improves access to justice for unrepresented litigants.
AB 2448	Feuer	2008	Sponsor	Revises and redrafts the existing statute governing court fee waivers to ensure that indigent litigants have an opportunity to access the courts in a timely manner, and to provide for recovery of those fees in appropriate cases.	I, III, IV	
AB 171	Beall	2007	Support	Establishes the Assumption Program for Loans for Law in the Public Interest, to provide up to \$1,000 in loan assumption benefits over a four-year period to public interest attorneys.	I	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

- Goal I – Access, Fairness, and Diversity
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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 1723	Committee on Judiciary	2007	Support	Requires banks that hold interest on lawyer trust accounts (IOLTA) to allow those accounts to participate in higher-paying investment products, or receive an interest rate that is comparable to the rates paid by those investment products (referred to as IOLTA comparability).	1	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

- Goal I – Access, Fairness, and Diversity
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- Goal VI – Branchwide Infrastructure for Service Excellence

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/19/2012
PREPARED BY	
OFFICE NAME	Center for Families, Children & the Courts
JUDICIAL COUNCIL DIRECTIVE NUMBER	63
JUDICIAL COUNCIL DIRECTIVE	With the exception of assigned judges, AOC staff must not investigate complaints from litigants about judicial officers.
SEC RECOMMENDATION	The CFCC should discontinue investigating and responding to complaints from litigants about judicial officers who handle family law matters, as such matters are handled by other entities.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>AOC staff are directed not to investigate complaints against bench officers. Complaints and concerns about specific judges, commissioners, or courts are referred to the appropriate entities, consistent with California Rules of Court.</p>	
<input type="button" value="File Attachment"/>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="button" value="File Attachment"/>	
<input type="checkbox"/> Other:	
<input type="button" value="File Attachment"/>	
TIMELINE AND RESOURCES FOR IMPLEMENTATION	
IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Ongoing

RESOURCES REQUIRED FOR IMPLEMENTATION	<input type="text"/>	
ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)		
<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>	
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>	
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="button" value="File Attachment"/>	
<input type="checkbox"/> COST	<input type="text"/> <input type="button" value="File Attachment"/>	
<input type="checkbox"/> EFFICIENCIES	<input type="text"/> <input type="button" value="File Attachment"/>	
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<input type="text" value="Potential increase in public inquiries to courts."/> <input type="button" value="File Attachment"/>	
<input type="checkbox"/> OTHER	<input type="text"/> <input type="button" value="File Attachment"/>	
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL		
ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
INFORMATION ON NEXT STEPS	<input type="text"/> Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}.</i> <input type="text"/>	
<input type="text"/>		

RESPONSE TO ADOC	<input type="text" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text" value="File Attachment"/>		

ACTIVITY REPORTING AND PROPOSAL FORM

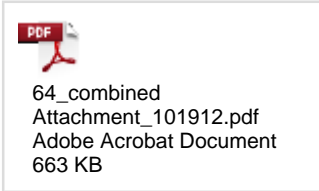
JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	9/24/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	64
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-10 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
SEC RECOMMENDATION	The Court Operations Special Services Office (COSSO), formerly CPAS, should be an office reporting to the Chief Operating Officer within the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The COSSO manager position should be at the Senior Manager level.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">📎 File Attachment</div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">📎 File Attachment</div>	
<input checked="" type="checkbox"/> Other: Recommendations 50, 64, 78, 89, 100, 106, 123, 130, 135, and 142 are considered partially implemented as described below. On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative	

Services Division) (Attachment A). The movement of the directors and the offices into the new divisions became effective October 1, 2012.

The issue of compensation for Director positions was deferred and will be revisited after the AOC organization-wide classification and compensation study is complete. For this reason, this recommendation is considered partially implemented and will be considered complete once the Judicial Council approves a future Administrative Director proposal for compensation levels of Director positions. The Administrative Director has been directed to return to the Judicial Council in February 2013 with a plan and recommendations for a classification and compensation study.

Attachment B provides additional information regarding these specific recommendations and whether there were any modifications to the placement of the offices under the respective divisions.



TIMELINE AND RESOURCES FOR IMPLEMENTATION


IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Partial implementation 10/1/12; projected implementation date calendar year 2013.
RESOURCES REQUIRED FOR IMPLEMENTATION	


ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> COST	<input type="text"/> <input type="button" value="File Attachment"/>

By reducing the number of AOC divisions to three divisions and realigning offices under the newly created divisions, efficiencies for the organization will be realized from:

* Organizationally consolidating related functions to streamline the organization, break down silos, and encourage collaboration and system

<input checked="" type="checkbox"/> EFFICIENCIES	<p>wide thinking across offices and divisions.</p> <p>* Clear and transparent assignments of authority and responsibility with an efficient chain of command, and clear accountability for decisions.</p> <p>* The designation of an Executive Team member for each office to provide offices with timely Executive Team assistance and consistent and clearly defined decision-making.</p> <p>* The creation of an internal management structure that effectively communicates decisions, policies, and procedures consistently throughout the organization.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;">  File Attachment </div>
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<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>Through the merger of programs and functions that are closely related and serve the same clients under one division, the organization can leverage the teamwork of the new divisions to be more responsive to the needs of the judicial branch and the public it serves.</p> <p>By renaming offices and divisions to include "service" in their titles, the new AOC organizational structure institutionalizes the AOC's commitment to its first priority of providing effective and efficient services to the courts, the branch, and the public.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;">  File Attachment </div>
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<input type="checkbox"/> OTHER	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;">  File Attachment </div>
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ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
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INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 5px;"></div> Please review and return to the ADOC by: <i>{ADOC will insert due date}.</i> <input type="text"/>
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RESPONSE TO ADOC	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;">  File Attachment </div>
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SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee.	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/>
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		by <input type="text"/>
Date: <input type="text"/>		Date: <input type="text"/>

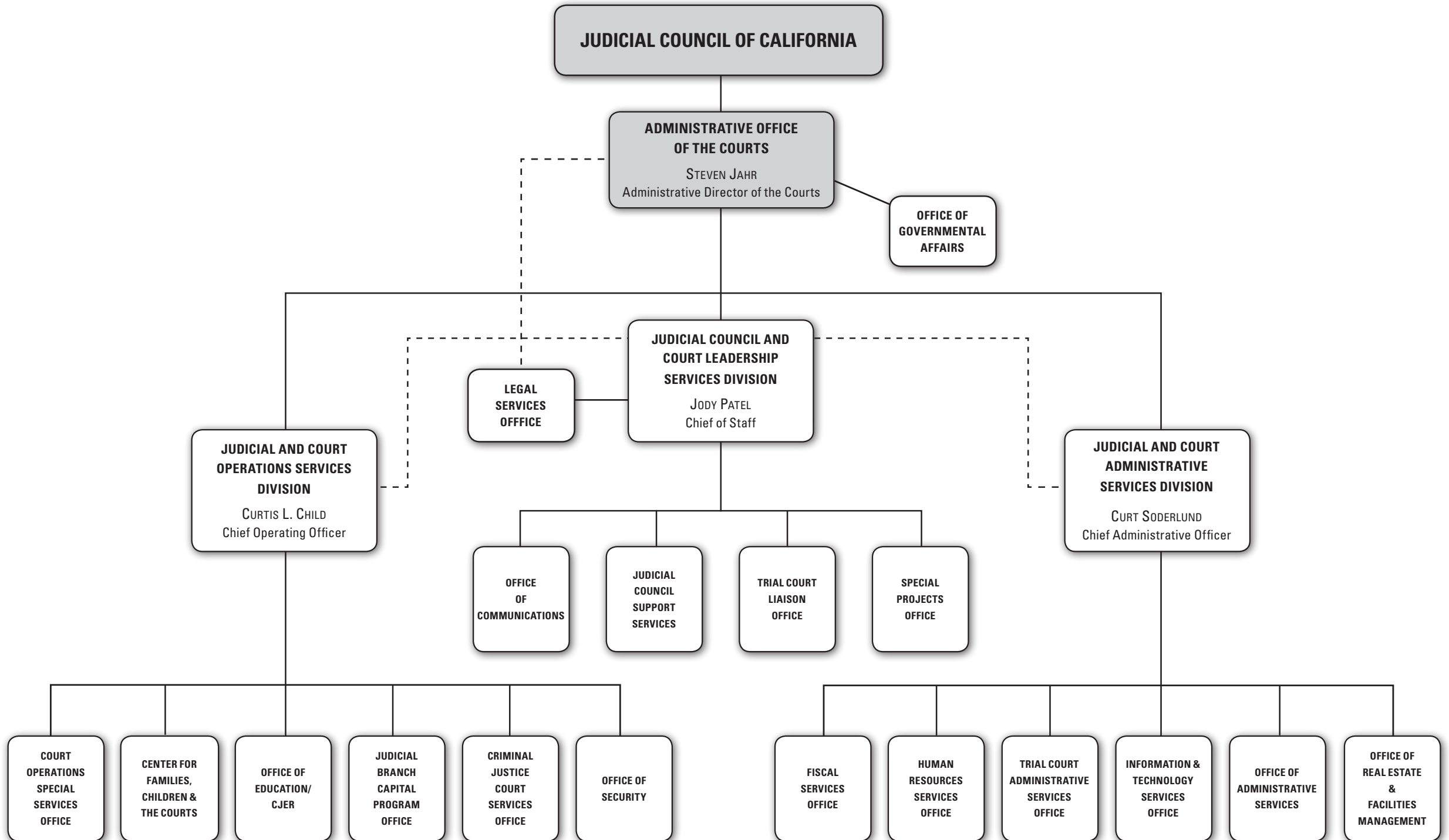
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>
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ADDITIONAL REVIEW NOTES:

 File Attachment

ORGANIZATIONAL STRUCTURE OF THE ADMINISTRATIVE OFFICE OF THE COURTS



JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 50

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-3 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation: 7-3.** The Center for Families, Children and the Courts should be an office reporting to the Chief Operating Officer in the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The CFCC manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which houses the Center for Families, Children and the Courts as an office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 64

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-10 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation 7-10.** The Court Operations Special Services Office (COSSO), formerly CPAS, should be an office reporting to the Chief Operating Officer within the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The COSSO manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Court Programs and Services Division to Court Operations Special Services Office, and houses the Court Operations Special Services Office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 78

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-19 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-19.** The Education Division should be an office within the Judicial and Court Operations Services Division, under the direction of the Chief Operating Officer, rather than a stand-alone division. The Education Division/CJER manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Center for Judicial Education and Research (CJER)/Education Division to the Office of Education/CJER, and houses the Office of Education/CJER under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 89

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-25 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-25.** The functions performed by the Finance Division should be placed in the Judicial and Court Administrative Services Division. The Finance Division should be renamed the Fiscal Services Office, reporting to the Chief Administrative Officer. The Fiscal Services Office Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Finance Division to the Fiscal Services Office and houses the Fiscal Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 100

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-43 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-43.** The committee recommends that the functions of this division be placed under a unit titled Information and Technology Services Office, combined with any remaining functions of CCMS. The office should report to the Chief Administrative Officer of the Judicial and Court Administrative Services Division. The IS Manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Information Services Division to the Information and Technology Services Office and houses the Information and Technology Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 106

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-71 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-71.** The Office of General Counsel should be renamed Legal Services Office, consistent with its past designation, and should be a stand-alone office reporting to the Administrative Director of the Courts. The Legal Services Office manager position should be compensated at its current level. The Legal Services Office should not be at the same divisional level as the Judicial and Court Operations Services Division or the Judicial and Court Administrative Services Division. The Chief Counsel, manager of the Legal Services Office, should not be a member of the Executive Leadership Team.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Office of General Counsel to the Legal Services Office. The reporting relationship for Legal Services Office represents a modification from the SEC recommendation as the Judicial Council approved an organizational structure where the Legal Services Office reports to the Chief of Staff with a dotted line relationship to the Administrative Director of the

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Courts rather than a direct report to the Administrative Director of the Courts. This reporting relationship houses all aspects of Judicial Council support under the leadership of the Chief of Staff given that the Legal Services Office is counsel to the Judicial Council and the Chief of Staff is responsible for all activities relating to the Judicial Council and its activities. The compensation of the Chief Counsel will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 123

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-52 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-52.** The Office of Communications should remain in the Executive Office and under the direction of a Chief of Staff. The Office of Communications manager position should be placed at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which continues housing the Office of Communications in the Judicial Council and Trial Court Leadership Services Division under the Chief of Staff effective October 1, 2012. The compensation of the Senior Manager will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 130

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-47 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-47.** TCAS should be made a unit under the Judicial and Court Administrative Services Division, reporting to the Chief Administrative Officer. The TCAS Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of the Trial Court Administrative Services Division to the Trial Court Administrative Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. As a result of the organizational structure change, the Trial Court Administrative Services Office is now led by two Senior Managers. The compensation of the Senior Managers will remain at current levels pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 135

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-64 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-64.** The OCCM should be renamed Office of Court Construction and Facilities Management Services. The functions of this unit should be placed under the Judicial and Court Operations Services Division and reporting to the Chief Operating Officer. The manager of this unit should be compensated at the same level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the recommendation of the SEC in regards to Office of Court Construction and Maintenance (OCCM). The SEC approved an organizational structure that bifurcates OCCM by dividing facilities maintenance and capital construction into two offices under two divisions. Effective October 1, 2012, capital construction activities are now housed under the Judicial Branch Capital Program Office in the Judicial and Court Operations Services Division under the Chief Operating Officer, and real estate and facilities maintenance activities are now housed under the Office of Real Estate and Facilities Management in the Judicial and Court Administrative Services Office under the Chief Administrative Officer. As a result of the organizational structure change, the former OCCM Director is now the Director of the Judicial Branch Capital Program Office and the Office of Real Estate and Facilities Management is led by an Assistant Director. The compensation of the Director and Assistant Director will remain at current levels pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 142

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-80 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-80.** The Office of Governmental Affairs should be placed in the Executive Office, under the direction of the Chief of Staff. The OGA Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the SEC recommendation as the Judicial Council approved a structure where Office of Governmental Affairs reports directly to the Administrative Director of the Courts

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

rather than the Chief of Staff. This reporting structure supports the vital role and connection of the Administrative Director of the Courts in serving the Chief Justice and the Judicial Council as it relates to representing the branch on legislative and budget activities with the governor and the legislature and assists with facilitating the necessary interaction with other branches of government. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	9/30/2012
PREPARED BY	Chad Finke
OFFICE NAME	<u>Court Operations Special Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	65
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-12 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
SEC RECOMMENDATION	The Promising and Effective Programs Unit functions are largely discretionary and should be considered for reduction or elimination, resulting in position savings.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>The underlying SEC recommendation recommends either reduction or elimination of the Promising and Effective Programs unit (PEP). The unit currently has a manager and seven staff members (three of whom are less than 1 FTE, for a total of 6.15 staff FTEs), which represents a reduction of three full-time staff members since the SEC began its process. In addition, two major functions have been eliminated from PEP. Specifically, one staff member left in connection with the AOC's Voluntary Separation Incentive Program (VSIP), and her position and its funding were eliminated. Further, two additional PEP staffers have been permanently reassigned to other units and their former functions eliminated. Specifically, the staff member who was formerly responsible for procedural fairness has been reassigned to the Court Interpreters Program and the staff member who was formerly the lead staff to the Kleps Award Committee has been reassigned to Trial Court Leadership Services (which is now under the Chief of Staff). See Activity Reporting and Proposal Form for recommendations 65.1 and 67 for additional details.</p>	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> Other:	

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE

N/A - already complete

RESOURCES REQUIRED FOR IMPLEMENTATION

none

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

PROCEDURES/ POLICIES UPDATED OR DEVELOPED

 File Attachment

TRAINING UPDATED OR DEVELOPED

 File Attachment

SAVINGS

Savings for the two staff members who were transferred to other units are already discussed in detail in the Activity Reporting and Proposal Forms for recommendations 65.1 and 67. In addition, the elimination of an additional position in PEP as a result of the former incumbent leaving as part of the VSIP resulted in annual salary and benefit savings of approximately \$98,000 (all General Fund).

 File Attachment

COST

 File Attachment

EFFICIENCIES

 File Attachment

SERVICE LEVEL IMPACT



The staff position that was eliminated as part of the VSIP was an Administrative Coordinator II. The elimination of that position has meant that the administrative/secretarial needs of the PEP unit must now be handled by other administrative staff in COSSO. As a result, all administrative tasks run slower than usual, which means a delay in, e.g., processing documents, preparing travel and expense claims, and the like.

 File Attachment

OTHER

 File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> .
RESPONSE TO ADOC	 File Attachment	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date:	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: by Date:
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: 10/19/2012	
ADDITIONAL REVIEW NOTES:		
 File Attachment		

ACTIVITY REPORTING AND PROPOSAL FORM








JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	9/25/2012
PREPARED BY	Chad Finke
OFFICE NAME	<u>Court Operations Special Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	65.1
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7-12(a) with no further action, due to the temporary suspension of the Kleps Program initiated to reduce branch costs.
SEC RECOMMENDATION	The Promising and Effective Programs Unit functions are largely discretionary and should be considered for reduction or elimination, resulting in position savings. Consideration should be given to the following: To save resources, the Kleps Award Program should be suspended temporarily.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
In early May 2012, Hon. Ronald Robie, Chair of the Kleps Award Committee, decided to postpone the 2012-2013 Kleps Award Cycle. Additionally, the AOC has not requested that the Trial Court Budget Working Group recommend allocating any special funds to the Kleps Award Program in FY 12-13 (\$20,000 was allocated in FY 11-12). Lastly, the former lead staff to the Kleps Award Committee has been reassigned to other duties within the AOC, specifically as lead staff to the Trial Court Presiding Judges Advisory Committee. Thus, no staff resources are being devoted to the Kleps Award Program at this time.	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> Other:	
<input type="checkbox"/> File Attachment	

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	May 2012
RESOURCES REQUIRED FOR IMPLEMENTATION	None

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>
<input checked="" type="checkbox"/> SAVINGS	<p>Eliminating the function of lead staff to the Kleps Award Committee allowed for the abolishment of a funded position left vacant through the AOC's second Voluntary Separation Incentive Program. Salary and benefit savings were approximately \$120,000/year (all General Fund).</p> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>
<input type="checkbox"/> COST	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>
<input type="checkbox"/> EFFICIENCIES	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>Some courts have expressed a concern that postponing or outright eliminating the Kleps Award Program will take away a valuable tool for the courts to share innovative ideas on how to run their operations more efficiently. We continue to look for opportunities to facilitate such sharing, simply outside the context of a formal awards program.</p> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>
<input type="checkbox"/> OTHER	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee.	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information.
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	Date: 10/5/2012	Date:
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> .
RESPONSE TO ADOC	 <input type="button" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date:	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: by Date:
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: 10/19/2012	
ADDITIONAL REVIEW NOTES:		
 <input type="button" value="File Attachment"/>		

ACTIVITY REPORTING AND PROPOSAL FORM








JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	9/25/2012
PREPARED BY	Chad Finke
OFFICE NAME	Court Operations Special Services Office
JUDICIAL COUNCIL DIRECTIVE NUMBER	67
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7 -12(c) with no further action as the Procedural Fairness/Public Trust and Confidence program has been eliminated through the AOC's initiatives to reduce costs and downsize its workforce and operations.
SEC RECOMMENDATION	The Promising and Effective Programs Unit functions are largely discretionary and should be considered for reduction or elimination, resulting in position savings. Consideration should be given to the following: Since funding for the Procedural Fairness/Public Trust and Confidence program has ceased, it should be eliminated.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>Prior to October 2011 the AOC had a Senior Court Services Analyst (CSA) whose time was devoted primarily to addressing procedural fairness issues. However, there was not a separate "program," per se, e.g., there was no dedicated budget separately set aside for procedural fairness. In October 2011, that Senior CSA was transferred full time into the Court Interpreters Program to better utilize limited staff resources. While it may be possible for him to handle any new procedural fairness-based projects that may arise in the future, right now his time is devoted 100% to court interpreter issues.</p>	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> Other:	
<input type="checkbox"/> File Attachment	

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	October 2011
RESOURCES REQUIRED FOR IMPLEMENTATION	None

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>
<input checked="" type="checkbox"/> SAVINGS	<p>A Senior Court Services Analyst in the Court Interpreters Program left the AOC in 2012 as part of the AOC's first Voluntary Separation Incentive Program. Because we had already moved the Senior CSA who formerly handled procedural fairness issues into the Court Interpreters Program in October 2011, he was able to pick up much of the work of the departing employee, which is what allowed the AOC to accept her request to participate in the program. Therefore, we were able to take advantage of the savings from her salary and benefits, which were approximately \$116,400/year (all General Fund).</p> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>
<input type="checkbox"/> COST	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>
<input type="checkbox"/> EFFICIENCIES	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>
<input type="checkbox"/> SERVICE LEVEL IMPACT	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>
<input type="checkbox"/> OTHER	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;">  File Attachment </div>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional
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	Planning Committee. Date: 10/5/2012	clarification or information. Date:
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> .
RESPONSE TO ADOC	<input type="text"/> <input type="text"/> File Attachment	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date:	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: 10/19/2012	
ADDITIONAL REVIEW NOTES:		
<input type="text"/> <input type="text"/> File Attachment		

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	9/30/2012
PREPARED BY	Chad Finke
OFFICE NAME	<u>Court Operations Special Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	69
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the ADOC to evaluate the extent to which financial and personnel support for the Jury Improvement Project should be maintained, recognizing the high value of the project to the judicial branch, especially because jury service represents the single largest point of contact between citizens and the courts.
SEC RECOMMENDATION	<p>The Promising and Effective Programs Unit functions are largely discretionary and should be considered for reduction or elimination, resulting in position savings. Consideration should be given to the following:</p> <p>The Jury Improvement Project is of high value to the judicial branch, especially as jury service represents the single largest point of contact between citizens and the courts. The Judicial Council should evaluate the extent to which financial and personnel support for the project should be maintained.</p>
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented:	
<input type="text"/>	
<input type="button" value="File Attachment"/>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="text"/>	
<input type="button" value="File Attachment"/>	
<input checked="" type="checkbox"/> Other:	
Implementation is ongoing. COSSO continues to have one Senior Court Services Analyst dedicated to working with courts on jury improvement issues. We will continue to look for additional opportunities to pursue as funding permits.	
<input type="button" value="File Attachment"/>	

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	ongoing
RESOURCES REQUIRED FOR IMPLEMENTATION	No additional staff resources are required, but additional funding may be needed to pursue statewide jury improvement efforts. The amount of funding needed depends on the level of efforts desired by the council.

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> COST	<p>As noted, there is no additional cost associated with keeping the current Jury Improvement Program staff member dedicated to jury improvement issues. However, additional jury improvement efforts statewide will cost different amounts depending on the exact nature of the improvements desired by the council.</p> <input type="button" value="File Attachment"/>
<input type="checkbox"/> EFFICIENCIES	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SERVICE LEVEL IMPACT	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> OTHER	<input type="text"/> <input type="button" value="File Attachment"/>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE Date: <input type="text" value="10/5/2012"/>	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee.	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
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INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> . <input type="text"/>	
RESPONSE TO ADOC	<input type="text"/> <input type="button" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES: <input type="text"/> <input type="button" value="File Attachment"/>		

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	9/30/2012
PREPARED BY	Chad Finke
OFFICE NAME	<u>Court Operations Special Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	71
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7-16 with no further action as the Judicial Administration Library has been eliminated through the AOC's initiatives to reduce costs and downsize its workforce and operations.
SEC RECOMMENDATION	The Judicial Administration Library should be consolidated with the Supreme Court Library.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>Two of the three regular staff members in the Judicial Administration Library (JAL) were laid off as part of AOC-wide staff reductions, and we ceased using agency temps to support the JAL. One staff member was retained to ensure that archiving, cataloging, and searching of Judicial Council materials is able to continue. In addition, the remaining staff member will continue to archive and, where necessary, research materials relating to the history of the California Rules of Court, a function not available from any other agency or entity in California. However, the remaining staff member has been reclassified as a Court Services Analyst, and is no longer a part of the "Judicial Administration Librarian" classification series.</p> <p>In addition, we are currently working with the California Judicial Center Library (CJCL) to transfer a part of the collection from the former JAL to the CJCL. Any materials that are not transferred to the CJCL will be offered to AOC offices/divisions for their use. Anything remaining will be disposed of and the current JAL space will be repurposed.</p>	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> Other:	

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE

ongoing

RESOURCES REQUIRED FOR IMPLEMENTATION

None beyond current staff's time to eliminate the former library collection and the time required to convert the former JAL space into useable cubicle space.

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

PROCEDURES/ POLICIES UPDATED OR DEVELOPED

 File Attachment

TRAINING UPDATED OR DEVELOPED

 File Attachment

SAVINGS

Salary and benefit savings from the two former JAL employees who were laid off as part of AOC staff reductions is approximately \$215,000/year (all General Fund). We will also realize significant General Fund savings from eliminating the former library collection, e.g., we will no longer be expending funds on keeping practice guides, statutes, and the like current. At this time, we do not have an estimate of the savings that will result from the elimination of the collection, however.

 File Attachment

COST

 File Attachment


EFFICIENCIES

By eliminating the JAL and its collection, we will free up several offices for use by other AOC offices/divisions. In addition, we estimate being able to place 11 cubicles in the space formerly occupied by the JAL. Taken together, these contributed significantly to the AOC's efforts to shrink its "footprint" and realize rent savings.

 File Attachment

SERVICE LEVEL IMPACT

In addition to maintaining the collection, the JAL used to perform numerous other functions that now will either be eliminated or will need to be absorbed by other offices/divisions or entities. For example, the JAL used to be the AOC's single point-of-contact with both Westlaw and Lexis/Nexis for book ordering, obtaining online research passwords, and the like. The individual offices/divisions will now be required to handle those tasks. Also, the JAL used to assist AOC divisions, as well as courts, with research questions, including legislative histories, Rule of Court histories, and general research

	<p>on Judicial Council and AOC historical actions. With staff reduced to a single person, the ability to assist in these research efforts will be severely reduced.</p> <p> File Attachment</p>
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<input type="checkbox"/> OTHER	<p> File Attachment</p>
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ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
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INFORMATION ON NEXT STEPS	<p>Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i></p> <p><input type="text"/></p> <p>Please review and return to the ADOC by: <i>{ADOC will insert due date}.</i></p> <p><input type="text"/></p>
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RESPONSE TO ADOC	<p><input type="text"/></p> <p> File Attachment</p>
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SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
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EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW


E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>
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ADDITIONAL REVIEW NOTES:

 File Attachment

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/4/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	73
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-13 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
SEC RECOMMENDATION	The Editing and Graphics Group, with half of its eight positions currently vacant, should be considered for elimination.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative Services Division) (Attachment A).</p> <p>In addition to the realignment of divisions into new offices, the Editing and Graphics Group (EGG) from the Court Operations Special Services Office (formerly Court Programs and Services Division) was moved to the new Judicial Council Support Services Office in the Judicial Council and Trial Court Leadership Services Division under the Chief of Staff effective October 1, 2012. This represents a modification from the SEC recommendation which recommended elimination of EGG.</p> <p>EGG was previously responsible for editorial and design services for all AOC materials and created correspondence-related guides and training. Over the last two years, however, the EGG unit has experienced staffing reductions and in turn has limited its services to focus solely on editing and design of Judicial Council reports, forms, meeting minutes, high-level correspondence, and publications. Given that the new focus for EGG is to support only Judicial Council documents and publications, EGG was moved into the new Judicial Council Support Services where the unit would work hand-in-hand with staff responsible for support to the Judicial Council.</p>	
 73_JCCLSD_org_final.pdf Adobe Acrobat Document 9.98 KB	

This directive is forwarded to the Judicial Council with options for consideration:

 File Attachment

Other:

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE

10/1/12

RESOURCES REQUIRED FOR IMPLEMENTATION

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

PROCEDURES/ POLICIES UPDATED OR DEVELOPED

 File Attachment

TRAINING UPDATED OR DEVELOPED

 File Attachment

SAVINGS

 File Attachment

COST

 File Attachment

EFFICIENCIES

Moving Editing and Graphics Group into the Judicial Council Support Services Office from the former Court Programs and Services Division creates a centralized team of staff responsible for all aspects of Judicial Council support into one office and under one division with leadership from the Executive Office through the Chief of Staff. This will result in greater efficiencies for the organization as limited EGG resources will be solely focused on the editing of Judicial Council reports, publications, and will no longer work with competing priorities of other AOC workload requests in light of Judicial Council workload. As a result, the responsibility for editing other AOC correspondence and reports has been decentralized and returned to the respective offices and the organization will continue to offer

	training courses to assist AOC staff responsible for these activities. <input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SERVICE LEVEL IMPACT	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> OTHER	<input type="text"/> <input type="button" value="File Attachment"/>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

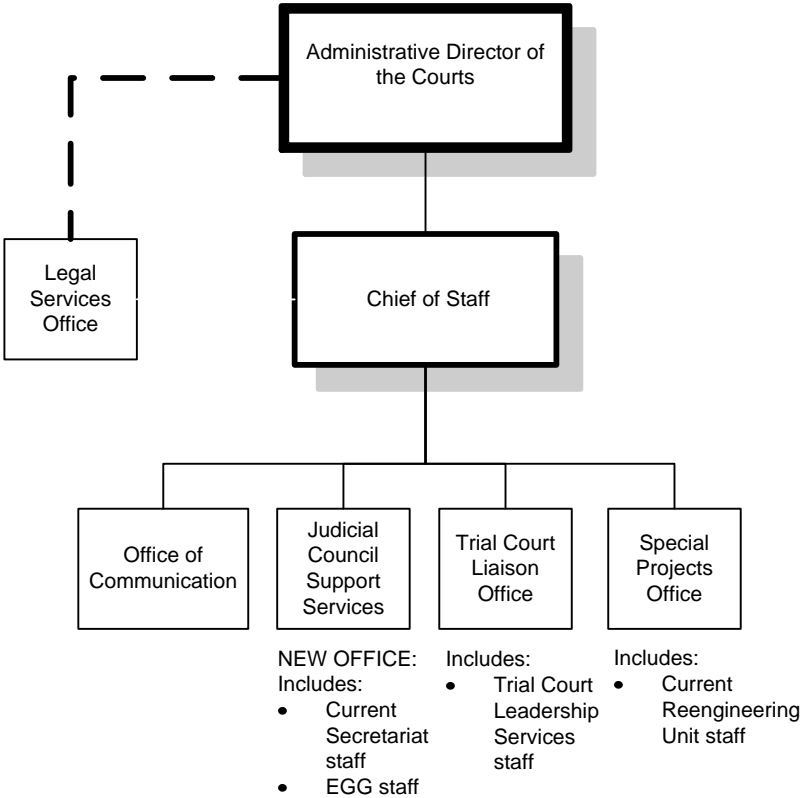
ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> . <input type="text"/>
RESPONSE TO ADOC	<input type="text"/> <input type="button" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date:	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date:

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW	Executive and Planning Review Date: 10/19/2012
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ADDITIONAL REVIEW NOTES:

Judicial Council and Court Leadership Services Division



ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	9/30/2012
PREPARED BY	Chad Finke
OFFICE NAME	<u>Court Operations Special Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	75
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7 -17(a) with no further action as the Assigned Judges Program and Assigned Judges Program Regional Assignment Units have merged through the AOC's initiatives to reduce costs and downsize its workforce and operations.
SEC RECOMMENDATION	Modifications to the Assigned Judges Program should be considered, including the following: The Assigned Judges Program and Assigned Judges Program Regional Assignments units should be merged, resulting in the elimination of a unit supervisor position.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
As part of the AOC's Voluntary Separation Incentive Program (VSIP), both a Senior Court Services Analyst and a Senior Administrative Coordinator assigned to the Assigned Judges Program left the AOC. In addition, the former Supervising Court Services Analyst for the Assigned Judges Program also recently retired, leaving the Assigned Judges Program severely understaffed. In an effort to keep service levels at an acceptable level with a reduced staff, the Assigned Judges Program and the Regional Assignments Unit were merged into a single, unified Assigned Judges Program.	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> Other:	
<input type="checkbox"/> File Attachment	

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	June 1, 2012
RESOURCES REQUIRED FOR IMPLEMENTATION	None

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> COST	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> EFFICIENCIES	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SERVICE LEVEL IMPACT	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> OTHER	<input type="text"/> <input type="button" value="File Attachment"/>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/>	

		Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> . <input type="text"/>
RESPONSE TO ADOC	<input type="text"/> <input type="button" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES: <input type="text"/> <input type="button" value="File Attachment"/>		

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/15/2012
PREPARED BY	Chad Finke
OFFICE NAME	<u>Court Operations Special Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	76
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that SEC Recommendations 7-17(b), (c), and (d) be referred to the Chief Justice for consideration. The AOC's Assigned Judges Program provides support to the Chief Justice in the assignment of judges under California Constitution Article VI, Section 6(e).
SEC RECOMMENDATION	<p>Modifications to the Assigned Judges Program should be considered, including the following:</p> <p>(b) The program's travel and expense policies should be reviewed to mitigate adverse impacts on the availability of assigned judges to smaller and rural courts.</p> <p>(c) Consideration should be given to a pilot program to allow half-day assignments of judges, taking into account the probable inability of small, rural courts to attract judges on this basis.</p> <p>(d) Consideration should be given to development of an Assigned Commissioner Program to assist courts with such matters as AB1058 child support cases.</p>
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
SEC recommendations 7-17(b), (c), and (d), all of which recommend substantive programmatic changes to the Assigned Judges Program (AJP), were referred to the Chief Justice, and AJP staff has briefed the Chief on the underlying issues. At the Chief's direction, staff will implement any programmatic changes that the Chief chooses to make.	
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<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> Other:	

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE

June 1, 2012

RESOURCES REQUIRED FOR IMPLEMENTATION

None

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

PROCEDURES/ POLICIES UPDATED OR DEVELOPED

 File Attachment

TRAINING UPDATED OR DEVELOPED

 File Attachment

SAVINGS

 File Attachment

COST

 File Attachment

EFFICIENCIES

 File Attachment

SERVICE LEVEL IMPACT

 File Attachment

OTHER

 File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE

The ADOC approves for submission to the Executive and Planning Committee.

The ADOC does not approve and returns this to lead office for additional clarification or information.

	Date: 10/5/2012	Date:
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> .
RESPONSE TO ADOC	 <input type="button" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date:	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: by Date:
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: 10/19/2012	
ADDITIONAL REVIEW NOTES:		
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ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/4/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	77
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-18 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
SEC RECOMMENDATION	The functions of the Trial Court Leadership Service unit should be moved under the auspices of the new Executive Office, as matters of policy emanating from the Trial Court Presiding Judges Advisory Committee and Court Executives Advisory Committee often relate to branch-wide policies.
RESPONSE (check applicable boxes)	
<p><input checked="" type="checkbox"/> This directive has been completed and implemented:</p> <p>On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative Services Division).</p> <p>In addition to the realignment of divisions into new offices, the Trial Court Leadership Services (TCLS) unit was moved from the former Court Programs and Services Division to Judicial Council and Trial Court Leadership Services Division under the Chief of Staff effective October 1, 2012 (Attachment A).</p> <p>As background, TCLS is primarily responsible for the support of the Trial Court Presiding Judges Advisory Committee, the Court Executives Advisory Committee, the Council of Court Executives, and the numerous working groups of these committees. This movement of TCLS to the Judicial Council and Court Leadership Services Division is consistent with SEC recommendation 7-18 which recommended moving TCLS under the new Executive Office "as matters of policy emanating from the Trial Court Presiding Judges Advisory Committee and Court Executives Advisory Committee often relate to branch-wide policies."</p>	



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Adobe Acrobat Document
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This directive is forwarded to the Judicial Council with options for consideration:

File Attachment

Other:

File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

**IMPLEMENTATION
DATE OR
PROJECTED
IMPLEMENTATION
DATE**

10/1/12

**RESOURCES
REQUIRED FOR
IMPLEMENTATION**

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

**PROCEDURES/
POLICIES UPDATED
OR DEVELOPED**

File Attachment

**TRAINING
UPDATED OR
DEVELOPED**

File Attachment

SAVINGS

File Attachment

COST

File Attachment

Moving Trial Court Leadership Services (TCLS) from the former Court Program and Services Division to the Judicial Council and Court Leadership Services Division creates efficiencies for the organization as

<input checked="" type="checkbox"/> EFFICIENCIES	<p>the TCLS will now be led by the Chief of Staff who is actively involved in policy decisions and branch-wide issues and can utilize this role to ensure that Presiding Judges and Court Executive Officers are fully informed and aware of current issues affecting the branch and provides a direct communication link to the Executive Office.</p> <p>Additionally, efficiencies will be realized as the TCLS moves to a division that also houses the Judicial Council Support Services and the Trial Court Liaison Office where these offices can increase collaboration and teamwork in providing services and support to the Judicial Council, Presiding Judges, and Court Executive Officers.</p>
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<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>Movement of Trial Court Leadership Services (TCLS) under the leadership of the Chief of Staff allows increased service levels to the courts by creating a direct connection and communication to the AOC Executive Office through the Chief of Staff to forward questions and requests for information on issues important to Presiding Judges and Court Executive Officers.</p> <p>Additionally, the movement of TCLS increases communication and collaboration between the offices that provide service and support to judicial officers and Court Executive Officers resulting in better coordination and timing for information presented to Presiding Judge and Court Executive Officer audiences by the AOC.</p>
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<input type="checkbox"/> OTHER	<input type="text"/> File Attachment
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ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
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INFORMATION ON NEXT STEPS	<p>Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i>.</p> <input type="text"/> <p>Please review and return to the ADOC by: <i>{ADOC will insert due date}</i>.</p> <input type="text"/>
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RESPONSE TO ADOC	<input type="text"/> File Attachment
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SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee.	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/>
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		by <input type="text"/>
	Date: <input type="text"/>	Date: <input type="text"/>

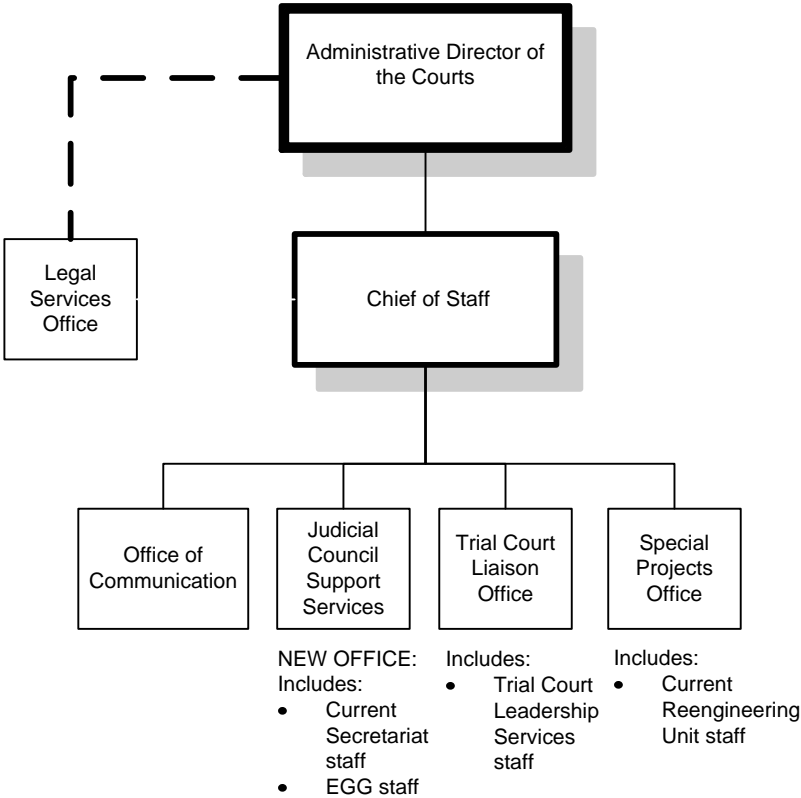
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>
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ADDITIONAL REVIEW NOTES:

 File Attachment

Judicial Council and Court
Leadership Services
Division



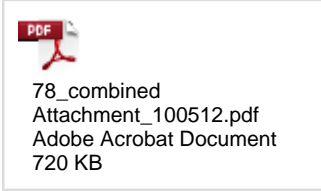
ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	9/24/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	78
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-19 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
SEC RECOMMENDATION	The Education Division should be an office within the Judicial and Court Operations Services Division, under the direction of the Chief Operating Officer, rather than a stand-alone division. The Education Division/CJER manager position should be compensated at its current level.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented:	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input checked="" type="checkbox"/> Other:	
Recommendations 50, 64, 78, 89, 100, 106, 123, 130, 135, and 142 are considered partially implemented as described below. On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative Services Division) (Attachment A). The movement of the directors and the offices into the new divisions became effective October 1, 2012.	

The issue of compensation for Director positions was deferred and will be revisited after the AOC organization-wide classification and compensation study is complete. For this reason, this recommendation is considered partially implemented and will be considered complete once the Judicial Council approves a future Administrative Director proposal for compensation levels of Director positions. The Administrative Director has been directed to return to the Judicial Council in February 2013 with a plan and recommendations for a classification and compensation study.

Attachment B provides additional information regarding these specific recommendations and whether there were any modifications to the placement of the offices under the respective divisions.



TIMELINE AND RESOURCES FOR IMPLEMENTATION




IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Partial implementation 10/1/12; projected implementation date calendar year 2013.
RESOURCES REQUIRED FOR IMPLEMENTATION	

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)


<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;"> File Attachment </div>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;"> File Attachment </div>
<input type="checkbox"/> SAVINGS	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;"> File Attachment </div>
<input type="checkbox"/> COST	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%;"> File Attachment </div>

By reducing the number of AOC divisions to three divisions and realigning offices under the newly created divisions, efficiencies for the organization will be realized from:

- * Organizationally consolidating related functions to streamline the organization, break down silos, and encourage collaboration and system wide thinking across offices and divisions.
- * Clear and transparent assignments of authority and responsibility with an

<input checked="" type="checkbox"/> EFFICIENCIES	<p>efficient chain of command, and clear accountability for decisions.</p> <p>* The designation of an Executive Team member for each office to provide offices with timely Executive Team assistance and consistent and clearly defined decision-making.</p> <p>* The creation of an internal management structure that effectively communicates decisions, policies, and procedures consistently throughout the organization.</p> <p> File Attachment</p>
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>Through the merger of programs and functions that are closely related and serve the same clients under one division, the organization can leverage the teamwork of the new divisions to be more responsive to the needs of the judicial branch and the public it serves.</p> <p>By renaming offices and divisions to include "service" in their titles, the new AOC organizational structure institutionalizes the AOC's commitment to its first priority of providing effective and efficient services to the courts, the branch, and the public.</p> <p> File Attachment</p>
<input type="checkbox"/> OTHER	<p> File Attachment</p>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> .	
RESPONSE TO ADOC	<p> File Attachment</p>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee.	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: by

Date:

Date:

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

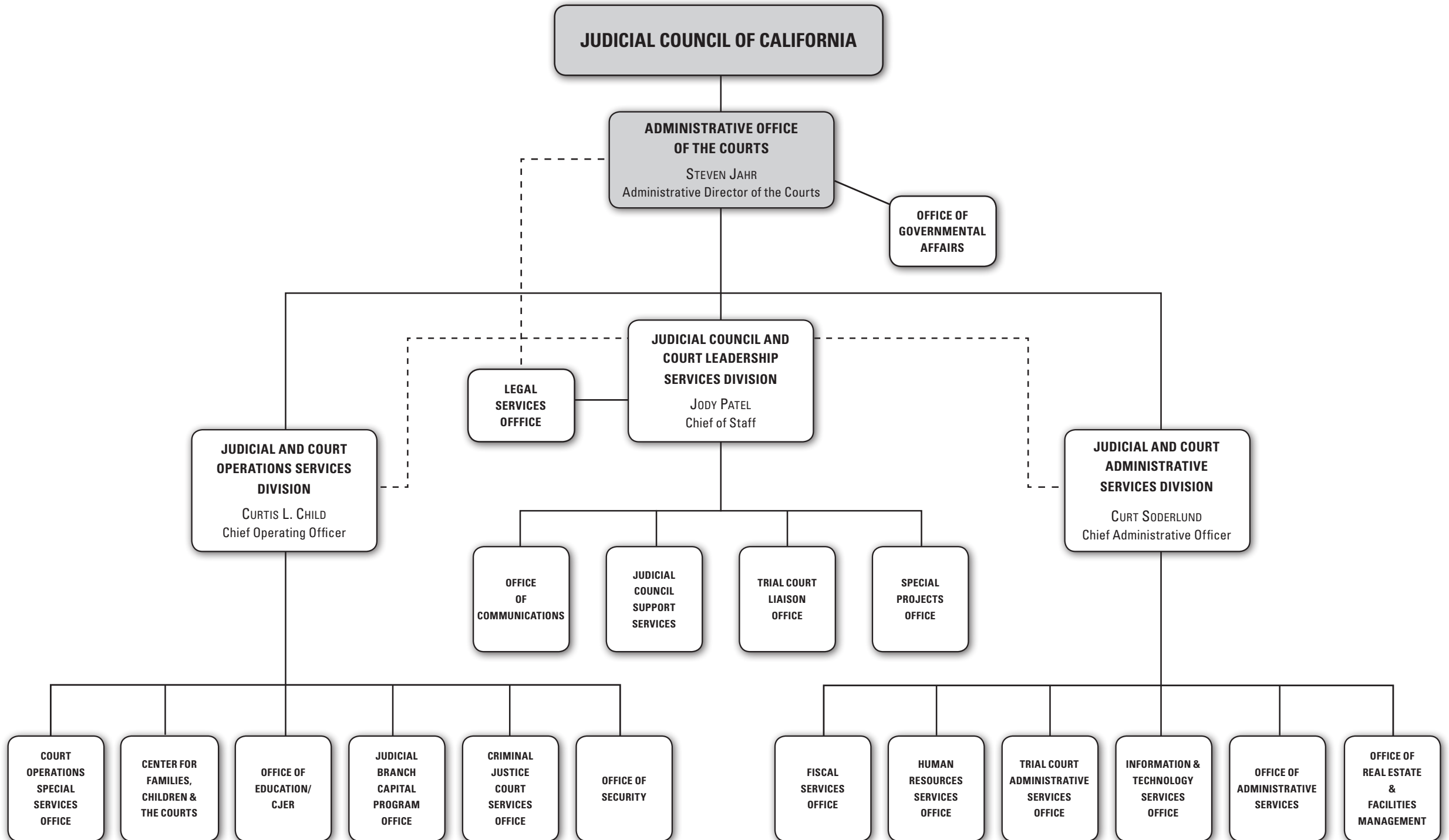
E&P REVIEW

Executive and Planning Review Date:

ADDITIONAL REVIEW NOTES:

 File Attachment

ORGANIZATIONAL STRUCTURE OF THE ADMINISTRATIVE OFFICE OF THE COURTS



JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 50

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-3 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation: 7-3.** The Center for Families, Children and the Courts should be an office reporting to the Chief Operating Officer in the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The CFCC manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which houses the Center for Families, Children and the Courts as an office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 64

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-10 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation 7-10.** The Court Operations Special Services Office (COSSO), formerly CPAS, should be an office reporting to the Chief Operating Officer within the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The COSSO manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Court Programs and Services Division to Court Operations Special Services Office, and houses the Court Operations Special Services Office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 78

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-19 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-19.** The Education Division should be an office within the Judicial and Court Operations Services Division, under the direction of the Chief Operating Officer, rather than a stand-alone division. The Education Division/CJER manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Center for Judicial Education and Research (CJER)/Education Division to the Office of Education/CJER, and houses the Office of Education/CJER under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 89

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-25 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-25.** The functions performed by the Finance Division should be placed in the Judicial and Court Administrative Services Division. The Finance Division should be renamed the Fiscal Services Office, reporting to the Chief Administrative Officer. The Fiscal Services Office Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Finance Division to the Fiscal Services Office and houses the Fiscal Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 100

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-43 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-43.** The committee recommends that the functions of this division be placed under a unit titled Information and Technology Services Office, combined with any remaining functions of CCMS. The office should report to the Chief Administrative Officer of the Judicial and Court Administrative Services Division. The IS Manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Information Services Division to the Information and Technology Services Office and houses the Information and Technology Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 106

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-71 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-71.** The Office of General Counsel should be renamed Legal Services Office, consistent with its past designation, and should be a stand-alone office reporting to the Administrative Director of the Courts. The Legal Services Office manager position should be compensated at its current level. The Legal Services Office should not be at the same divisional level as the Judicial and Court Operations Services Division or the Judicial and Court Administrative Services Division. The Chief Counsel, manager of the Legal Services Office, should not be a member of the Executive Leadership Team.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Office of General Counsel to the Legal Services Office. The reporting relationship for Legal Services Office represents a modification from the SEC recommendation as the Judicial Council approved an organizational structure where the Legal Services Office reports to the Chief of Staff with a dotted line relationship to the Administrative Director of the

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Courts rather than a direct report to the Administrative Director of the Courts. This reporting relationship houses all aspects of Judicial Council support under the leadership of the Chief of Staff given that the Legal Services Office is counsel to the Judicial Council and the Chief of Staff is responsible for all activities relating to the Judicial Council and its activities. The compensation of the Chief Counsel will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 123

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-52 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-52.** The Office of Communications should remain in the Executive Office and under the direction of a Chief of Staff. The Office of Communications manager position should be placed at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which continues housing the Office of Communications in the Judicial Council and Trial Court Leadership Services Division under the Chief of Staff effective October 1, 2012. The compensation of the Senior Manager will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 130

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-47 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-47.** TCAS should be made a unit under the Judicial and Court Administrative Services Division, reporting to the Chief Administrative Officer. The TCAS Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of the Trial Court Administrative Services Division to the Trial Court Administrative Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. As a result of the organizational structure change, the Trial Court Administrative Services Office is now led by two Senior Managers. The compensation of the Senior Managers will remain at current levels pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 135

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-64 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-64.** The OCCM should be renamed Office of Court Construction and Facilities Management Services. The functions of this unit should be placed under the Judicial and Court Operations Services Division and reporting to the Chief Operating Officer. The manager of this unit should be compensated at the same level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the recommendation of the SEC in regards to Office of Court Construction and Maintenance (OCCM). The SEC approved an organizational structure that bifurcates OCCM by dividing facilities maintenance and capital construction into two offices under two divisions. Effective October 1, 2012, capital construction activities are now housed under the Judicial Branch Capital Program Office in the Judicial and Court Operations Services Division under the Chief Operating Officer, and real estate and facilities maintenance activities are now housed under the Office of Real Estate and Facilities Management in the Judicial and Court Administrative Services Office under the Chief Administrative Officer. As a result of the organizational structure change, the former OCCM Director is now the Director of the Judicial Branch Capital Program Office and the Office of Real Estate and Facilities Management is led by an Assistant Director. The compensation of the Director and Assistant Director will remain at current levels pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 142

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-80 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-80.** The Office of Governmental Affairs should be placed in the Executive Office, under the direction of the Chief of Staff. The OGA Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the SEC recommendation as the Judicial Council approved a structure where Office of Governmental Affairs reports directly to the Administrative Director of the Courts

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

rather than the Chief of Staff. This reporting structure supports the vital role and connection of the Administrative Director of the Courts in serving the Chief Justice and the Judicial Council as it relates to representing the branch on legislative and budget activities with the governor and the legislature and assists with facilitating the necessary interaction with other branches of government. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/5/2012
PREPARED BY	Dr. Diane Cowdrey
OFFICE NAME	<u>Office of Education/CJER</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	82
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7-20(c) with no further action, as the positions and activities related to the Court Case Management System in the Education Division have been eliminated, through the AOC's initiatives to reduce costs and downsize its workforce and operations.
SEC RECOMMENDATION	<p>The Education Division's current staffing level is one of the highest in the AOC and should be reduced. To achieve the reduction, the following areas should be reviewed and considered, and appropriate actions taken:</p> <p>The Court Case Management System training unit and any other positions engaged in CCMS-related activities should be eliminated in light of the Judicial Council's decision to cancel the full deployment of the CCMS system.</p>
RESPONSE (check applicable boxes)	
<p><input checked="" type="checkbox"/> This directive has been completed and implemented:</p> <p>In March, 2011, the PMO asked CJER to assist in the CCMS deployment training efforts for three early adopter courts. Attached is the memo which outlines CJER's anticipated role in this effort. CJER did not acquire additional funding or personnel to assist in these initial efforts which lasted approximately one year. It was originally thought that CJER would obtain additional staff to absorb the increased work due to the CCMS project but that never materialized. The division reallocated personnel to accommodate the project needs. The CJER CCMS team consisted of a Program Manager (50%) a Senior Education Specialist (25%), and two Education Specialists (25% each), later reduced to one education specialist, and administrative support staff (25%). These were existing positions within the division. They continued to perform other assigned duties while working on the CCMS project and some of their current work was reassigned while other work was temporarily suspended. Other positions within the division were utilized on an ad hoc basis to assist with the project as needed. Those efforts were halted after the March 27 Judicial Council decision to suspend deployment of CCMS and the CJER staff were reassigned back to their original departments and resumed their full workload assignments. Also attached is CJER's final report regarding its involvement with the CCMS training project.</p>	



Overholt_Moore_CCMS
Training
Plan_4.15.2011.pdf
Adobe Acrobat Document
209 KB



CCMS Deployment Final
Report_7 26
2012_combined.pdf
Adobe Acrobat Document
112 KB

This directive is forwarded to the Judicial Council with options for consideration:

File Attachment

Other:

File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

**IMPLEMENTATION
DATE OR
PROJECTED
IMPLEMENTATION
DATE**

Already implemented

**RESOURCES
REQUIRED FOR
IMPLEMENTATION**

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)






**PROCEDURES/
POLICIES UPDATED
OR DEVELOPED**

File Attachment


**TRAINING
UPDATED OR
DEVELOPED**

File Attachment

SAVINGS

	<input type="text"/>  File Attachment
<input type="checkbox"/> COST	<input type="text"/>  File Attachment
<input type="checkbox"/> EFFICIENCIES	<input type="text"/>  File Attachment
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	During CJER's involvement with the CCMS deployment training effort, several administrative education projects, such as completing online courses for court staff, were suspended or delayed.  File Attachment
<input type="checkbox"/> OTHER	<input type="text"/>  File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL


ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}.</i> <input type="text"/>
RESPONSE TO ADOC	<input type="text"/>  File Attachment	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

Executive and Planning Review Date: <input type="text" value="10/19/2012"/>

E&P REVIEW

ADDITIONAL REVIEW NOTES:

 File Attachment



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

455 Golden Gate Avenue • San Francisco, California 94102-3688
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

MEMORANDUM

Date

April 15, 2011

Action Requested

Please Review

To

Ronald G. Overholt, Chief Deputy Director
Mark A. Moore, Director, CCMS-PMO
Administrative Office of the Courts

Deadline

N/A

From

Diane E. Cowdrey, Director
Education Division/CJER

Diane

Contact

Diane Cowdrey
415-865-7795 phone
415-865-4335 fax
diane.cowdrey@jud.ca.gov

Subject

Education Division's Role in CCMS Training

The Project Management Office (PMO) has requested the Education Division/CJER to consider whether it could take a lead role in providing and/or coordinating CCMS training. This shift in responsibility from an outside vendor to a division within the AOC means that adequate resourcing and knowledge transfer must occur. During the past two months, the Education Division/CJER has developed an initial CCMS Deployment Training Plan (see attached) to identify an appropriate role in providing training and education to the courts on CCMS. Because this is our initial iteration of these components, it is fully expected that many of these terms and expectations will be modified as we move forward with CCMS deployment and training.

The purpose of this memo is to (a) outline the Education Division's role in providing training for review by the PMO, the Executive Office, and other stakeholders as necessary; (b) identify the resources needed in order to complete the activities listed in the draft CCMS Deployment Training Plan, and (c) to gain approval and authority to secure the necessary resources, or, if not possible, to modify the draft Deployment Training Plan.

As the project continues to evolve, the role and activities of the Education Division will be modified as necessary to ensure that the training needs are met at every stage of deployment and into steady state, and that the training efforts align with overall deployment schedules for the early adopter courts.

Education Division Activities and Tasks in CCMS Deployment Training

The following outlines the broad services and tasks that the Education Division can accomplish and which will contribute to the success of the early adopter CCMS deployment. A more detailed list of each of the Phases, and all activities contemplated within each phase is attached. As we engage with the overall deployment effort, some or many of these tasks may already be completed or for other reasons may not need to be completed by us, so this plan will be modified as needed. The focus is on work with early adopter courts, and can be expanded as new courts are added to the deployment schedule.

A. Needs Assessment

- a. The purpose of this activity is for the Education Division to:
 - i. Be able to credibly and accurately develop useful training plans
 - ii. Successfully implement training
 - iii. Increase efficiency and effectiveness of future training activities
 - iv. Become familiar with project background, what exists, and how it can be of value to the training development
 - v. Provide feedback to Deloitte on proposed training documentation and methodology
 - vi. Align training efforts with Inter Branch Agreements (IBA)
 - vii. Determine where Deloitte efforts start and end
 - viii. Learn what has been done in the courts to date and avoid duplication
 - ix. Learn culture and needs of each of the early adopter courts, asses their readiness for change and business process re-engineering
 - x. Determine what worked with V3 training and what should be changed in V4
 - xi. Identify scope of training needed by courts and Justice Partners from e-filing to Document Management System (DMS) to conversion to pre-deployment to post-deployment
 - xii. Develop appropriate training methodology and plans for each court
- b. The tasks we need to complete, include, but are not limited to:
 - i. Obtain hands on experience with the product
 - ii. Review existing documentation

- iii. Meet with court CCMS Project Managers, courts, and subject matter experts (SMEs)
- iv. Develop strategy documents
- v. Work with consultant to assess court readiness and needs related to change management and business re-engineering

B. Curriculum Development

- a. The purpose of this activity is for the Education Division to:
 - i. Design a training plan that coincides with the overall deployment schedule, documentation, and court needs
 - ii. Ensure consistency of training during and after deployment
 - iii. Institutionalize training process and training materials
 - iv. Develop and implement successful training materials during and after deployment
 - v. Ensure training materials align with actual system functions
 - vi. Develop relevant content and training outside system functionality (e.g. web-based training, change management, business flow)
- b. The tasks we need to complete, include, but are not limited to:
 - i. Design a master training plan
 - ii. Develop training documentation standards
 - iii. Develop training materials
 - iv. Work with court Super Users
 - v. Implement faculty development sessions for court “super users”

C. Delivery: Deployment and Steady State

- a. The purpose of this activity is for the Education Division to:
 - i. Ensure training and timing needs of courts are met
 - ii. Develop protocols and materials that can be sustained, remain relevant, and useful to the courts during additional deployments and into steady state
 - iii. Align training delivery with overall project plan and timelines
 - iv. Develop and deliver online training, job aids and other resources
- b. The tasks we need to complete include, but are not limited to:
 - i. Assist courts with training delivery logistics
 - ii. Deliver Train-the-Trainer training
 - iii. Deliver Core Court training to required users
 - iv. Evaluate Early Adopter Court Training
 - v. Create training for post-deployment/steady state, including online products

Resources Needed to Accomplish These Activities

Relationship with the PMO and the CCMS Teams

The most critical aspect of this effort is to establish productive and effective working relationships with all who are involved with the project, including the PMO, other AOC divisions (e.g., Office of Communications), the CCMS teams and the courts. The Education Division will need to be at the table (in the person of the CCMS training project manager) to be fully informed regarding the deployment schedule and plans for CCMS, as well as to keep the PMO current on the training and education plans to assure a smooth deployment process.

We have begun meeting with Renea Hatcher, Senior Manager for CCMS Deployment, and the other CCMS teams to not only understand the overall project, goals, timelines, and outcomes, but to establish the necessary relationship with our colleagues within the AOC. It is imperative that all involved with CCMS work closely and stand united when working with the courts. Deployment of the CCMS provides an opportunity for the AOC to collaborate as a single entity to effectuate a successful deployment.

Funding

In order for the Education Division to perform the required roles and responsibilities as outlined in this memo, it is essential that appropriate funding be allocated for CCMS training for not only the initial deployment, but also into steady state. Funding would include but not limited to:

- Travel expenses for the CCMS training team:
 - To and from the SRO to meet with the CCMS development team and learn the system,
 - To and from the early adopter and/or other CCMS courts
- Staff, as identified below, for the length of the deployment and possibly into the maintenance phase. It is not necessary to have full time staff for all listed positions (e.g., graphic designer, instructional designer) but rather short and mid-term temporary employees, some current Education Division staff as well as using:
 - Materials, both hardcopy and online
 - Travel expenses for the court trainers
 - Adequate computers for training, potentially including a mobile computer training unit and requisite AV equipment
 - Software to develop online training programs and materials

Staffing

The following is the profile of our CCMS project team, consisting of AOC, contract, and court staff. The makeup of this team may change overtime depending on the outcome of the assessments and reviews that are pending, and any changes in the deployment schedule.

AOC Staff

- Project Manager—This position, which would be a Manager level classification, would be responsible for the overall effort and would be the Education Division’s primary contact to all other relevant stakeholders (e.g., PMO, adopter courts). I have asked Lisa Galdos to serve in this capacity, currently in a .5 FTE position.
- Education Specialists—Responsible for developing the curriculum for CCMS training, working with appropriate SMEs both from the courts and from the software developer. For example, they would help shape the structure and organization of the content so that it could be easily translated into effective courses and other educational products.
- Online Instructional Designer and Editor/Graphic Designer(s)—Responsible for creating the overall design, look, and feel of the educational materials for CCMS; both hardcopy and online. It is crucial that there be a consistent, intuitive overarching design for all materials which users will be accessing, whether they are in class, reaching for a job aid, or going to the Web.
 - Note: Although the Education Division currently has many well regarded online educational resources, including courses and other reference materials, this project calls for a different and more contemporary online presence, as well as one which can be more rapidly developed and closer to what private, commercial entities currently provide. A more robust and current presence will ensure stability and user acceptance during the initial deployment and into steady state.
- Administrative Coordinator(s)—Responsible for all logistical and administrative aspects of the training aspect of the project and may be physically located in all regional offices, if needed.
- Administrative Secretary—Responsible for training document management and other training administrative tasks not normally handled by an Administrative coordinator (e.g. scheduling of meetings and conference calls).
- Change Management/Business Re-engineering Consultant—A critical aspect of the overall deployment and installation of CCMS is the paradigm shift this will create throughout the branch. Training the courts regarding the impact of CCMS on business process, workflow, and interaction with justice system partners, and overall working culture is critical and complex. This type of education is more fully developed in the private sector and we should tap into that expertise in lieu of attempting to develop it within the branch, and assume this would be temporary, contract staff who would serve in

a consulting role to develop training plans for each court as well as to deliver training and coaching on change management.

Court Staff

- Local and Regional Trainers—A yet-to-be-specified number of court trainers who will be deployed to courts and regions to conduct CCMS training. These individuals will be experienced court staff who are CCMS power-users and who have been trained in the CCMS education curriculum.

Concerns and Suggestions to Potentially Ameliorate

As with any new project, there are legitimate concerns. Below we have identified some possible concerns for the Education Division taking on this new role, as well as some potential solutions to ensure the success of this project.

Concerns

- Unfamiliarity with the CCM project or schedule
 - Solution: Work closely with AOC and CCMS teams to learn the system and get up to speed on overall project goals, timelines, and obstacles.
- Not able to meet training needs as required
 - Solutions:
 - Work closely with early adopter courts and other CCMS teams, and have the appropriate authority to be effective
 - Ensure training environment and functional needs are met
 - Ensure all training needs are met either through train-the-trainer, hands on training of court users and/or develop court “power users.
 - Carefully and thoroughly review all existing documentation including lessons learned from courts who have deployed V2 and/or V3
 - Establish court processes to manage training while maintaining current level of court operations
- Lack of available funding
 - Solutions:
 - Work with CCMS-PMO to obtain adequate funding
 - To a limited extent, utilize current Education Division staff
 - Minimize and effectively use funding resources
 - Create steady state materials in conjunction with initial deployment to maximize resources
 - Develop on-line tools and training materials that can be used by multiple users
- Possible Court Perception of the Education Division utilizing resources ineffectively

Ronald G. Overholt
Mark A. Moore
April 15, 2011
Page 7

- Solutions:
 - Work and collaborate early and closely with all AOC divisions and CCMS teams who have a role in the deployment efforts
 - Work and collaborate early and closely with all courts and remain flexible to their needs
 - Work closely with Office of Communications to ensure unified message

In summary, I am pleased to have the opportunity to work with the PMO on CCMS deployment training and taking on this new challenge. I would respectfully request approval of this draft CCMS Deployment Training Plan, your review and input on the Plan, and your approval to provide funding for the staffing and other resources to enable us to successfully complete this work.

Enclosure

**DRAFT CCMS Deployment Training Plan
(Focus on San Luis Obispo and Ventura)**

Phase I: Needs Assessment and Planning

OBJECTIVE 1: ASSESS CCMS SYSTEM

Activities	Resources Needed
<ul style="list-style-type: none"> • Learn the system <ul style="list-style-type: none"> – Hands on experience with system. Use draft training materials to learn system and evaluate quality of training materials. 	Education Division Staff: Project Manager Education Specialist Instructional Designer Access to: CCMS Team Product Team Members Others familiar with product Travel funds required.

OBJECTIVE 2: ASSESS EXISTING DOCUMENTATION

Activities	Resources Needed
<ul style="list-style-type: none"> • Assess existing documentation resources with emphasis on training materials <ul style="list-style-type: none"> – Review the V2 and V3 documentation, work flows, Deloitte materials for CCMS, system administration manuals, any court internal team training/on-boarding materials, as well as other documentation sources (e.g., JAD materials, configuration documents). • Provide educational expertise in reviewing pending V4 final training materials 	Education Division Staff: Project Manager Education Specialist Access to: CCMS Team Product Team Members Others familiar with product Travel funds required

OBJECTIVE 3: ASSESS TRAINING NEEDS ACROSS COURTS

Activities	Resources Needed
<ul style="list-style-type: none"> • Meet with CCMS Project Managers • Meet with Regional Administrative Directors • Meet with early adopter courts and V3 courts • Identify any pre-deployment training needs • Analyze prior training models for V2 and V3 • Identify court super users • Identify legacy system and conversion plans, and the impact on learning needs • Discuss the need for Justice Partner training • Validate assessment of available and preferred learning methods (i.e., instructor-led versus e-Learning) • Assess required training methods (e.g., live local training for court specific processes, statewide methods for general processes) • Determine availability of web based resources for courts and specific users 	<p>Education Division Staff: Project Manager Education Specialist Instructional Designer</p> <p>Access to: CCMS/AOC Team RADs Court Project Managers</p> <p>Court teams, including point of contact, super users, daily users, system admin users</p> <p>Travel funds required</p>

OBJECTIVE 4: DESIGN THE MASTER TRAINING PLAN

Activities	Resources Needed
<ul style="list-style-type: none"> • Outline the overall training program solution: <ul style="list-style-type: none"> – Define roles and responsibilities (court’s responsibility, AOC’s responsibility, etc.?) – Identify key assumptions to be verified (e.g., realistic timeframe for live classes) – Develop timelines which incorporate both the training and the implementation schedule – Outline the transition plan for the end of project (e.g. transition to locally-supported education) and performance support, equipment needs, etc. – Determine training environment readiness – Incorporate Justice Partner system, conversion, e-filing and DMS training components as required 	<p>Education Division Staff: Project Manager Education Specialist Instructional Designer Change Management Consultant</p> <p>Access to: CCMS/AOC Team Court Project Managers</p> <p>Court teams, including point of contact, super users, daily users, system admin users</p>

Phase II: Curriculum Development

OBJECTIVE 1: DEVELOP TRAINING DOCUMENTATION STANDARDS AND DELIVERY ANALYSIS

Activities	Resources Needed
<ul style="list-style-type: none"> • Leverage authoring tool to enforce standardized content creation • Manage version control among multiple authors • Leverage authoring tool for component-based materials creation • Document changes to original training material prepared by Deloitte 	Education Division Staff: Project Manager Education Specialist Administrative Secretary Access to Court SMEs

OBJECTIVE 2: DEVELOP TRAINING MATERIALS

Activities	Resources Needed
<ul style="list-style-type: none"> • Create training materials (e.g., overview presentations, instructor guides, student workbooks, simulations) from training content not provided by Deloitte • Create additional performance support materials (e.g., quick Reference Guides, Job Aids) • Create course evaluations • Create just-in-time resources and job aids • Employ eLearning delivery methods as appropriate and design products • Leverage SME's from the local Court Deployment Team during material development • Conduct internal review for instructional design principles and enforcement of design/format/grammar standards • Identify system change protocols • Based on needs of each court, develop training materials on change management 	Education Division Staff: Project Manager Education Specialists Instructional Designer Administrative Secretary Printing/Copying Media Production (post items on web) Specialists Requires significant time on part of Education Division Travel funds required Instructional design software

Phase III: Delivery: Deployment and Post-Deployment

OBJECTIVE 1: MANAGE TRAINING DELIVERY

Activities	Resources Needed
<ul style="list-style-type: none"> • Create training schedule • Update schedule • Manage enrollments • Manage facilities • Schedule make-up training • Develop and coordinate equipment as needed 	<p>Education Division Staff: Project Manager Administrative Coordinator</p> <p>Access to: CCMS/AOC Team Court Project Managers</p> <p>Court teams, including point of contact, super users, daily users, system admin users</p>

OBJECTIVE 2: DELIVER CORE COURT TRAINING (END-USERS AND COURT HELP DESK)

Activities	Resources Needed
<ul style="list-style-type: none"> • Core training (To include system navigation/system overview, introduction to role-specific learning paths, and functionality-based modules) • Based on court needs, deliver DMS, e-filing, conversion or Justice Partner training as determined. • Conduct evaluations at the close of each class to review trainer and materials effectiveness 	<p>Education Division Staff: Project Manager Education Specialist</p> <p>Access to: CCMS/AOC Team Court Project Managers</p> <p>Court teams, including point of contact, super users, daily users, system admin users</p> <p>Requires significant time on part of Education Division and Court Trainers</p> <p>Travel funds required</p>

OBJECTIVE 3: CREATE TRAINING FOR POST-DEPLOYMENT ACTIVITIES

Activities	Resources Needed
<ul style="list-style-type: none">• Revise training materials, methodology, and timing as noted in evaluations• Institute regular review of training materials, methodology, and timing• Develop post deployment training delivery protocol<ul style="list-style-type: none">– New releases– New staff– On-demand training on line	Education Division Staff: Project Manager Education Specialist Media Production Specialist



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

455 Golden Gate Avenue • San Francisco, California 94102-3688
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

MEMORANDUM

Date

July 20, 2012

Action Requested

Please Review

To

Curt Soderlund, Interim Chief Deputy
Director
Mark Dusman, Director, Information Services
Division

Deadline

N/A

From

Diane E. Cowdrey, Director
Education Division/CJER

Contact

Diane Cowdrey
415-865-7795 phone
415-865-4335 fax
diane.cowdrey@jud.ca.gov

Subject

Final Report on CCMS Deployment

Background

In March 2011, the Project Management Office (PMO) asked the Education Division/CJER to assist in the CCMS deployment training efforts for the early adopter courts: San Luis Obispo, Ventura and San Diego. This request was based on the preference to have CCMS training managed internally by the AOC. Dr. Diane Cowdrey sent the attached memo to Ron Overholt and Mark Moore on April 15, 2011 outlining the Education Division/CJER role and responsibilities which included the following three Phases and objectives:

1. Needs Assessment and Planning
 - Objective 1: Assess CCMS System
 - Objective 2: Assess Existing Documentation
 - Objective 3: Assess Training Needs Across Courts
 - Objective 4: Design the Master Training Plan

2. Curriculum Development
 - Objective 1: Develop Training Documentation Standards and Delivery Analysis
 - Objective 2: Develop Training Materials

3. Delivery: Deployment and Post-Deployment
 - Objective 1: Manage Training Delivery
 - Objective 2: Deliver Core Court Training
 - Objective 3: Create Training for Post-Deployment Activities

The Education Division/CJER did not acquire additional funding or personnel to assist in these initial efforts which lasted approximately one year. The division reallocated personnel to accommodate the project needs. It was envisioned that funding would be provided to the Education Division/CJER to hire additional personnel and purchase the tools necessary to develop and deliver the highest quality of training. However, due to severe budget reductions, CCMS funding was redirected to trial court operations for FY11–12 and no funding was transferred to the Education Division/CJER.

The AOC Internal CCMS team met on or about March 28, 2011 to ‘kick off’ the early adopter court deployment efforts. Although work had been done previously, the March 2011 meeting was deemed the official ‘kick off’ where the Education Division/CJER was first introduced to the different internal partners (Data Integration, Communication, CCTC, etc.) and the early adopter court program managers.

Resources

Personnel

The Education Division/CJER’s CCMS team consisted of a Program Manager (50%) a Senior Education Specialist (25%), and two Education Specialists (25% each), and administrative support staff (25%). These were existing positions within the division. CET continued to perform other assigned duties while working on the CCMS project. Their current work was not reassigned. Other positions within the division were utilized on an ad hoc basis to assist with the project as needed.

Funding

The division did not hire new positions for this project nor did it receive any funding to augment the existing salaries and benefits. The funding of these positions for this project was absorbed by the division.

The Education Division CCMS Team incurred minimal travel expenses during the year. They made a site visit to San Luis Obispo as part of Phase I in late June 2011 at a cost of approximately \$875.00, and also traveled to the Southern Regional Office the first week in February 2012 to learn the system to begin Phase II as deployment for the early adopter courts was still a possibility. The expenses for that trip were approximately \$1900. These travel costs were borne by the CCMS PMO.

No other funding was provided to the Education Division for the CCMS project.

Deliverables

April 2011-March 2012 (Phase I: Objective 2)

The Education Division CCMS Team began Phase I with a review of the readiness documents prepared by Deloitte in partnership with the Court. Staff gained an understanding of the training challenges identified by the courts. Additionally, the team reviewed documentation on V2 and V3 to understand the system and configuration as well as general CCMS documentation prepared by the PMO. The goal was to learn how CCMS was governed, the history, and overall goals and objectives of the project.

CET developed several budget estimates for the phases set forth above as the project scope changed and evolved during the year.

June 2011-March 2012 (Phase 1: Objective 2)

In addition to the above-stated tasks, the Education Division CCMS Team also assisted the PMO in reviewing the V4 training materials prepared by Deloitte. Each team member reviewed Instructor Guides (IG), Quick Reference Guides (QRG), and Online Help Documentation as outlined below.

Instructor Guides (IG)		Quick Reference Guides (QRG)	
Accounting	19	Accounting	20
Appeals	1	Appeals	4
Case Initiation	9	Case Initiation	11
Case Management	36	Case Management	30
Courtroom	16	Courtroom	13
Cross Track	9	Cross Track	10
Disposition	10	Disposition	8
E-Filing	28	E-Filing	24
Family Unit	2	Family Unit	2

Interpreter Mgmt	4	Interpreter Mgmt	1
Judicial Officers	20	Judicial Officers	20
Person Entity	10	Person Entity	1
SWRDW	1	SWRDW	1
System Overview	2	System Overview	3
Work Queues	3	Work Queues	2
ADR	1		
Portals			
Courthouse	4		
Justice Partners	6		
Registered	6		
Reports	1		
TOTALS	188	TOTALS	150

Each Instructor Guide ranged from 10–100 pages. Each Quick Reference Guide typically was one page. The online help documentation closely mirrored the Instructor Guide for each category. The goal of these reviews was to determine:

- If screen shots matched the text
- Text was clear
- Steps were logical
- Overall process flowed
- Format and language were consistent

Each team member averaged 3–4 hours per each category review. After these materials were reviewed, the administrative support staff compiled the final edits into a clean and updated version. By March 27, 2012, approximately 10–15% of the above-referenced totals were reviewed by the team with 5% going through final editing.

June 2011 (Phase I: Objective 3)

Education Division CCMS Team was to visit each early adopter court to meet the stakeholders and tour the training facilities. The only site visited conducted was to San Luis Obispo on June 28, 2011. Subsequent visits were postponed due to the shift in project direction in July/August 2011.

October 2011–February 2012 (Phase I: Objective 1 with initial work on Phase II: Objective 2)

The Education Division CCMS Team gained access to the system through the production acceptance testing (PAT) environment which was shared with all CCMS product teams due to a

Curt Soderlund
Mark Dusman
July 20, 2012
Page 5

reduction in funding. The team began a comparison of the online product with the training materials developed by Deloitte.

February 2012 (Phase I: Objective 1 with initial work on Phase II: Objective 2)

In this phase, staff traveled to SRO for a week to learn the system including all case types. The team then began a comparison of the IGs with the system functionality. However, this was cut short due to the uncertain direction of CCMS and ultimate termination in March 2012.

The team began updating a previous version of an online CCMS tutorial course. The goal was to complete and roll out in June 2012. Those efforts were halted after the March 27 Judicial Council decision. The team had gained access to the test scripts after the February training to begin Phase II, Curriculum Development. However, these efforts were halted after the March 27 Judicial Council decision.

Summary

From April 2011–March 2012 the Education Division CCMS Team concentrated on Phase I, Objectives 1 and 2 with some initial work on Phase II while performing their daily responsibilities within the Division.

LG/DEC/sl
Attachment



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

455 Golden Gate Avenue • San Francisco, California 94102-3688
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

MEMORANDUM

Date

April 15, 2011

Action Requested

Please Review

To

Ronald G. Overholt, Chief Deputy Director
Mark A. Moore, Director, CCMS–PMO
Administrative Office of the Courts

Deadline

N/A

From

Diane E. Cowdrey, Director
Education Division/CJER

Contact

Diane Cowdrey
415-865-7795 phone
415-865-4335 fax
diane.cowdrey@jud.ca.gov

Subject

Education Division's Role in CCMS Training

The Project Management Office (PMO) has requested the Education Division/ CJER consider whether it could take a lead role in providing and/or coordinating CCMS training. This shift in responsibility from an outside vendor to the Division within the AOC means that adequate resourcing and knowledge transfer must occur. During the past two months, the Education Division/CJER has developed an initial plan to identify an appropriate role in providing training and education to the courts on CCMS. Because this is our initial iteration of these components, it is fully expected that many of these terms and expectations will be modified, changed, and added to as we all move forward with CCMS deployment and training.

The purpose of this memo is to (a) outline the draft education plan for review by the PMO and the Executive Office, as well as other stakeholders as necessary; (b) identify the resources needed in order to complete the activities listed in the plan, and (c) to gain approval and authority to secure the necessary resources, or, if not possible, to modify the draft education plan.

Education Division/CJER Abilities

The following material outlines the broad services and tasks that we can accomplish and which will contribute to the success of the early adopter CCMS deployment. A more detailed list of each of the Phases, and all activities contemplated within each phase is attached. As we engage with the overall deployment effort, some or many of these tasks may already be completed or for other reasons may not need to be completed by us, so this plan will be modified as needed. .

Needs Assessment

Assess existing documentation resources. The Education Division/CJER will review the V2 and V3 documentation, Deloitte materials for CCMS, system administration manuals, any court internal team training/on-boarding materials, as well as other documentation sources (e.g., JAD materials, configuration documents).

Assess training needs for each early adopter court. We will work closely with the specific CCMS court project manager for each early adopter court, as well as working with the Regional Administrative Directors and directly with the local courts to ascertain each court's training needs and therefore the most effective training model for that court.

Design the master training plan. This plan, which would align with the CCMS overall deployment plan, would at a minimum include the overall model we propose to execute, which at this point in time would likely consist of a combination of live face to face programs heavily augmented with web-based resource and other training materials. The heart of the training plan would be a train-the-trainer model that would be implemented to assure appropriate faculty coverage at the local level.

Curriculum Development

Develop and institute the design and style of the educational materials. We will need to adopt a standard look and feel for all aspects of the training materials so that all users, regardless of their contact with resource and training materials, will encounter an appropriate level of similarity in design. This will greatly facilitate navigation through these materials, whether they are web-based or hardcopy. That is, it will be intuitive for users of these resources.

Develop training content. It is our understanding that Deloitte will be sending us its documentation and baseline training materials very soon. We have already seen significant samples from its V3 deployment and if the CCMS materials are similar in scope and quality, we may well be receiving virtually all of the baseline content for CCMS from which to begin crafting training materials.

Develop training materials. The content will need to be shaped into the many training material types, including instructor guides, participant workbooks, online simulations quick reference guides, job aids, as well as course evaluations, and eLearning tools as appropriate.

Enforce a comprehensive review process. Throughout the development of training materials, we will work closely with court and CCMS SMEs to assure accuracy, currency, and usefulness. Being aligned with release versions will be critical to keeping the training materials effective in this effort.

Identify appropriate materials to hand-off to the Help Desk for their use. It is essential that the various helpdesk resources, whether they are local or located at the technology center, be trained and provided with appropriate materials.

Delivery Analysis

Update earlier Training Delivery sub-plan. We will of course work with the CCMS deployment team to ensure that our training plan remains current and aligned with the overall CCMS deployment plan.

Conduct on-boarding and train-the-trainer efforts. A lynchpin of our educational efforts will be to recruit and train a pool of super-users. Ideally, these individuals will be experienced court staff who will be responsible for directly training their colleagues and other appropriate court individuals. We would also train appropriate individuals who would be responsible for judicial officers. Training for justice system partners and other audiences not specifically tied to court operations would also need to be developed and delivered but it is not decided at this point if we would provide that resource and service. There will also be AOC staff who, because of their ongoing involvement with the development of CCMS, would be equally familiar with the application and their expertise would be tapped.

Manage training enrollments and schedule. Part of our traditional function is to schedule and run the actual delivery of live trainings and this should not change as CCMS is deployed. However, given that we will also have trained local court trainers, there will likely be local trainings that would occur outside of our efforts.

Create and manage Training Communication component of the Training Logistics Plan for end-users, to include schedules, learning paths, and available support methods. This is a fancy way to say that, for those courts that are able to sustain an independent training program, such as LA or SD, we would work with them and provide them with whatever resources they might need in order to successfully maintain CCMS training locally.

Presentation and Delivery

Deliver Core Court training (End-users and Court Help Desk). Core training will include system navigation/system overview, introduction to role-specific learning paths, and functionality-based modules. Within agreed-upon restrictions, courts that have a document management system (DMS-e-filing) could also receive training which would be delivered as a module within core

training. Refresher training will be delivered to Courts for subsequent releases of CCMS-V4 and DMS.

As mentioned in section C-2, trainings for justice system partners would also need to be developed and delivered but how this training is developed and delivered has not yet been fully determined.

Create ongoing training for new releases. The content and training materials for new releases, both dot releases (e.g., 2.01) and full numeric releases (e.g., 3.0), will be developed and a training schedule would need to be established that met the operational needs of the courts, such as statutory enactments.

Conduct training evaluations and take steps needed to improve training program. As with all of our educational products, we would provide both participants as well as faculty with course and program evaluations. These would be used to measure the effectiveness of both the curriculum and the faculty and we would adapt and revise both of these trainings as appropriate.

Certification of end-user training completion and Court readiness. As part of our registration services, we will be able to track who has completed which module(s) and provide the courts with a staff completion schedule. This will hopefully assist the courts with their go-live plans. It is not clear at this point if certification is necessary or even desirable.

Create and maintain training environments. As part of our live training delivery, we will need to ensure that the training environments are conducive to the trainings and are appropriately equipped.

Education Division/CJER Needs to Accomplish These Activities

Relationship with the PMO and the CCMS teams. The most critical aspect of this effort is having a productive and effective working relationship with all who are involved: the PMO, other AOC divisions (e.g., office of communications), the CCMS teams and the courts. The Education Division will need to be at the table (in the person of the CCMS training project manager) to be fully informed regarding the deployment schedule and plans for CCMS, as well as to keep the PMO current on the training and education plans to assure a smooth deployment process.

We have begun meeting with Renea Hatcher, Senior Manager for CCMS Deployment, and the other CCMS teams to not only understand the overall project, goals, timelines, and outcomes, but also to establish the necessary relationship with our colleagues within the AOC. It is imperative, especially in light of the many challenges outside CCMS that the branch faces, that all involved with CCMS work closely and stand united when working with the courts. Deployment of the CCMS provides an opportunity for the AOC to dispel some of the negativity about the organization and collaborate as a single entity to effectuate a successful deployment in all courts.

Funding

In order for the Education Division to perform the required roles and responsibilities as outlined in this memo, it is essential that appropriate funding be allocated for CCMS training and education for not only the deployment, but also into steady state. The funding would include but not be limited to:

- Travel expenses for the CCMS training team:
 - To and from the SRO to meet with the CCMS development team and learn the system,
 - To and from the early adopter and/or other CCMS courts.
- Staff, as identified below, for the length of the deployment and possibly into the maintenance phase. It may not be necessary to have FTEs for all listed positions (e.g., graphic designer, instructional designer) but rather short and mid-term temporary employees.
- Materials, both hardcopy and online.
- Travel expenses for the court trainers.

Staffing

The following is the profile of our CCMS project team, consisting of AOC and court staff. The makeup of this team may change overtime depending on the outcome of the assessments and reviews that are pending.

AOC Staff

- Project Manager – This position, which would be a Manager level classification, would be responsible for the overall effort and would be the Education Division's primary contact to all other relevant stakeholders (e.g., PMO, adopter courts).
- Education Specialists – These individuals would be responsible for developing the curriculum for CCMS training, working with appropriate SMEs both from the courts and from the software developer. For example, they would help shape the structure and organization of the content so that it could be easily translated into effective courses and other educational products.
- Editor/Graphic Designer – This individual would be responsible for creating the overall design, look, and feel of the educational materials for CCMS; both hardcopy and online. It is crucial that there be a consistent, intuitive overarching design for all materials which users will be accessing, whether they are in class, reaching for a job aid, or going to the Web.
- Online Instructional Designer – Although the Education Division currently has many well regarded online educational resources, including courses and other reference materials, this project calls for a different and more contemporary online presence, as well as one which can be more rapidly developed and closer to what private, commercial

entities currently provide. A more robust and current presence will ensure stability and user acceptance during the initial deployment and into steady state.

- Administrative Coordinator(s) – These individuals would be responsible for all logistical and administrative aspects of the training aspect of the project and may be physically located in all regional offices, if needed.
- Administrative Secretary – This individual would be responsible for training document management and other training administrative tasks not normally handled by and Administrative coordinator (e.g. scheduling of meetings and conference calls).

Court Staff

- Local and Regional Trainers – A yet-to-be-specified number of court trainers who will be deployed to courts and regions to conduct CCMS training. These individuals will be experienced court staff who are CCMS power-users and who have been trained in the CCMS education curriculum.

Outside education consultant for business reengineering and change management

- An enormous aspect of the overall deployment and installation of CCMS is the paradigm shift this will create throughout the branch. Training the courts regarding the impact of CCMS on business process, workflow, and interaction with justice system partners and overall working culture is critical and complex. An analogous paradigm shift would be if Microsoft decided to abandon Windows as the OS it uses as its internal operating system and install Apple's OS in all its business locations (i.e., not only the programmatic and functional changes but to expect Windows developers to now work on an Apple OS!). One ancillary benefit to having this type of education developed would be that it could be applicable to other uses beyond the deployment of CCMS. We believe that this type of education is more fully developed in the private sector and we should tap into that expertise in lieu of attempting to develop it within the branch.

The CCM training team would operate independently from other AOC education efforts to assure that CCMS training remains it top priority.

Concerns and Suggestions to Potentially Ameliorate

As with any new project, there are legitimate concerns and hazards. Below we have identified some possible concerns as well as some potential solutions to ensure the success of this project. This list is of course not exhaustive, but it is a beginning.

Concerns

- Unfamiliarity with the CCM project or schedule

- Solution: Work closely with AOC and CCMS teams to learn the system and get up to speed on overall project goals, timelines, and obstacles.
- Not able to meet training needs as required
 - Solutions:
 - Work early and closely with early adopter courts and other CCMS teams to ensure all training needs are met either through train-the-trainer, hands on training of core users and/or develop court 'power users'.
 - Carefully and thoroughly review all existing documentation including lessons learned from courts who have deployed V2 and/or V3
- Lack of available funding
 - Solutions:
 - Work with CCMS PMO to obtain adequate funding
 - Minimize and effectively use funding resources
 - Create steady state materials in conjunction with initial deployment to maximize resources
- Perception of not utilizing resources effectively
 - Solutions:
 - Work and collaborate early and closely with all AOC divisions and CCMS teams who have a role in the deployment efforts
 - Work and collaborate early and closely with all courts and remain flexible to needs
 - Work closely with Office of Communications to ensure unified message

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/5/2012
PREPARED BY	Dr. Diane Cowdrey
OFFICE NAME	<u>Office of Education/CJER</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	87
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts that the AOC should support and provide requested assistance to those courts that collaborate with other regional courts in providing judicial education and staff training or that request support in providing their own programs.
SEC RECOMMENDATION	The Education Division should support and provide requested assistance to those courts that collaborate with other regional courts in providing judicial education and staff training or that request support in providing their own programs.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>This recommendation has actually been in effect for some time and will be ongoing.</p> <p>For several years, CJER has promoted and provided local education and training to both the trial and appellate courts and has increased those efforts in the past two years. CJER currently maintains a local training catalogue in judicial education containing over 80 courses and which covers substantive law areas (civil, criminal, family, juvenile, probate and mental health) as well as access, collaborative courts, computer training, court security, domestic violence, fairness, judicial ethics, and self-represented litigants. Courts can choose to offer a course in their local court either on their own or with nearby courts. CJER pays for faculty expenses to the requesting court(s). A copy of the catalogue is attached. In addition, CJER provides local training and education to both court staff and court management as requested.</p> <p>Also, CJER has established a network of training coordinators at the local trial and appellate courts. They are a critical conduit regarding judicial education and staff training needs. This structure enables CJER to provide support to the courts and for them to share training with one another. CJER has also developed a website, LINC (Linking Individuals and Networking Courts), which enables courts to share educational content amongst themselves as well as post live training opportunities from court to court.</p> <p>CJER supports local training in other ways. To better serve courts with both local and regional training, CJER has identified several locations that serve well as regional locations for training multiple courts. In 2006, some of these courts agreed to serve as regional centers for training, and were enhanced with audio visual equipment, provided by CJER, which greatly improved the learning environment of these rooms. All courts have been equipped with satellite downlink infrastructure which allows them to receive broadcasts from the AOC, and receive valuable education from CJER. Satellite broadcasts are a critical means for providing education, particular to court staff. With the new building projects, CJER continues to work with courts in identifying areas of the state that can serve as regional training centers, and provides technical assistance to ensure these</p>	

large training rooms are built to standards that support local and regional education.

Another way in which CJER supports education and training in local courts is by assisting courts in establishing their own local education programs.

Establishing the Judicial Education Services (JES) program at the Superior Court of Los Angeles

In early 2000, the Superior Court of Los Angeles County contacted CJER and expressed an interest in establishing a local judicial education program modeled after CJER and requested assistance to that end. Specifically, the court asked CJER to work with it to develop policies and procedures for the establishment and maintenance of an education Governing Committee, to assist the court in identifying, developing, and training a pool of qualified judicial faculty, and to train court attorneys to support this Governing Committee and its judicial faculty similar to how CJER attorneys support the CJER Governing Committee and its curriculum committees and judicial faculty. CJER agreed to provide all of these services, and more.

CJER provided, on a regular basis, faculty development training specifically for this court's judicial faculty (CJER paid a consultant to conduct these trainings in Los Angeles). CJER also trained the staff attorneys working with the court's Governing Committee and met with them individually regarding course design as well as detailing the support they were to provide to faculty. For several years, CJER's Managing Attorney for Judicial Education attended every meeting of the court's Governing Committee (usually on a six week cycle) and consulted more frequently via phone calls and emails with the committee and its chair, basically functioning as auxiliary staff to this committee. CJER also assisted the court in developing publicity procedures and in designing brochures and other publicity pieces. CJER also consulted on a variety of other issues and topics (e.g., ways to express appreciation to the faculty, how to deal with videotaping requests and requests for non judicial faculty to attend judicial courses) which CJER itself has to deal with on a regular basis. CJER continues to serve as a consultant for JES.

The following examples illustrate recent local programming developed and delivered over the past year:

Judicial Education in Criminal Realignment

Andrea McCann, Education Attorney, worked with a judicial workgroup to develop education and training for the Criminal Justice Realignment implementation effort. Because of the time sensitive nature of this legislative enactment and the fact that how courts were going to implement it would vary, the training had to be both generic and tailored to address many of the courts' unique situations. Andrea therefore developed regional and local court courses that could be custom designed to fit the needs of particular courts (e.g., identification of local practices, resources, and services).

To date, local court courses have been requested by the Superior Courts in Shasta, San Luis Obispo, San Bernardino, Plumas, and Monterey counties while other local courses have evolved into larger regional offerings (e.g., San Luis Obispo requested their course be held in Santa Barbara County so that adjoining counties could attend). Additional regional courses have been scheduled in San Diego, Santa Clara, Sacramento, and Los Angeles counties. These locations were selected due to interest expressed by judges in those counties or adjoining counties. The First District Appellate Court also requested a local course on this subject and Rod Cathcart, Senior Attorney, complied and the course eventually evolved into a 2-part, statewide video conference for all appellate courts that had to be offered twice to accommodate all the registrants. It was so well received, an update was recently requested and is scheduled for October.

Online Course dealing with the Americans with Disabilities Act (ADA)

Eddie Davis, Sr. Education Specialist, collaborated with a local court to create an online course to satisfy an ADA lawsuit settlement. The content was provided by the court and Eddie created the course that includes video, quizzes, lecture, and several links to websites and documents related to, and referenced in, the Americans With Disabilities training. Eddie provided the technical and education consulting necessary to develop this course. The course is now being modified to be posted to COMET and Serranus for the benefit of all courts.

Computer Classes in Local Courts


Mike Walsh, Senior Education Specialist, is available to provide computer training in local courts, as requested.

Excel Basics (2 sessions) in 6DCA/San Jose
Excel Data Analysts and Word Reports/Forms in 4DCA/Riverside
Excel (multiple) and Access (multiple) in Fresno
Basic Excel (2 sessions) in Sonoma
Advanced Excel (2 sessions) in Sonoma


Leadership Classes for Court Management

Rhonda Sharbono, Senior Education Specialist, has taught courses locally on leadership and supervisory skills. Recently, she developed a course, Preparing for Leadership, in response to a request from the El Dorado court for education on developing staff level employees to take on lead responsibilities or promotion to supervisor positions (El Dorado had recently posted a lead position and none of the staff level clerks who interviewed seemed to understand what the court was looking for or what qualities were important.). She has taught this class twice in El Dorado County for clerks from El Dorado and surrounding counties.


Preparing for Leadership (for staff) in El Dorado
Core Leadership and Training Skills (for Leads/Seniors) in Fresno
Core 40: Basic Training for Supervisors in Orange County



judicial_ed_course_catal
og.pdf
Adobe Acrobat Document
1.48 MB

This directive is forwarded to the Judicial Council with options for consideration:

 File Attachment








Other:

 File Attachment

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Already implemented and ongoing
RESOURCES REQUIRED FOR IMPLEMENTATION	

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)	
<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  File Attachment </div>
<input checked="" type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<div style="border: 1px solid black; padding: 2px;">Please see attached document, above.</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  File Attachment </div>
<input checked="" type="checkbox"/> SAVINGS	<div style="border: 1px solid black; padding: 2px;">Providing education and training locally is less expensive for the courts because they do not have to expend funds traveling to statewide events as is being able to attend programs sponsored by nearby courts, which CJER facilitates via its LINC website.</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  File Attachment </div>
<input checked="" type="checkbox"/> COST	<div style="border: 1px solid black; padding: 2px;">CJER pays for judicial faculty to teach local judicial education programs and staff time is expended on working with faculty on these courses and, when they directly teach, to travel to local courts as faculty.</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  File Attachment </div>
<input checked="" type="checkbox"/> EFFICIENCIES	<div style="border: 1px solid black; padding: 2px;">Training is provided on an as requested basis, so CJER knows that a specific court needs and desires a particular type of training and can deliver that specifically to the court.</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  File Attachment </div>
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<div style="border: 1px solid black; padding: 2px;">A very high level of service is provided. Convenience to the local court, less expensive for the court, scheduling for the court's convenience, and education tailored to the court's specific needs. Furthermore, the training coordinator network ensures that CJER is aware of local courts needs in a timely manner.</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  File Attachment </div>
<input type="checkbox"/> OTHER	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  File Attachment </div>
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL	
ADOC RESPONSE	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012 </div> <div style="width: 45%;"> <input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: </div> </div>
INFORMATION ON NEXT STEPS	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="margin-top: 5px;">Please review and return to the ADOC by:</div>

	{ADOC will insert due date}. <input type="text"/>	
RESPONSE TO ADOC	<input type="text"/>	
	<input type="button" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES:		
<input type="text"/>		
<input type="button" value="File Attachment"/>		

JUDICIAL EDUCATION COURSE CATALOG



ADMINISTRATIVE OFFICE OF THE COURTS
Education Division/CJER

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JUDICIAL COUNCIL OF CALIFORNIA

GOVERNING COMMITTEE OF THE CENTER
FOR JUDICIAL EDUCATION AND RESEARCH

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Attorney, Office of Governmental Affairs
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Dr. Diane E. Cowdrey
Director, Education Division/CJER
Administrative Office of the Courts

Mr. Bob Lowney
Senior Manager, Education Division/CJER
Administrative Office of the Courts

Ms. Suzette LaCivita
Executive Secretary, Education Division/CJER
Administrative Office of the Courts

Local Education: Convenient and Fiscally Prudent

Dear Colleagues:

The CJER Governing Committee is pleased to make this second edition of our catalog of courses available to local courts. Severe budget limitations continue and these courses provide high-quality judicial education at less cost. Sending faculty to local courts rather than having participants and faculty travel to a single site is both cost effective and provides small group interactive education.

One of the Judicial Council's highest priorities is to provide high-quality judicial education to ensure that our state maintains a professional judiciary that offers fair and impartial justice to all Californians. The goal is to ensure that, regardless of the court, judge, or type of case, the public will have access to the highest levels of expertise and service in all parts of the state.

The courses in this catalog are designed to give you as judges the resources to stay current with the law and procedure relating to your assignment without requiring you to take a lot of time away from the bench.

The Committee thanks the faculty members who give significant time to developing and teaching these courses. Without them we could not offer so many courses of such high quality at such great savings in costs.

As chair of the CJER Governing Committee, I look forward to receiving your comments and suggestions.

Sincerely,



Hon. Ronald B. Robie, Chair
CJER Governing Committee



Hon. Ronald B. Robie
Chair
CJER Governing Committee

OVERVIEW

The Education Division/Center for Judicial Education and Research (CJER) of the Administrative Office of the Courts (AOC) is proud to continue the Local Court Judicial Education Initiative, which we hope enhances your ability to provide high-quality judicial education to your bench officers by partnering with us. Courts can host judicial education classes locally by selecting the course(s) in this catalog and contacting the AOC with a proposed date. The Education Division/CJER recruits the faculty and works with the court to provide written materials for the course. Local courts will typically arrange for an appropriate classroom for the course and handle the participant attendance and registration aspects for the course, unless otherwise requested. As funds allow, the AOC pays for faculty travel expenses and course materials and will provide audiovisual support as requested.

Courses and Faculty

Statewide budget reductions over the past few years have necessitated that the Education Division/CJER offer a number of programs and institutes less frequently. This catalog contains some of the content that would have been provided at statewide events, and represents an alternative way to deliver the material. The courses listed in the catalog were taken from the many classes offered in our statewide programs as well as from some trial court programs and they are uniquely appropriate

for local delivery. The courses offer effective judicial education in substantive areas of law, as well as access, collaborative courts, computer training, court security, domestic violence, fairness, judicial ethics, and self-represented litigants. The faculty members who teach the courses are very experienced in the areas they teach and they are trained in adult learning principles.

Statewide programs provide invaluable educational experiences and opportunities for interaction and discussions with your colleagues across California. These programs are still being held, but during these difficult budget times, they cannot be scheduled as frequently as in the past. We hope that this partnership between the local courts and the Education Division/CJER to deliver judicial education courses locally will help to bridge the educational gaps caused by the severely reduced statewide program schedule.

Judicial Council of California ▪ Administrative Office of the Courts
455 Golden Gate Avenue, San Francisco, California 94102-3688

www.courts.ca.gov ▪ <http://serranus.courtinfo.ca.gov/education/LocalMaterials.htm>

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Partnering to Enhance Educational Opportunities

I am pleased to present the second edition of the Judicial Education Course Catalog. The Education Division/CJER supports local and regional education so that judges, commissioners, and referees can obtain needed education without travel and time away from the bench. We have found that partnering with local courts allows us to provide education that is cost-effective, timely, and convenient for your bench. All of these courses can be offered at your court, with a certain number of participants. As funds allow, the Education Division/CJER will pay for faculty travel costs as well as provide support for logistics.

We had a good response to this new initiative in its first year. Courses have been held in counties of all sizes from Lake to Los Angeles. I am very pleased to announce that the second edition of the Judicial Education Course Catalog includes 26 new courses. We are extremely grateful to the faculty who volunteer to teach these courses, and appreciative of the many courses in this catalog that were developed by the Los Angeles County Superior Court Judicial Education Seminars (JES) Committee, chaired by Judge Emilie Elias. I also appreciate the work of the CJER Governing Committee members and Justice Ronald Robie, Chair, who have been instrumental in leading the effort to develop local education.

There is extraordinary value in live programs; learning in community offers the opportunity for sharing ideas and practices, learning from others in the class, and having a highly qualified subject matter expert available to answer questions and discuss issues. This catalog offers administrative presiding justices and presiding judges the opportunity to hold a live program in the court without the associated burdens of travel costs and extensive time away from the bench.



Diane E. Cowdrey
Director, Education Division/CJER

We are very excited to be able to continue to offer the courts this educational resource.

Sincerely,

A handwritten signature in black ink that reads "Diane E. Cowdrey". The signature is fluid and cursive, with a long, sweeping tail on the last letter.

Diane E. Cowdrey, Ed.D., Director
Education Division/
Center for Judicial Education & Research

BRINGING A JUDICIAL EDUCATION COURSE TO YOUR COURT

Requesting a Course

Please fill out the Course Request Form (see page 7) and send it to Lina Kravetskiy, Program Coordinator for the Education Division/CJER. The application must be signed by the administrative presiding justice or presiding judge and clerk/administrator or court executive officer. Please submit one application for each course.

Ideally, please give the AOC Education Division/CJER 90 days' advance notice to allow ample time for faculty to be confirmed and for them to schedule time away from court. The minimum class size is 20 unless noted otherwise in the course description. Courts may invite judges and subordinate judicial officers from surrounding counties in order to meet the minimum number.

Courses are designed for a judicial audience, but the course description will indicate if specified court staff may attend the program. Practicing attorneys serving as temporary judges are not eligible to attend these classes.

Applications will be processed on a first-come, first-served basis. The number of courses that can be supported in a fiscal year will depend on budget limitations and the availability of faculty and audiovisual support.

Expenses Related to a Course

The AOC Education Division will pay the costs for faculty to travel to teach the course and will also pay for the production and shipping of the course materials to the course site. Courts will be requested to provide the number of participants to the program coordinator 30 days before the course so that the materials can be reproduced and mailed in a timely fashion. If the county does not have audiovisual support, CJER will also provide an audiovisual support person and equipment.

Costs to the local court should be minimal—expenses for participant travel, the meeting room, and any catering. Local access to a computer classroom is necessary for the computer courses.

Choosing a Course

Please review the course descriptions to determine the best course that meets the needs of your local court. If you would like to discuss the content of the courses or would like help in choosing the best course for your needs, please contact Lina Kravetskiy at 415-865-4548, Lina.Kravetskiy@jud.ca.gov.

Los Angeles Judicial Education Seminars Courses

The Judicial Education Governing Committee for the Los Angeles Judicial Education Seminars (JES) has agreed to include some of the JES courses in this catalog. We thank the Los Angeles Superior Court and the committee for their support of this local court judicial education effort.

COURSE REQUEST FORM

Please provide the following information and send the completed form by e-mail, fax, or mail to: Ms. Lina Kravetskiy, Program Coordinator CJER ■ Education Division/CJER ■ Administrative Office of the Courts CJER ■ 455 Golden Gate Avenue ■ San Francisco, California 94102-3688
415-865-4548 ■ 415-865-4335 fax ■ lina.kravetskiy@jud.ca.gov

Ideally, please give 90 days’ advance notice to allow ample time for faculty to be confirmed and for them to schedule time away from court. The minimum number of participants is 20.

Today’s Date		
Court		
Contact		
Title		
Address		
City	California	Zip
Phone	Fax	
E-mail		
Course Information (one application for each course)		
Course Title		
Proposed Date(s) & Time*		
Location		
Est. number of participants: (20 minimum)		

Approval of Administrative Presiding Justice OR Presiding Judge and Clerk/Administrator OR Court Executive Officer

The court’s administrative presiding justice or presiding judge and clerk/administrator or court executive officer must approve any request for resources for a local judicial education course before the request can be made. I support the provision of resources for local education in my court. We will provide follow-up information about the course as requested by the AOC.

_____ DATE

PRINT NAME _____

_____ DATE

PRINT NAME _____

* Funding for faculty overnight expenses is not available.

A SPECIAL THANK YOU

We want to thank the faculty who have taught local courses for their hard work and expertise. Without their talent and dedication, the Local Court Judicial Education Initiative would not have been possible.

Judge Steven K. Austin
Superior Court of California, County of Contra Costa

Judge Mark A. Juhas
Superior Court of California, County of Los Angeles

Judge Griffin M. J. Bonini
Superior Court of California, County of Santa Clara

Judge Frances A. Kearney
Superior Court of California, County of Placer

Judge James R. Brandlin
Superior Court of California, County of Los Angeles

Judge Kent M. Kellegrew
Superior Court of California, County of Ventura

Judge Daniel J. Buckley
Superior Court of California, County of Los Angeles

Commissioner Michael Knish
Superior Court of California, County of San Bernardino

Commissioner Michael J. Convey
Superior Court of California, County of Los Angeles

Mr. Bob Lowney
Administrative Office of the Courts

Judge Joyce M. Cram
Superior Court of California, County of Contra Costa

Judge Cynthia Ann Ludvigsen
Superior Court of California, County of San Bernardino

Judge Charles S. Crandall
Superior Court of California, County of San Luis Obispo

Judge William McKinstry (Ret.)
Superior Court of California, County of Alameda

Judge David J. Danielsen
Superior Court of California, County of San Diego

Judge Vernon K. Nakahara
Superior Court of California, County of Alameda

Judge Becky Lynn Dugan
Superior Court of California, County of Riverside

Judge Michael J. Naughton
Superior Court of California, County of Orange

Judge Lynn Duryee
Superior Court of California, County of Marin

Ms. Kimberly Papillon
Administrative Office of the Courts

Commissioner Michelle E. Flurer
Superior Court of California, County of Los Angeles

Judge Richard Edward Rico
Superior Court of California, County of Los Angeles

Judge Donna Groman
Superior Court of California, County of Los Angeles

Justice Paul Turner
Court of Appeal, Second Appellate District, Division Five

Ms. Sherri Gulino
Superior Court of California, County of San Bernardino

Mr. Dennis Winners
Orange County Sheriff's Office

Judge Mary Thornton House
Superior Court of California, County of Los Angeles

ACCESS

AMERICANS WITH DISABILITIES ACT

Access Laws

Learn about the many different laws covering persons with disabilities, including the Americans With Disabilities Act, state statutes, California Rules of Court, and controlling case law. Find out the differences between federal and state laws. Participants will become familiar with disability symbols and will also learn about employee accommodations and the responsibilities of the court as well as accommodations for public court users. There are two versions of the course—one qualifies for ethics elective credit for judges, commissioners, and referees and the other version qualifies for elimination of bias MCLE credit.

1 hour ■ Either 1 hour elimination of bias MCLE credit or 1 hour Qualifying Ethics elective credit depending on audience

How to Communicate and Interact With Persons With Disabilities

Learn the appropriate way to communicate and interact with a person with a disability. How do you talk to someone with a hearing loss? What do you do when you see a person who is blind? Should you kneel when talking to someone in a wheelchair? Find out the answers to these and more in this fun interactive course. Participants will be provided with tip sheets on how to communicate with a person who is hard of hearing and a person who is blind. Participants will also learn the 10 tips for interacting with a person with a mental health disability.

1 hour

How to Have Accessible Meetings

This course is designed to assist judges and subordinate judicial officers and anyone who plans, arranges, or coordinates meetings for the court. How do you know if a conference location is accessible to persons with disabilities? Which table arrangements best accommodate attendees who use a wheelchair or participants with a hearing impairment? What are the alternative formats you could use for participants who are visually impaired? Are there guidelines for speakers? In this course, participants will discuss the answers to these questions and more. Attendees will also learn about the use of assistive listening devices and the TDD/TTY equipment. This course provides participants with the tools and resources to have a successful and accessible meeting for everyone.

2 hours

ACCESS, continued

How to Provide Access to the Courts for Persons With Disabilities

Find out what you must do to provide accommodations for persons with disabilities. Participants will learn about the California Rules of Court and how to complete the Judicial Council form for requesting an accommodation. Learn about the different types of accommodations the court may provide and what accommodations the court may deny.

1 hour ■ 1 hour of elimination of bias MCLE credit

Service and Comfort Animals in Your Court

Learn the difference between service and comfort animals. Find out the different types of animals that may be considered a service or comfort animal. Which ones must be allowed into the courthouse? What questions are you allowed to ask? What questions are you prohibited from asking? When can you remove an animal from your court? May you charge extra fees? Can you separate the animal and owner from others in the court? Participants will learn the answers to these questions and more in this class.

1 hour ■ 1 hour of elimination of bias MCLE credit

CIVIL

Civil Expert Witnesses

Learn about frequently encountered expert witness issues in civil cases, including proper use of *Kelly-Frye* and how to determine whether there is a reasonable basis for an opinion under Evid C §801(b). Other topics may include qualification of witnesses, discovery disputes, and hearsay.

3 hours ■ Los Angeles JES course

Civil Harassment

Explore the Dos, Don'ts, and Best Practices for Civil Harassment Restraining Orders. From the TRO to final orders, learn how to conduct hearings, issue orders, prepare forms, and everything in between. Elder Abuse and Workplace Violence Restraining Orders will also be discussed.

3 hours ■ Los Angeles JES course

Civil Law Update

A legal update on civil law designed to provide experienced civil judges with practical analysis and a discussion on how recent changes in the law affect the trial judge.

1 hour

Issues in Employment Law

This course highlights emerging issues in employment law litigation, such as enforcement of arbitration clauses, wage-and-hour issues, summary judgment issues, issues resulting from layoffs and reduced workweeks, stating wrongful termination claims based on violation of public policy, and proving hostile environment sexual harassment claims.

1.5 hours

Large Topics in Small Claims

Explore both routine and esoteric small claims issues using video vignettes and focused instruction. Share and discuss successful techniques for conducting small claims hearings.

3 hours ■ Los Angeles JES course

Unlawful Detainers

This course arms participants with the knowledge to successfully negotiate the minefield of unlawful detainers. It is a unique area of law characterized by nitpicky details that are better understood in the context of its limited purpose and summary nature. Foreclosure evictions now dominate the unlawful detainer calendar, as well as bankruptcy issues unique to evictions. Specific areas of interest are jurisdiction/venue, notice requirements, habitability defenses, foreclosures, bankruptcy, and postjudgment issues.

1.5 hours

CIVIL, continued

INSURANCE

Insurance Law—Basic

This course reviews various coverage principles and general key issues such as the duty to defend, bad faith, and settlement options.

3 hours

Insurance Law—Advanced

This course for experienced civil law judges focuses on complicated topics such as policy interpretation, multiple years of coverage, additional insured, reservation of rights, stacking, indemnity agreements, accident versus occurrence, and the genuine dispute doctrine.

3 hours

STRATEGIC LAWSUIT AGAINST PUBLIC PARTICIPATION (SLAPP)

Recent Developments in SLAPP Motions

This course includes an update on the latest issues affecting Special Motions to Strike under CCP §§425.16 and 425.17, including attorney fees, CCP §425.18, public issues, and the *Noerr-Pennington* doctrine.

1.5 hours

Please also see...

Civil Jury Instructions With LexisNexis HotDocs

See course description under Computer Training, page 14.

Improving Skills and Practices in Cases Involving
Self-Represented Litigants

See course description under Self-Represented Litigants, page 40.

Evidentiary Issues Involving Social Media for the
Trial Court Judge

See course description under Interdisciplinary, page 33.

COLLABORATIVE COURTS

Drug Case Disposition

Discuss practical ways to manage the disposition of drug cases and their impact on your calendar. Learn the mechanics of drug diversion statutes and the continuum of handling drug cases. Topics discussed include alternative case management, assessing a drug program using current treatment protocol, mental health diversion, and community-based and treatment-oriented sentencing.

1.5–2 hours

Incorporating Collaborative Court Principles

Don't want to see the same defendants and clients over and over again throughout your career? Integrate highly effective collaborative court principles and practices into your current assignment and improve the lives of those who come before you while increasing your own personal job satisfaction at the same time.

This course is available in several versions. The full two-day course is for judges and subordinate judicial officers who have not sat in a collaborative justice court. A one-day course is available for judges who have previously sat in a problem-solving court. Additionally, a short 3.5-hour course can be requested to give an overview of the area. Judges in policymaking roles can request a 3.5-hour version that is adapted to their interests and includes an expanded discussion of costs, recidivism, benefits, and current and future trends.

Course length will be determined in consultation with local court.

COMPUTER TRAINING

Civil Jury Instructions With LexisNexis HotDocs

Learn about the Judicial Council's civil jury instructions (CACI) using LexisNexis® HotDocs® software. LexisNexis® has custom-designed its user-friendly HotDocs® program to easily insert names and gender references and to automatically select many other variables. Participants will learn how to use HotDocs® to create a case file, view instruction sets and use notes, assemble a set of jury instructions for a hypothetical civil case, use features of the software to enhance instruction discussions during trial conferences, edit or add instructions as necessary, and print instructions in alternate formats.

3 hours ■ Class size 15–18

Criminal Jury Instructions With LexisNexis HotDocs

Learn about the Judicial Council's criminal jury instructions (CALCRIM) using LexisNexis® HotDocs® software. LexisNexis® has custom-designed its user-friendly HotDocs® program to easily insert names and gender references and to automatically select many other variables. Participants will learn how to use HotDocs® to create a case file, view instruction sets and use notes, assemble a set of jury instructions for a hypothetical criminal case, use features of the software to enhance instruction discussions during trial conferences, edit or add instructions as necessary, and print instructions in alternate formats.

3 hours ■ Class size 15–18

Internet Resources for Legal Information

What began as a research tool for scientists has blossomed into something unanticipated. In a very short time, the Internet has changed the way most of us do business, the way we communicate, and even the way we learn. Participants will become familiar with the basic functions of the Microsoft Internet Explorer® Web browser and will explore the AOC's Serranus Web site and other law-related sites of interest to judges and subordinate judicial officers.

3 hours ■ Class size 15–18

Introduction to Microsoft Word and Windows

Learn the basics of Microsoft Word® and its everyday application to the tasks of judges and subordinate judicial officers. Participants will learn to open and save documents; use toolbar icons and shortcuts to make word-processing tasks easier; move text in a document by cutting and pasting; create a table; and use features like find and replace, autocorrect, and symbols. In addition, participants will become familiar with functions of the Microsoft Windows® environment, including being able to launch programs; create folders; copy, move, and delete files; and employ computer first-aid techniques.

3 hours ■ Class size 15–18

LexisNexis Research

Participants will become familiar with the basic functions of the Lexis® online legal research system and will learn to search legal topics by case names and statutes, as well as by keywords using natural language and term connectors. The faculty are trainers from LexisNexis®.

2 hours ■ Maximum class size 15–18

PowerPoint for Trial Judges

Microsoft PowerPoint® is a powerful software tool that can be used to create professional-looking presentations and slide shows. Participants learn to create slides, insert and edit text, and work with audiovisual elements such as the slide color scheme and adding graphics and video to slides.

Examples of how trial judges use PowerPoint will be shown.

3 hours ■ Class size 15–18

COURT SECURITY

Personal Security and Judicial Privacy Protection

What steps can or should judges take to preserve their personal safety and the safety of their families and court staff, both at and away from the courthouse? In this course, participants will enhance their abilities to assess potential threats and learn avoidance techniques. Participants will also learn about tools to maximize privacy protection in both public records and nonpublic personal records.

1.5 hours

Stalking Cases and Court Security

National events and an increase in the number of cases have heightened awareness about both stalking cases and favorable practices for improving courtroom security. This course identifies stalking behavior, dynamics, and types and includes discussion of case management techniques in stalking cases. Additional issues include threat and violence assessment, cyberstalking, stalking law, firearms and court orders, and evidentiary issues in stalking cases. This course also touches on practical ways to increase court security.

1.5 hours

CRIMINAL

COURTROOM AND TRIAL MANAGEMENT

Contempt

Courtroom control is essential to the administration of justice. Judges have the legal and inherent power to employ all means necessary to maintain order. Contempt is the ultimate tool of control, but must be a tool of last resort. The faculty will discuss sanctions and direct, indirect, and hybrid contempt and when it is appropriate to resort to sanctions or contempt. Using checklists, participants will learn the requirements regarding notice and the opportunity to be heard, and how to hold a contempt hearing, make a record, issue an order, and avoid common errors.

1.5 hours ■ 1 hour Qualifying Ethics elective credit

Disruptive Defendants and Problem Pro Pers

This course provides participants with problem-solving techniques and procedures for handling disruptive defendants and problem pro pers in criminal cases. Participants will be given examples of courtroom situations, suggestions for practical and legal solutions, and relevant case law.

3 hours ■ Los Angeles JES course

Mental Health and the Courts

This is an introductory course about dealing with mentally ill litigants in court. Although focused on criminal law, the class will address issues that occur throughout the justice system. The goal of this course is to increase judges', commissioners', and referees' awareness of the special challenges presented by cases involving mental illness. After a brief examination of the types of mental illness and the differences between the various types of mental health litigation (competency, insanity, civil commitment, etc.), students will explore ways of combating stereotypes and treating the mentally ill effectively and with dignity in the courtroom. The instructors will also discuss resources and programs a court can use to help mentally ill litigants.

3 hours

Mental Health Issues in Criminal Courts

This course is an overview of the contexts in which mental health issues arise in criminal courts. Proceedings under Pen C §1026 (Not Guilty by Reason of Insanity) and Pen C §1367 (Incompetent to Stand Trial) are covered as well as:

- Mentally Disordered Offenders (Pen C §§2960 et seq)
- Mentally Disordered Sex Offenders (Welf & I C §§6300 et seq, repealed 1981)
- Sexually Violent Predators (Welf & I C §§6600 et seq)
- Mental Retardation Commitments (Welf & I C §§6500 et seq)
- CYA Commitments (Welf & I C §§1800 et seq)
- CRC Commitments (Welf & I C §§3050 et seq)
- *Murphy* Conservatorships (Welf & I C §5008h(1)(b))

Course length will be determined in consultation with local court

CRIMINAL, continued

CRIMINAL JUSTICE REALIGNMENT

Criminal Justice Realignment: Judicial Issues Roundtable

During this facilitated roundtable judges and commissioners from neighboring counties will have an opportunity to discuss issues and local strategies relating to felony sentencing and postrelease community supervision. The requesting court may request specific topics be included or may select from the following:

- Felony Sentencing

- Adaptation of

 - Arraignment scripts

 - Plea scripts

 - Plea forms

 - Plea negotiations

- Evidence-based Practices

- Postrelease Community Supervision Revocation

 - Case management

 - Hearing procedures

- The Judge's Role in Determining County Implementation Strategy

 - Identification of judicial interests and ethical quandaries

 - Comparison of various counties' implementation strategies

 - Collaborative courts approach to implementation

Criminal Justice Realignment: Justice Partners Roundtable

A similar facilitated discussion to the one described above but altered to accommodate a combined audience of judicial officers and justice partners. The audience, to be determined by the requesting court, may include Judges, Commissioners, Hearing Officers, District Attorneys, Public Defenders, and Probation Officers from the requesting county and from neighboring counties.

Death Penalty

Advanced Capital Case Roundtable

This course is designed to provide the periodic update recommended by rule 10.469(d) of the California Rules of Court and two hours of qualifying ethics credit. Led by judges with extensive experience in high profile and death penalty cases, this course will consist of roundtable discussion during which participants will share their experiences and discuss effective courtroom practices.

REQUIRED COURSE PREREQUISITES

Eligible applicants must have taken the AOC Education Division's two-day Death Penalty Trials course.

COURSE TOPICS

Case law update

Voir dire—avoiding jury bias and selecting a fair jury

Jury death qualification

Individualized and sequestered questioning

Logistics of voir dire and the impact on jurors' comfort and willingness to reveal important information

Effective procedural practices

Use of questionnaires

Jury innovations

Evaluating hardships

Unique issues jurors face in a death penalty case and whether this does or should affect the jury selection process.

Difficult defendants

Pro pers and standby counsel

Handling disruptive defendants

Courtroom control

Media and cameras in the courtroom

Scope of public right of access and permissible limitations

Security

Personal and courtroom security measures a judge may consider

Maintaining fairness in process to the attorneys, the families and friends of the parties, the defendant, the victim, and the public.

Ethics

Ethical or moral issues that a judge may struggle with when handling this type of case. Increasingly, electronic evidence is becoming part of a criminal trial. Attorneys want to use technology to enhance their presentations to juries. Evidentiary foundation questions arise regarding the admissibility of information from social networks, e-mails, texts, and other electronic sources. This course examines discovery, pretrial, and trial implications associated with that trend.

1.5 days 2 hours of Qualifying Ethics elective credit

EVIDENCE

Admissibility of Technological Evidence in Criminal Cases

Increasingly, electronic evidence is becoming part of a criminal trial. Attorneys want to use technology to enhance their presentations to juries. Evidentiary foundation questions arise regarding the admissibility of information from social networks, e-mails, texts, and other electronic sources. This course examines discovery, pretrial, and trial implications associated with that trend.

1.5–2 hours

Discovery Issues—Advanced

This course takes an in-depth look at complex discovery issues. Topics include reciprocal discovery under Pen C §§1054 et seq. including impeachment evidence and oral statements of a witness not reduced to writing; the District Attorney's duty to investigate; attorney notes regarding interviews of witnesses; motions to access officer personnel records (*Pitchess*) and for disclosure of confidential informants; sanctions for discovery violations and compliance orders; and issues surrounding subpoenas duces tecum including limited disclosure per *Teal*, claims of privilege, and in camera reviews.

1.5 hours

CRIMINAL, continued

Evidence Hot Topics

Brush up on complex areas of evidence in this fast-paced and interactive course. Topics include the admissibility of evidence of other crimes in sex offense, domestic violence, elder abuse, and child abuse cases (Evid C §§1108, 1109), and the implications of the U.S. Supreme Court's decision in *Melendez–Diaz v Massachusetts* to the analysis of hearsay and the Sixth Amendment right to confront witnesses.

1.5 hours

Expert Witness Issues in Complex Criminal Cases

Explore evidentiary issues arising in cases involving expert witness testimony. Learn to rule on objections to the admissibility and scope of expert testimony regarding gangs, new scientific techniques or devices, and mental disorders.

3 hours ■ Los Angeles JES course

Forensic DNA Evidence

Forensic DNA testing technologies have presented the criminal justice system with powerful and unique tools in the solution of crime. Small, often invisible, biological material can successfully be obtained from evidence items previously thought to be useless in criminal investigations. The creation of local, state, and national databases of DNA profiles of previously convicted offenders has similarly resulted in the solution of otherwise suspectless cases. Of greater importance is the now-common use of DNA typing technologies to examine older cases in which inmates have frequently served lengthy terms in prisons or penitentiaries. In excess of 240 inmates in the United States have been exonerated by modern DNA analysis of samples seized prior to the availability of DNA testing.

1.5 hours

Search and Seizure

This program provides judges and subordinate judicial officers with an overview of search and seizure law and procedure in California with an emphasis on major U.S. Supreme Court cases in areas such as standing, exceptions to the warrant requirement, temporary detention, good faith, and the evaluation of search warrant applications. It prepares them for not only the responsibility of reviewing a search warrant but also gives them the tools necessary to confidently and correctly rule on motions to suppress evidence pursuant to Penal Code §1538.5.

4–6 hours

Search and Seizure Update

This hypothetical-driven course focuses on recent changes in search and seizure law that directly impact the evaluation of suppression motions and warrant applications.

2 hours

Search Warrant Basics

This course covers the fundamentals of issuing search warrants. The objective of the class is to increase the skill level and confidence of new judges in evaluating search warrant applications. The course will cover the legal structure of search warrant practice, permissible communications with police and prosecutors on an ex parte basis, the components of probable cause, and common types of search warrants. The course is open to all judges, but its content assumes only limited or no prior experience in search warrant practice.

2.5–3 hours

Witness Testimony: Special Issues in Criminal Trials

Unexpected issues concerning witness testimony can derail a trial schedule and create appealable issues difficult to cure. Faculty will introduce effective pretrial conference strategies that can avoid common pitfalls and reduce delays related to witness issues during trial. Topics include the procedure for handling a witness's invocation of the Fifth Amendment right against self-incrimination, use and transactional immunity, witnesses who testify under a plea bargain, marital and spousal privileges, and accomplice testimony.

1 hour

JURY ISSUES

Juror Misconduct

An experienced criminal trial court judge discusses ways that juror misconduct is discovered, effective admonitions that aid in preventing misconduct, and the law controlling the judge's duty to investigate and remedy the situation.

1.5 hours

Jury Selection in Complex Felony Cases

This course focuses on procedural techniques that can increase the efficiency of jury selection in complex felony cases while reducing jury bias. Topics include a discussion of the pros and cons of various procedural practices such as the size of the venire and attorney time limits; the evaluation of hardships and techniques to reduce the number of hardship requests; the use of questionnaires and mini-opening statements; the management of large jury panels and selection of multiple juries; unique issues jurors face in lengthy or high profile trials, or emotionally intense cases and whether this does or should impact the jury selection process; Batson/ Wheeler issues; and procedural techniques that improve jurors' comfort and willingness to reveal important information.

3.5 hours

PLEAS

Criminal Case Settlement

Explore ethical considerations and learn strategies for settling criminal cases; participants learn techniques for conducting plea bargain negotiations through role-playing, interactive discussion of hypotheticals, and the application of relevant canons of judicial ethics and CJP cases.

3 hours ■ 1 hour of Qualifying Ethics elective credit ■ Los Angeles JES course

Criminal Mediation:

Negotiating the Resolution of a Criminal Case: Ethical, Legal, and Practical

Considerations of Judicial Participation in Plea Bargaining

As opposed to the civil courtroom, plea negotiation and settlement in the criminal courtroom is fraught with ethical land mines. Judges must be diligent in protecting the rights of a defendant, the rights of a victim, and striving to achieve justice while facing the pressures of handling impossible caseloads. Learn techniques that other judges have developed to successfully strike this balance in this roundtable-style course

3 hours ■ 2 hours of Qualifying Ethics elective credit

SENTENCING

Doing More With Less: Sentencing and Probation Considerations in the New Millennium

The parameters of probation reform in SB 678 are analyzed and “evidence based practices” are defined. “Evidence Based” sentencing practices are discussed as well as methods and criteria judges might consider in seeking to implement such practices in their courts.

1 hour

Introduction to Felony Sentencing

This course covers all the basic sentencing concepts you need to know to complete almost every felony sentence. The course begins with an overview of the basic probationary sentence and a single-count state prison sentence. You learn how to conduct a sentencing hearing; determine eligibility for probation; impose an appropriate custody term; and make other necessary fines, assessments, and orders to conclude the sentence. The course also covers multiple count and multiple case sentencing, application of Penal Code §654, calculation of custody credits with multiple cases, indeterminate sentences, sentences after violation of probation, recall of sentences, *Cruz* waivers, and correction or modification of sentences.

6 hours

CRIMINAL, continued

Misdemeanors: Procedures and Sentencing (Including DUI Sentencing)

This course is for judges, commissioners, and referees handling any type of misdemeanor cases. The goal of the course is to provide an understanding of mandates in misdemeanor sentencing, as well as the fundamental principles of effective sentencing. The course starts by covering mandated sentencing in the areas of DUI, drug offenses, and domestic violence. The research on effective behavior modification and how that can be used in misdemeanor sentencing to increase success, reduce recidivism, and increase public safety are also discussed.

2 hours

Sentencing Considerations in Gang Cases

This course teaches judges how to sentence defendants in cases involving gang allegations. Topics include plea bargaining; rights of the victims to be heard; detailed, step-by-step analysis of gang enhancements and sentence calculation; calculation of credits; conditions of probation; and restitution, fines, and fees.

2 hours

Three Strikes

This workshop reviews the basic sentencing structure of this law, with emphasis on the mechanics of imposing a strike sentence. You learn which previous convictions constitute strikes, strike sentencing rules, and what sentencing options are available to the court in applying the law. You gain a working knowledge of the Three-Strikes law through class discussion, written materials, and practical sentencing hypotheticals.

3.5 hours

Treatment-Based Sentencing for Drug Offenders

This course explores the options for diverting drug offenders to treatment-based sentences. Topics include Deferred Entry of Judgment, Proposition 36, probation supervised inpatient or outpatient treatment, Drug Court, and state-level programs through the Department of Corrections. This course provides a continuum of sentencing alternatives available for the drug offenders.

1.5 hours

SPECIAL CRIMES

Assessing Dangerousness in Criminal Domestic Violence Cases

This course features a review of important research conducted by nationally recognized experts on assessing dangerousness and lethality in domestic violence incidents. The course discusses the assessment tools that were developed as part of the research. Building on this research overview, the course uses a sample case file to discuss the practical application of this information. The course highlights and analyzes the judicial decisions that require risk assessment in criminal domestic violence cases. Additional key topics include examining criminal history and other case information, ethical limitations on assessing risk, and using calendar management to enhance safety.

3 hours

Criminal Domestic Violence Cases

This course enables judges and subordinate judicial officers to handle a criminal domestic violence case from the arraignment stage through supervision on probation. Pretrial issues, such as protective orders and witness body attachments, are addressed. The course covers the complex evidentiary problems that often arise when victims are either absent or recanting, including impeachment with prior inconsistent statements; admission of spontaneous statements; use of absent victim statements under Evid C §1370 after *Crawford v Washington*; admission of prior domestic violence incidents under Evid C §1109; Battered Women's Syndrome evidence; and victims' assertion of the Fifth Amendment privilege. The mandatory sentencing provisions for these cases and how they may affect proposed plea dispositions are also covered.

3 hours

Gang Issues in Criminal Cases

Explore strategies for handling legal and practical issues arising in gang cases from arraignment to sentencing. Topics include courtroom security, witness protection, assuring witness attendance, discovery, admissibility of gang evidence and expert testimony, technical requirements of the STEP Act (Pen C §186.22), jury selection, and sentencing.

3 hours ■ Los Angeles JES course

Handling Sexual Assault Cases

Sexual assault cases require the judge to be familiar with a unique body of substantive and procedural law that is not necessarily applicable in other criminal cases. The judge must also be aware of and understand the dynamics of sexual assault cases, the needs of the victim and specially mandated accommodations, and myths and misconceptions about sexual assault victims and offenders. This course emphasizes these key issues and guides the judge through managing a sexual assault trial from arraignment through sentencing and postsentencing procedures. The course, or a part of it, may be delivered in one- to two-hour stand-alone modules. Key topics include:

- Voir dire/jury issues
- Experts
- Offender characteristics
- Special protection for victims
- Impact of DNA on sexual assault cases
- Managing the media in high-profile sexual assault cases
- Sentencing
- Postsentencing for sexual violence predators/mentally disordered sex offenders

1-2 hour modules

CRIMINAL, continued

Please also see these courses in the Domestic Violence section...

Adjudication of Stalking Cases, page 26.

Immigration Issues in Criminal Domestic Violence Cases, page 27.

Stalking in Cyberspace: What a Judge Needs to Know, page 27.

Please also see this course in the Court Security section...

Stalking Cases and Court Security, page 16.

Please also see this course in the Computer Training section

Criminal Jury Instructions With LexisNexis HotDocs, page 14.

Please also see these courses in the Interdisciplinary section

Difficult Conversations, page 32.

Mental Health and the Science of Addiction, page 33.

Evidentiary Issues Involving Social Media for the Trial Court Judge, page, 33.

DOMESTIC VIOLENCE

ELDER ABUSE

Handling Elder Abuse Issues

Elder abuse cases can arise in virtually any department of the court. This course helps the judge or subordinate judicial officer become familiar with elder abuse in its various court settings and the relevant underlying law and procedure. The course also provides an awareness and understanding of the dynamics of elder abuse cases, the needs of the victim and appropriate accommodations, and myths and misconceptions about elder abuse victims and offenders. This course emphasizes these key issues and guides the participant through managing the complexities of elder abuse cases. The course contains a series of modules that can be delivered in one- to two-hour workshops that can be combined for longer courses. Key topics include:

- Aging and the dynamics of elder abuse
- Statutory framework in which elder abuse cases arise
- Domestic violence in later life
- Evidence in elder abuse cases
- Decisionmaking skills
- Elder abuse in probate and conservatorship proceedings
- Justice system agencies in elder abuse cases
- Judicial ethics in elder abuse cases

1–2 hours for each segment ■ Segments may be combined for longer courses

Restraining Orders in Elder Abuse Cases

This course focuses on restraining orders designed to protect elders from abuse. Key topics include how to recognize and understand the dynamics of elder abuse, identifying the statutory scheme and the legal requirements for issuing a restraining order under Welf & I C §15657.03; identifying what should be in a proper order under the Welfare and Institutions Code and comparing the results with the Domestic Violence Prevention Act; identifying the gaps in remedies, requirements, and what can be ordered; and discussing suggestions for options to fill the gaps.

1.5 to 3 hours

STALKING

Adjudication of Stalking Cases

This course focuses on a “nuts and bolts” approach to judicial decisionmaking in stalking cases. Topics will include the statutory basis for stalking cases, stalking behavior and dynamics, threats and threat assessment, special evidentiary issues, victim protections, and crafting effective court orders.

1.5 hours

Stalking in Cyberspace: What a Judge Needs to Know

This course provides practical information about the ways in which perpetrators of domestic violence and stalking may use technology, such as global positioning systems (GPS), cell phones, and handheld computers to control or track their victims. The course also focuses on how this issue might affect the terms of restraining and protective orders and other implications for judicial decisionmaking.

1.5 hours

Domestic Violence and Ethics

Judges and commissioners are expected and encouraged to engage in community activities and outreach within the limits of the law and ethical standards. This is especially true in cases involving allegations of domestic violence because of the presence of justice system partners and services. This course provides a forum to discuss these issues in the context of domestic violence cases, using a series of hypotheticals highlighting media inquiries, legislative activities, educational activities, and membership in domestic violence prevention councils. The course also includes an exploration of questions relating to handling cases that often involve self-represented litigants.

2 hours ■ 2 hours of Qualifying Ethics elective credit

Domestic Violence and Fairness Issues

Using a case scenario and practical applications for judges, subordinate judicial officers, and family dispute professionals, this course delineates a methodology for analyzing cultural issues as they occur in domestic violence cases. The goal of the course is not to provide a handy guide to cultural characteristics, but rather to present a practical way of thinking about culture that will assist in mediating and adjudicating cases involving a diverse population.

3 hours

Evaluating the Effects of Domestic Violence on Children

Research reveals that children suffer when they are exposed to domestic violence. This presentation provides an overview of the effects of domestic violence on children and the implications for judicial decisionmaking.

1.5 hours

Immigration Issues in Criminal Domestic Violence Cases

Immigration issues increasingly affect judicial decisionmaking, the nature of the information presented to the court, and safety issues in criminal domestic violence cases. This course provides a broad overview of the elements of immigration law that may affect decisionmaking in these cases and an understanding of the challenges facing victims of domestic violence as a result of the immigration concerns and status of the parties. Course topics include immigration concerns of immigrant victims of domestic violence; myths about immigration status; basic elements of immigration law relevant to adjudication of criminal domestic violence cases; consequences of adult criminal convictions; and protective orders and their impact on the safety of immigrant victims.

3 hours

DOMESTIC VIOLENCE, continued

Restraining Orders in Multiple Court Settings

This course focuses on the nuts and bolts of issuing restraining and protective orders in multiple court settings. It provides an overview of the statutory requirements relating to these orders and compares and contrasts the underlying statutory provisions. Using a series of both common and complex fact patterns, participants will distinguish among the various types of orders, analyze difficult or borderline cases, and discuss how to craft clear and enforceable orders.

1.5–3 hours

Domestic Violence-related courses in other sections...

- Assessing Dangerousness in Criminal Domestic Violence Cases, page 23.
- Criminal Domestic Violence Cases, page 24.
- Domestic Violence and Custody—Assessing the Risk, page 31.
- Domestic Violence Issues in Family Law Cases, page 31.
- Domestic Violence Issues in Juvenile Cases, page 36.
- Ethics and Self-Represented Litigants in Domestic Violence Cases, page 40.
- Handling Sexual Assault Cases, page 24.
- Reasonable Efforts in Dependency Cases Involving Domestic Violence, page 37.
- Science of Aging, page 34.
- Stalking Cases and Court Security, page 16.
- Use of Technology in Domestic Violence Cases, page 31.

FAIRNESS

A Crash Course on Fairness in the Courts

Learn to recognize access and fairness issues in the court and implement practical solutions and strategies for dealing with them. This interactive small-group seminar uses thought-provoking clips from the Academy Award-winning movie *Crash* to raise issues and stimulate discussion.

3 hours ■ 2 hours of Qualifying Ethics elective credit ■ Los Angeles JES course

Micro-Aggressions and Fairness

This highly interactive course explores the ways in which unconscious bias manifests in verbal communications and nonverbal behavior. The course demonstrates scientifically proven methods for dismantling this bias.

2 hours ■ 2 hours of Qualifying Ethics elective credit

The Neuroscience and Empirical Psychology of Decisionmaking, Credibility Assessment, and Demeanor

In this interactive course, judges and subordinate judicial officers are provided with information on emerging research on how physiological and unconscious processes affect credibility assessments, and related conclusions that we draw about the character, veracity, and proclivity to engage in behavior. The course explores social cognition, in-group/out-group interactions as well as verbal and nonverbal communication. The course explains how Magnetic Resonance Imaging (MRI) of the brain may show instantaneous assessments of people as threatening or benign. The exercises and studies also add insight into the ways in which our courts interact with court users. The course provides tools for increasing the public's trust and confidence in the courts.

3 hours ■ 2 hours of Qualifying Ethics elective credit

Sexual Orientation Curriculum

This interactive course provides judges and subordinate judicial officers with tools to increase the public's trust and confidence in the courts, as well as effective communication with lesbian, gay, bisexual, and transgender court users. The course uses the latest research on fairness in decisionmaking, including neuroscientific and psychological studies. The course reviews interesting statistics and thoughtful discourse on avoiding pitfalls in communication.

3 hours

Please also see...

Domestic Violence and Fairness Issues

See course description under Domestic Violence, page 27.

FAMILY

Attacks on the Judgment in Family Law

This course is designed for the less experienced family law judge or subordinate judicial officer. It also serves as a refresher for those more experienced in family law. This course explores the various means used to set aside, modify, or reverse judgments and orders short of the appellate process.

1.5 hours

Attorneys Fees and Costs

This course reviews the recent changes to the law regarding attorney fees, including: the findings required when there is a disparity in access to funds to retain counsel, new forms and how they are likely to be used by self-represented litigants, how to assess the adequacy of a request for attorney fees, and factors to consider in awarding attorney fees.

2.5 hours

Basic Income Issues: Earning Capacity and Imputing Income

This course is designed for the less experienced family law judge or subordinate judicial officer. It also serves as a refresher for those more experienced in family law. This course examines the statutory and case law basis for allowing the court to use an income amount, other than a party's actual income, in setting support and making an order for attorney fees and costs; when and under what circumstances it is appropriate to impute income or a capacity to earn; and imputing income from various assets.

1.5 hours

Basic Spousal Support

This seminar is designed for family law judicial officers who have already completed the Family Law Primary Assignment Orientation. The faculty will review the Family Code 4320 factors using hypothetical case scenarios and explore in depth the factors that are particularly problematic given the current economy and the rise in self-represented litigants, who may be unfamiliar with burdens of proof or admissible evidence when seeking to establish or modify spousal support.

2.5 hours

Claims of Exemption and Defenses to Enforcement of Support Orders

This course examines ways to enforce support orders, deal with claims of exemption and defenses to enforcement, and handle requests that are not made in the proper form or procedure.

1.5 hours

Difficult Custody Modifications and the Role of the Court

Requests for modifications of custody and visitation can be challenging and difficult. In a discussion format, this course examines difficult case scenarios as a way of exploring how to think about and resolve the toughest cases. Topics include requests to separate siblings and to modify out-of-state orders, cases involving military families and deployment, and more.

1.5 hours

FAMILY, continued

Domestic Violence and Custody—Assessing the Risk

This course, designed for judges, subordinate judicial officers, and family court services professionals, presents an analytical process for assessing risk in custody cases in which domestic violence is a factor. Using a series of case scenarios that reflect a variety of domestic violence fact patterns arising in different contexts, the course focuses on the role of family court services, the role of the court, and statutory requirements and considerations. The course includes an interactive discussion about how to determine what is actually happening in the family and what the court should do.

1.5–3 hours

Domestic Violence Issues in Family Law Cases

This course alerts judges and subordinate judicial officers about the domestic violence issues that arise in family law cases. Topics emphasized are the statutory presumption based on a history of domestic violence under Fam C §3044 and crafting custody and visitation orders in the best interest of the child when domestic violence is an issue.

1.5–3 hours

Family-Centered Case Resolution

A discussion of best practices for using the new family law forms, implementing new case management rules, and other tips for resolving the issues presented in family law courts.

1.5 hours

Live Testimony at Hearings

Under new Family Code §217, absent a stipulation of the parties or finding of good cause, the court must receive any live, competent testimony that is relevant and within the scope of the Order to Show Cause or notice of motion hearing and the court may ask questions of the parties. This course examines how this can be done given the high volume of cases in our courts.

1.5 hours

Use of Technology in Domestic Violence Cases

This course will focus on the use of technology as an element of abuse in family law cases when domestic violence is alleged. Topics relating to social media and others methods of electronic communication will be addressed. Faculty will also discuss the evidentiary issues raised by the use of technology, making a record in these cases, and the role of the judge when the parties are not represented by counsel.

1.5 hours

Please also see...

Evaluating the Effects of Domestic Violence on Children

See course description under Domestic Violence, page 27.

Improving Skills and Practices in Cases Involving Self-Represented Litigants

See course description under Self-Represented Litigants, page 40.

Difficult Conversations

See course description under Interdisciplinary, page 32.

INTERDISCIPLINARY

Cognitive Fallacies—Fundamental Errors in Decision-Making

Classical economics assumes logical, rational behavior in decision making. However over the past 30 years, a new field has developed known as behavioral economics which observes that many of our decisions are not, in fact, rational. The focus of this course is on cognitive fallacies—errors our minds make as we reach decisions. These errors are based on the brain’s structure, and generally all people (including judges) are subject to them. We tend to make up stories to explain connections among events that are unconnected (narrative fallacy). We believe more expensive goods, such as wines, taste better in blind taste tests, and often consider only evidence that supports previously made decisions (cognitive dissonance). We believe that our success is a result of our talent and our failures are explained by other reasons (attribution bias). We tend to make judgments of value (such as prices of goods or settlements) based on entirely unrelated “priming” numbers we were exposed to just before making the decision (anchoring). Experiments discussed in the course reveal that many decisions are made entirely unconsciously, and the conscious mind is often employed in creating post hoc rationalizations of these decisions.

This course is useful for judges handling settlement conferences, helping them to evaluate why parties take certain positions and helping them to modify the parties’ behavior. It is also designed for those wishing to be sensitive to their unconscious biases in their approach to people, and in decision-making generally. Participants will learn techniques to evaluate the decisions of lawyers and the testimony of witnesses, including eyewitnesses. The course includes in-class work with the participants, allowing them to observe themselves falling prey to some of these fallacies. This course is open to research attorneys and judicial officers.

1-2 hours, as requested

Difficult Conversations

This course provides participants with problem-solving techniques for handling difficult litigants and lawyers in a variety of cases, including civil, criminal, and family, as well as in a variety of settings, both in and outside of court. Common personality disorders are discussed as well as techniques for identifying those traits and communicating with people who have them. Contempt adjudication is included but the goal of the course is to provide participants with tools for maintaining the decorum of the court (and the sanity of the judge) without contempt.

1.5 hours ■ 1 hour of Qualifying Ethics elective credit

E-business

Learn about the various successful e-business projects that are in place across California courts and become familiar with how these implementations have improved access to justice for justice partners and the public. These new electronic ways of doing business create efficiencies while providing judicial officers, justice partners and the public greater access to critical information in a timely and effective manner. In this course, the attendees will also learn about many different statutes and rules that define court electronic business such as electronic filing, servicing, and access, and find out how these rules and statutes differ from paper based court operations.

2 hours

Evidentiary Issues Involving Social Media for the Trial Court Judge

During this fast-paced, hypothetical-driven evidence course designed for both civil and criminal trial judges, faculty will delve into issues surrounding electronic evidence. Topics will include discovery issues and the admissibility and foundational issues associated with Facebook, Twitter, and other social network evidence.

3 hours

Improving on Excellence: Enhancing Your Judicial Skills for the Next Decade

This highly interactive course allows judges and subordinate judicial officers to identify their skill sets as judges. The course defines ways to enhance those skills sets so that judges can effectively and efficiently use their analytical skills on the bench.

1.5 hours

Mental Health and the Science of Addiction

Substance use disorders as well as other mental health concerns are implicated in the vast majority of criminal cases, a large majority of child abuse and neglect cases, and are found in numerous other cases before the court. As a result of this course you will be better able to craft court orders to increase compliance and reduce violations. We explore a basic understanding of alcohol and other drug use as well as mental health diagnoses the court is likely to see. Understanding addiction and addressing recovery as well as medication compliance lead to more effective judging.

3.5 hours

Myers-Briggs Type Indicator for Judges, Commissioners, and Referees

What is the MBTI and what can it do for judges? Knowledge of one's own personality type and key concepts of the MBTI can be useful when they are applied to fact-finding and decision-making, communication style, leadership, and other aspects of a judge's role in the courtroom. Judges, commissioners, and referees will be able to take the MBTI and receive a detailed report and analysis. After taking the course, participants will understand why different people such as attorneys, judges, parties, and staff, interact and react differently. There is a participant cost to take the MBTI (please contact CJER to discuss the number of participants and the associated cost.)

2 hours

The Pleasures of Case Flow Management

Regional California judicial workshops and site visits since 2005 have generated practical information about the principles of case flow management in criminal, family, and civil courts, and techniques for applying them. In one medium-sized county (Solano) these applications resulted in estimated local annual savings of \$50,000 to \$100,000.00 in family law alone, plus other clear benefits, including reduced trips to court for litigants. This course will focus on the principles of case flow management and the application of these principles to courts with an eye to cost savings. The content of this course can be tailored by the requesting court or region to include criminal, family, or civil law, or any combination of those areas.

1.5 hours

INTERDISCIPLINARY, continued

Science of Aging

Elders, particularly those over 85, are the fastest growing segment of our society. They are susceptible to personal and financial abuses that are directly related to their diminishing capacities and their inability to protect and manage themselves and their affairs. This course focuses on the science of aging and the types of issues that come before the courts due to the vulnerabilities of the aging population.

1.5 hours

JUDICIAL ETHICS

Qualifying Ethics Core Course

All experienced judges and subordinate judicial officers must take the three-hour Qualifying Ethics core course as part of their Qualifying Ethics training requirement. The course has a set curriculum that covers a wide range of judicial ethics issues. The QE4 cycle runs through 2012. The minimum enrollment for this class is 20 judges and subordinate judicial officers.

3 hours

Social Networking and Judicial Ethics

Online social networking is changing the way millions of people communicate with each other. This course will introduce you to the basics of social networking sites. Learn the risks, benefits and ethical issues that arise if a judge or subordinate judicial officer chooses to participate in an online social community.

2 hours ■ 1 hour of Qualifying Ethics elective credit

Qualifying Ethics Electives

The following courses qualify for judicial ethics elective credit. Please see the course descriptions under the designated category.

Access

- Access Laws, page 9.

Criminal Law

- Contempt, page 17.
- Criminal Case Settlement, page 22.
- Criminal Mediation—Negotiating the Resolution of a Criminal Case: Ethical, Legal, and Practical Considerations of Judicial Participation in Plea Bargaining, page 22.

Domestic Violence

- Domestic Violence and Ethics, page 27.

Fairness

- Crash Course on Fairness in the Courts, page 29.
- The Neuroscience and Empirical Psychology of Decisionmaking, Credibility Assessment, and Demeanor, page 29.

Interdisciplinary

- Difficult Conversations, page 32.

Probate

- Judicial Ethics in Probate, page 39.

Self-Represented Litigants

- Ethics and Self-Represented Litigants in Domestic Violence Cases, page 40.
- Improving Skills and Practices in Cases Involving Self-Represented Litigants, page 40.

JUVENILE

Dependency Jurisdiction

This course will take an in-depth look at the role current risk plays in jurisdictional analyses. Participants will discuss cases in which appellate courts have differed in their interpretations of current risk. Specifically, the class will examine situations such as: the current risk to the surviving children when the parents have caused the death of a sibling; whether boy children are at risk when a perpetrator has molested the female siblings; what current risk might look like in a contentious family court custody battle; whether medicinal marijuana use can be a basis to find current risk; and what role a parent might play in creating current risk to a teenager who is out of control. At the conclusion of the course, participants will understand how to analyze current risk as it applies to the cases that come before them.

2.5 hours

Domestic Violence Issues in Juvenile Cases

This course is designed for judges and subordinate judicial officers who hear juvenile dependency or juvenile delinquency matters. The course focuses on ways in which domestic violence arises in juvenile cases both overtly as a disclosed issue in the case and as an underlying issue that may affect the lives of the children who come before the court. Course topics include understanding domestic violence and its prevalence in families; the effects of domestic violence on children; restraining and exit orders; dispositions; the role of the juvenile court and the juvenile court judge; safe procedures, services, and orders; and crossover issues relating to the family court.

1.5 hours

In-Depth Delinquency Dispositional Hearings

This class will provide an in-depth analysis of the case law and practices related to disposition hearings as well as a discussion of frequently used placement options and the use of "evidence-based practices" in formulating disposition orders. The course is meant to assist judges and subordinate judicial officers, regardless of assignment experience or access to programs and resources, in learning legal nuances, evaluating assessment information, and formulating individualized disposition orders for offenders across the risk/need spectrum.

2.5 hours

Issues Regarding Incarcerated Parents

This course discusses existing law concerning incarcerated parents and statewide programs available at the California Department of Corrections regarding issues of visitation, transportation, case plans, and services.

1.5 hours

Primer on Fitness Hearings

After taking this course, participants will be able to conduct a fitness hearing and render appropriate findings. Two case studies are used to examine the fitness criteria and whether the burden of proof is met or rebutted.

1.5 hours

JUVENILE, continued

Reasonable Efforts in Dependency Cases Involving Domestic Violence

This course presents a new tool for dependency court judges and others who participate in the dependency court system, to assist in identifying factors that should be considered when making reasonable efforts determinations in cases involving domestic violence. The course focuses on the importance of understanding domestic violence when handling dependency cases, the family context of these cases, how domestic violence affects parenting, the interrelationships between domestic violence and mental health and substance abuse, the legal framework for making reasonable efforts findings, the types of reasonable efforts that should be made in dependency cases involving domestic violence, and suggestions to help improve the availability and quality of services for families experiencing domestic violence.

1.5 hours

Ruling on Welf & I C §827 Motions

This course examines how to balance the interests of the minor with those of the public, and how to promote more effective communication between juvenile courts and other interested persons and entities.

1.5 hours

Tools for Dealing With Teen Parents

Participants learn effective ways to connect and communicate with both dependent and delinquent teens, and their parents and caretakers, on issues of reproductive health, pregnancy, and parenting; what tools are available to assist dependency and delinquency judges to address these issues; and who are the stakeholders who should be included in these considerations.

1.5 hours

Understanding Education Rights in Juvenile Court

This course provides a basic overview of educational rights, including the nuts and bolts of educational representative appointment, followed by a single case study. Participants will learn what the minor's attorney, Court Appointed Special Advocate (CASA), agency, parents, and courts need to do to ensure that a minor's education rights are being met. The case study deals with transfer of rights, transfer of records (ensuring all earned school credits are recorded), and best practices for handling JV 535s.

1.5 hours

What You Can Do to Expand Services for Minors

California Rules of Ct, Standards of J Admin 5.40 encourages juvenile court judges to be proactive in working with social service agencies, mental health agencies, justice partners, and the community to develop and coordinate services for youth. This course provides information about expanding services through grants and partnerships with community service providers. Participants will also learn about AOC resources available to find grants administered by the AOC and other state and federal agencies.

1.5 hours

JUVENILE, continued

Please also see...

Evaluating the Effects of Domestic Violence on Children

See the course description under Domestic Violence, page 27.

Difficult Conversations

See course description under Interdisciplinary, page 32.

PROBATE & MENTAL HEALTH

Basic Accountings

This course provides a basic overview of the probate court's review of accounts filed by guardians, conservators, personal representatives, and trustees under Prob C §§1060 et seq. Topics include the filing of inventory and appraisals, the role of the probate referee, the purpose and format of accountings, and judicial remedies when fiduciaries fail to comply. Participants will learn both qualitative and quantitative techniques for revealing any problems and red flags. This course qualifies for education credit under Cal Rules of Ct 10.468 pertaining to judges and subordinate judicial officers regularly assigned to hear probate proceedings and qualifies for education credit under Cal Rules of Ct 10.478 pertaining to probate attorneys and probate examiners.

3.25 hours

Judicial Ethics in Probate

This course examines judicial ethics issues that probate judges, commissioners, attorneys, and examiners encounter, including ex parte communications, dealing with self-represented litigants, confidentiality, contempt, interpreters, judicial appointments, and cultural issues. This course is open to judges, commissioners, probate attorneys, and probate examiners.

2 hours ■ 2 hours of Qualifying Ethics elective credit

LPS Holds and Conservatorships

This course provides an introduction and overview of commitment laws. Topics include a discussion of the Lanterman-Petris-Short Act, LPS holds and conservatorship procedures, *Murphy* conservatorships, *Hop* and *Riese* hearings, and writs of habeas corpus. This course is open to judges, commissioners, and hearing officers assigned to LPS cases.

3.5 hours

Selected Issues in Probate Proceedings

This program covers a wide array of topics, such as estate distributions without administration, minor's compromises, special needs trusts, blocking and bonding, HIPAA, contracts to make a will, *Heggstad* petitions, and enforcing orders to account. This course qualifies for education credit under Cal Rules of Ct 10.468 pertaining to judges and subordinate judicial officers regularly assigned to hear probate proceedings and qualifies for education credit under Cal Rules of Ct 10.478 pertaining to probate attorneys and probate examiners. This course is open to judges, commissioners, probate attorneys, and probate examiners.

2 hours

Please also see...

Handling Elder Abuse Issues

See the course description under Domestic Violence, page 26.

Science of Aging

See the course description under Interdisciplinary, page 34.

Difficult Conversations

See course description under Interdisciplinary, page 32.

Mental Health and the Science of Addiction

See course description under Interdisciplinary, page 33.

SELF-REPRESENTED LITIGANTS

Ethics and Self-Represented Litigants in Domestic Violence Cases

This course focuses on both general judicial ethics issues that arise in domestic violence cases such as disqualification, disclosure, ex parte communication and community outreach, as well as application of the canons in the context of the increasing numbers of self-represented litigants that judges and subordinate judicial officers are seeing in domestic violence cases. New commentary to Cal Rules of Ct, Code of Judicial Ethics, Canon 3B(8) provides that when a litigant is self-represented, the judge has the discretion to take reasonable steps, appropriate under the circumstances and consistent with the law and the canons, to enable the litigant to be heard.

Half or full day ■ 2 hours of Ethics elective credit

Improving Skills and Practices in Cases Involving Self-Represented Litigants

Regardless of assignment, judges and subordinate judicial officers are seeing increasing numbers of self-represented litigants. New commentary to Cal Rules of Ct, Code of Judicial Ethics, Canon 3B(8) provides that when a litigant is self-represented, the judge has the discretion to take reasonable steps, appropriate under the circumstances and consistent with the law and the canons, to enable the litigant to be heard. This course provides judges and subordinate judicial officers with an opportunity to develop skills and practices designed to give self-represented litigants the same access to justice as represented parties.

Half or full day ■ 2 hours of Ethics elective credit

Please also see...

Difficult Conversations

See course description under Interdisciplinary, page 32.

TRAIN-THE-TRAINER

Model Curriculum for Temporary Judges on Bench Conduct and Demeanor (Updated Summer 2009)

In this course participants will learn how to teach the 3-hour live course that temporary judges must complete per CRC 2.812(c)–(d), 2.813, 2.815. Judges and subordinate judicial officers who serve as faculty are eligible for 2 hours of qualifying ethics elective credit. During this highly interactive workshop, participants will become familiar with a model curriculum for temporary judge education on ethical obligations relating to fairness, demeanor, and self-represented litigants. Participants will be encouraged to adapt the curriculum to their individual teaching styles. They will learn methods for making the course the one they have “always wanted to teach.”

6.5 hours ■ 2 hours of Ethics elective credit

MINIMUM EDUCATION EXPECTATIONS AND REQUIREMENTS for California Justices, Judges, and Subordinate Judicial Officers

NEW COURT OF APPEAL JUSTICES

- New Appellate Judge Orientation Program (within six months)
Provider: National provider or Education Division/CJER

NEW JUDGES & SUBORDINATE JUDICIAL OFFICERS

- New Judge Orientation (within six months)
- Primary Assignment Orientation ¹ (within one year)
- Judicial College (within two years)
Provider: Education Division/CJER

CHANGE TO PRIMARY ASSIGNMENT

- Experienced judges (expected)
- Subordinate judicial officers (required) (within six months)
- Orientation or Refresher Course in New Assignment ²
Provider: Local court, the CJA, or Education Division/CJER

NEW SUPERVISING JUDGE

- Orientation to Administrative Role (within one year)
Provider: Education Division/CJER
- Orientation to Calendar Management (if determined appropriate by local court)
Provider: Local court or Education Division/CJER

NEW PRESIDING JUDGE

- Presiding Judges Orientation and Court Management Program (within one year)
Provider: Education Division/CJER

CONTINUING EDUCATION

- Experienced justices (required)
- Experienced judges (expected)
- Subordinate judicial officers (required)
- 30 hours of continuing education in a three-year cycle ³
Provider: multiple providers

Notes

¹ Assignments are defined as civil, criminal, family, juvenile dependency, juvenile delinquency, probate, and traffic.

² If new to the assignment or returning to that assignment after two years or more.

³ Includes any hours earned in overview or refresher courses regarding a new assignment, supervising judge orientation, and presiding judge orientation.

COURSE LISTINGS, ALPHABETICAL

Access Laws	9	Doing More With Less: Sentencing and Probation Considerations in the New Millennium.....	22
Adjudication of Stalking Cases	26	Domestic Violence and Custody— Assessing the Risk	31
Admissibility of Technological Evidence in Criminal Cases	19	Domestic Violence and Ethics	27
Advanced Capital Case Roundtable.....	18	Domestic Violence and Fairness Issues	27
Assessing Dangerousness in Criminal Domestic Violence Cases.....	23	Domestic Violence Issues in Family Law Cases.....	31
Attacks on the Judgment in Family Law.....	30	Domestic Violence Issues in Juvenile Cases.....	36
Attorneys Fees and Costs.....	30	Drug Case Disposition.....	13
Basic Accountings.....	39	E-Business.....	32
Basic Income Issues: Earning Capacity and Imputing Income.....	30	Ethics and Self-Represented Litigants in Domestic Violence Cases.....	40
Basic Spousal Support.....	30	Evaluating the Effects of Domestic Violence on Children	27
Civil Expert Witnesses	11	Evidence Hot Topics	20
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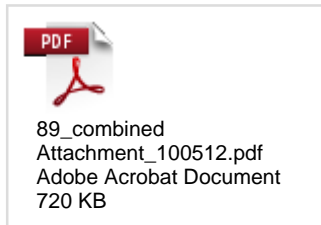
ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	9/24/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	89
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-25 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
SEC RECOMMENDATION	The functions performed by the Finance Division should be placed in the Judicial and Court Administrative Services Division. The Finance Division should be renamed the Fiscal Services Office, reporting to the Chief Administrative Officer. The Fiscal Services Office Manager position should be at the Senior Manager level.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented:	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input checked="" type="checkbox"/> Other:	
Recommendations 50, 64, 78, 89, 100, 106, 123, 130, 135, and 142 are considered partially implemented as described below. On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative Services Division) (Attachment A). The movement of the directors and the offices into the new divisions became effective October 1, 2012.	

The issue of compensation for Director positions was deferred and will be revisited after the AOC organization-wide classification and compensation study is complete. For this reason, this recommendation is considered partially implemented and will be considered complete once the Judicial Council approves a future Administrative Director proposal for compensation levels of Director positions. The Administrative Director has been directed to return to the Judicial Council in February 2013 with a plan and recommendations for a classification and compensation study.

Attachment B provides additional information regarding these specific recommendations and whether there were any modifications to the placement of the offices under the respective divisions.



TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Partial implementation 10/1/12; projected implementation date calendar year 2013.
RESOURCES REQUIRED FOR IMPLEMENTATION	

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 2px; width: 100%;"> File Attachment </div>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 2px; width: 100%;"> File Attachment </div>
<input type="checkbox"/> SAVINGS	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 2px; width: 100%;"> File Attachment </div>
<input type="checkbox"/> COST	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 2px; width: 100%;"> File Attachment </div>
	<p>By reducing the number of AOC divisions to three divisions and realigning offices under the newly created divisions, efficiencies for the organization will be realized from:</p> <p>* Organizationally consolidating related functions to streamline the organization, break down silos, and encourage collaboration and system wide thinking across offices and divisions.</p>

<input checked="" type="checkbox"/> EFFICIENCIES	<p>* Clear and transparent assignments of authority and responsibility with an efficient chain of command, and clear accountability for decisions.</p> <p>* The designation of an Executive Team member for each office to provide offices with timely Executive Team assistance and consistent and clearly defined decision-making.</p> <p>* The creation of an internal management structure that effectively communicates decisions, policies, and procedures consistently throughout the organization.</p>
	<input type="text" value="File Attachment"/>

<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>Through the merger of programs and functions that are closely related and serve the same clients under one division, the organization can leverage the teamwork of the new divisions to be more responsive to the needs of the judicial branch and the public it serves.</p> <p>By renaming offices and divisions to include "service" in their titles, the new AOC organizational structure institutionalizes the AOC's commitment to its first priority of providing effective and efficient services to the courts, the branch, and the public.</p>
	<input type="text" value="File Attachment"/>

<input type="checkbox"/> OTHER	<input type="text" value=""/>
	<input type="text" value="File Attachment"/>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text" value=""/>
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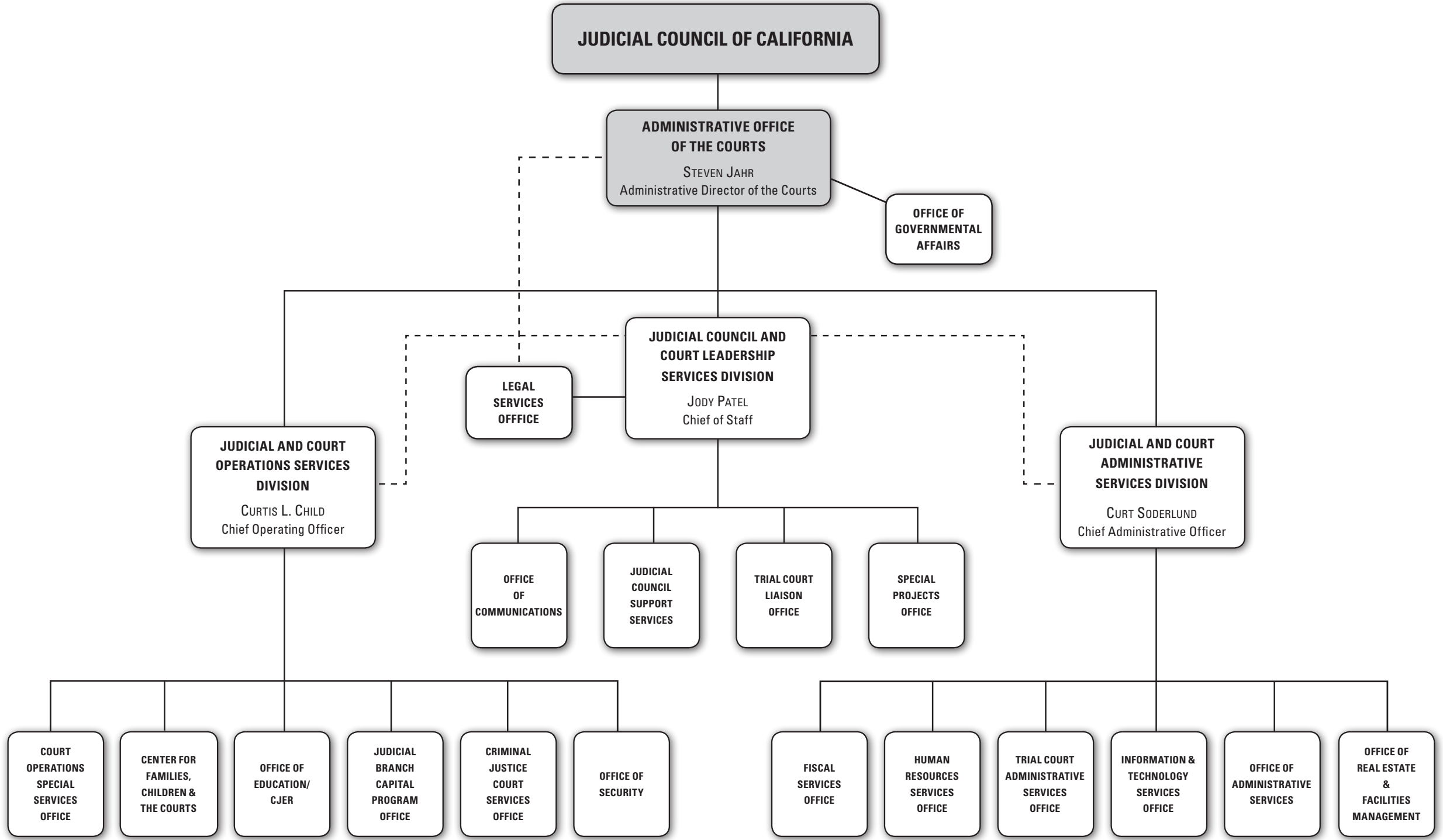
INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text" value=""/> Please review and return to the ADOC by: <i>{ADOC will insert due date}.</i> <input type="text" value=""/>
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RESPONSE TO ADOC	<input type="text" value=""/> <input type="text" value="File Attachment"/>
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SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee.	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text" value=""/> by <input type="text" value=""/>
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	Date: <input type="text"/>	Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES: <input type="text"/>		
<input type="text" value="File Attachment"/>		

ORGANIZATIONAL STRUCTURE OF THE ADMINISTRATIVE OFFICE OF THE COURTS



JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

Judicial Council (JC) Approved Recommendation #: 50

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-3 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation: 7-3.** The Center for Families, Children and the Courts should be an office reporting to the Chief Operating Officer in the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The CFCC manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which houses the Center for Families, Children and the Courts as an office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 64

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-10 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation 7-10.** The Court Operations Special Services Office (COSSO), formerly CPAS, should be an office reporting to the Chief Operating Officer within the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The COSSO manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Court Programs and Services Division to Court Operations Special Services Office, and houses the Court Operations Special Services Office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

Judicial Council (JC) Approved Recommendation #: 78

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-19 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-19.** The Education Division should be an office within the Judicial and Court Operations Services Division, under the direction of the Chief Operating Officer, rather than a stand-alone division. The Education Division/CJER manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Center for Judicial Education and Research (CJER)/Education Division to the Office of Education/CJER, and houses the Office of Education/CJER under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 89

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-25 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-25.** The functions performed by the Finance Division should be placed in the Judicial and Court Administrative Services Division. The Finance Division should be renamed the Fiscal Services Office, reporting to the Chief Administrative Officer. The Fiscal Services Office Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Finance Division to the Fiscal Services Office and houses the Fiscal Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

Judicial Council (JC) Approved Recommendation #: 100

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-43 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-43.** The committee recommends that the functions of this division be placed under a unit titled Information and Technology Services Office, combined with any remaining functions of CCMS. The office should report to the Chief Administrative Officer of the Judicial and Court Administrative Services Division. The IS Manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Information Services Division to the Information and Technology Services Office and houses the Information and Technology Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 106

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-71 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-71.** The Office of General Counsel should be renamed Legal Services Office, consistent with its past designation, and should be a stand-alone office reporting to the Administrative Director of the Courts. The Legal Services Office manager position should be compensated at its current level. The Legal Services Office should not be at the same divisional level as the Judicial and Court Operations Services Division or the Judicial and Court Administrative Services Division. The Chief Counsel, manager of the Legal Services Office, should not be a member of the Executive Leadership Team.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Office of General Counsel to the Legal Services Office. The reporting relationship for Legal Services Office represents a modification from the SEC recommendation as the Judicial Council approved an organizational structure where the Legal Services Office reports to the Chief of Staff with a dotted line relationship to the Administrative Director of the

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION ATTACHMENT B

Courts rather than a direct report to the Administrative Director of the Courts. This reporting relationship houses all aspects of Judicial Council support under the leadership of the Chief of Staff given that the Legal Services Office is counsel to the Judicial Council and the Chief of Staff is responsible for all activities relating to the Judicial Council and its activities. The compensation of the Chief Counsel will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 123

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-52 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-52.** The Office of Communications should remain in the Executive Office and under the direction of a Chief of Staff. The Office of Communications manager position should be placed at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which continues housing the Office of Communications in the Judicial Council and Trial Court Leadership Services Division under the Chief of Staff effective October 1, 2012. The compensation of the Senior Manager will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 130

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-47 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-47.** TCAS should be made a unit under the Judicial and Court Administrative Services Division, reporting to the Chief Administrative Officer. The TCAS Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of the Trial Court Administrative Services Division to the Trial Court Administrative Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. As a result of the organizational structure change, the Trial Court Administrative Services Office is now led by two Senior Managers. The compensation of the Senior Managers will remain at current levels pending the results of the classification and compensation study.

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

Judicial Council (JC) Approved Recommendation #: 135

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-64 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-64.** The OCCM should be renamed Office of Court Construction and Facilities Management Services. The functions of this unit should be placed under the Judicial and Court Operations Services Division and reporting to the Chief Operating Officer. The manager of this unit should be compensated at the same level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the recommendation of the SEC in regards to Office of Court Construction and Maintenance (OCCM). The SEC approved an organizational structure that bifurcates OCCM by dividing facilities maintenance and capital construction into two offices under two divisions. Effective October 1, 2012, capital construction activities are now housed under the Judicial Branch Capital Program Office in the Judicial and Court Operations Services Division under the Chief Operating Officer, and real estate and facilities maintenance activities are now housed under the Office of Real Estate and Facilities Management in the Judicial and Court Administrative Services Office under the Chief Administrative Officer. As a result of the organizational structure change, the former OCCM Director is now the Director of the Judicial Branch Capital Program Office and the Office of Real Estate and Facilities Management is led by an Assistant Director. The compensation of the Director and Assistant Director will remain at current levels pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 142

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-80 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-80.** The Office of Governmental Affairs should be placed in the Executive Office, under the direction of the Chief of Staff. The OGA Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the SEC recommendation as the Judicial Council approved a structure where Office of Governmental Affairs reports directly to the Administrative Director of the Courts

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

rather than the Chief of Staff. This reporting structure supports the vital role and connection of the Administrative Director of the Courts in serving the Chief Justice and the Judicial Council as it relates to representing the branch on legislative and budget activities with the governor and the legislature and assists with facilitating the necessary interaction with other branches of government. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT


DATE	10/4/2012
PREPARED BY	Bob Fleshman
OFFICE NAME	<u>Fiscal Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	95
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7-31 with no further action as the unit has been eliminated through the AOC's initiatives to reduce costs and downsize its workforce and operations.
SEC RECOMMENDATION	The need for a Strategic Policy, Communication, and Administration Unit should be reevaluated by the Chief Administrative Officer and, most likely, be eliminated.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>Functions performed by this unit have been consolidated in the Director's (Fiscal Services Office) Office, resulting in a direct line (this unit formerly reported to the Assistant Finance Director) for critical fiscal policy and communication issues to be addressed.</p>	
<input type="button" value="File Attachment"/>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="button" value="File Attachment"/>	
<input type="checkbox"/> Other:	
<input type="button" value="File Attachment"/>	
TIMELINE AND RESOURCES FOR IMPLEMENTATION	
IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	February 2012

RESOURCES REQUIRED FOR IMPLEMENTATION	N/A	
ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)		
<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>	
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>	
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="button" value="File Attachment"/>	
<input type="checkbox"/> COST	<input type="text"/> <input type="button" value="File Attachment"/>	
<input type="checkbox"/> EFFICIENCIES	<input type="text"/> <input type="button" value="File Attachment"/>	
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>Although consolidated into the Fiscal Services Director's Office, the service level for this unit has been impacted because of a staffing reduction of 75% due to the ongoing hiring freeze and staff attrition. This has resulted in reduced customer response time and service levels.</p> <input type="button" value="File Attachment"/>	
<input type="checkbox"/> OTHER	<input type="text"/> <input type="button" value="File Attachment"/>	
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL		
ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
INFORMATION ON NEXT STEPS	<p>Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i></p> <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date.}</i>	

RESPONSE TO ADOC	<input type="text"/> <input type="text"/>	
	<input type="text"/> File Attachment	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES:		
<input type="text"/> <input type="text"/>		
<input type="text"/> File Attachment		

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/4/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	96
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-32 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
SEC RECOMMENDATION	Consistent with recent consolidation of this division, the HR function should no longer be assigned stand-alone division status in the AOC organizational structure and should be combined with other administrative functions, reporting to the Chief Administrative Officer in the AOC's Administrative Services Division.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative Services Division).</p> <p>As indicated in the attached organizational chart (Attachment A), effective October 1, 2012, the Human Resources Division is no longer considered a division and is now the Human Resources Services Office under the CAO in the Judicial and Court Administrative Services Division. This is consistent with SEC recommendation 7-32 which recommended that the HR function no longer be assigned "stand-alone division status" and should report to the CAO in an Administrative Services Division.</p>	
<div style="border: 1px solid gray; padding: 5px;"><p>Rec 96 AOC org_final_100512.pdf Adobe Acrobat Document 729 KB</p></div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	

<input type="checkbox"/> File Attachment
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TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	10/1/12
RESOURCES REQUIRED FOR IMPLEMENTATION	

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="checkbox"/> File Attachment
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="checkbox"/> File Attachment
<input type="checkbox"/> SAVINGS	<input type="checkbox"/> File Attachment
<input type="checkbox"/> COST	<input type="checkbox"/> File Attachment
<input checked="" type="checkbox"/> EFFICIENCIES	<p>Placing the AOC Human Resources Services Office under the Judicial and Court Administrative Services Division will result in efficiencies for the organization as it aligns Human Resources Services Office with other administrative offices (e.g. Fiscal Services Office, Information Technology Services Office) that HR interacts with and relies on for day-to-day activities. This will allow for increased teamwork and collaboration to be more responsive to the needs of the judicial branch and the public it serves.</p> <p>Additionally, efficiencies will be realized by housing the Human Resources Services Office under the leadership of the Chief Administrative Officer which provides a dedicated Executive Team member that can provide timely assistance as well as consistent and clearly defined decision-making from the Executive Team.</p>

	<input type="text"/>
<input type="checkbox"/> SERVICE LEVEL IMPACT	<input type="text"/> <input type="text"/>
<input type="checkbox"/> OTHER	<input type="text"/> <input type="text"/>

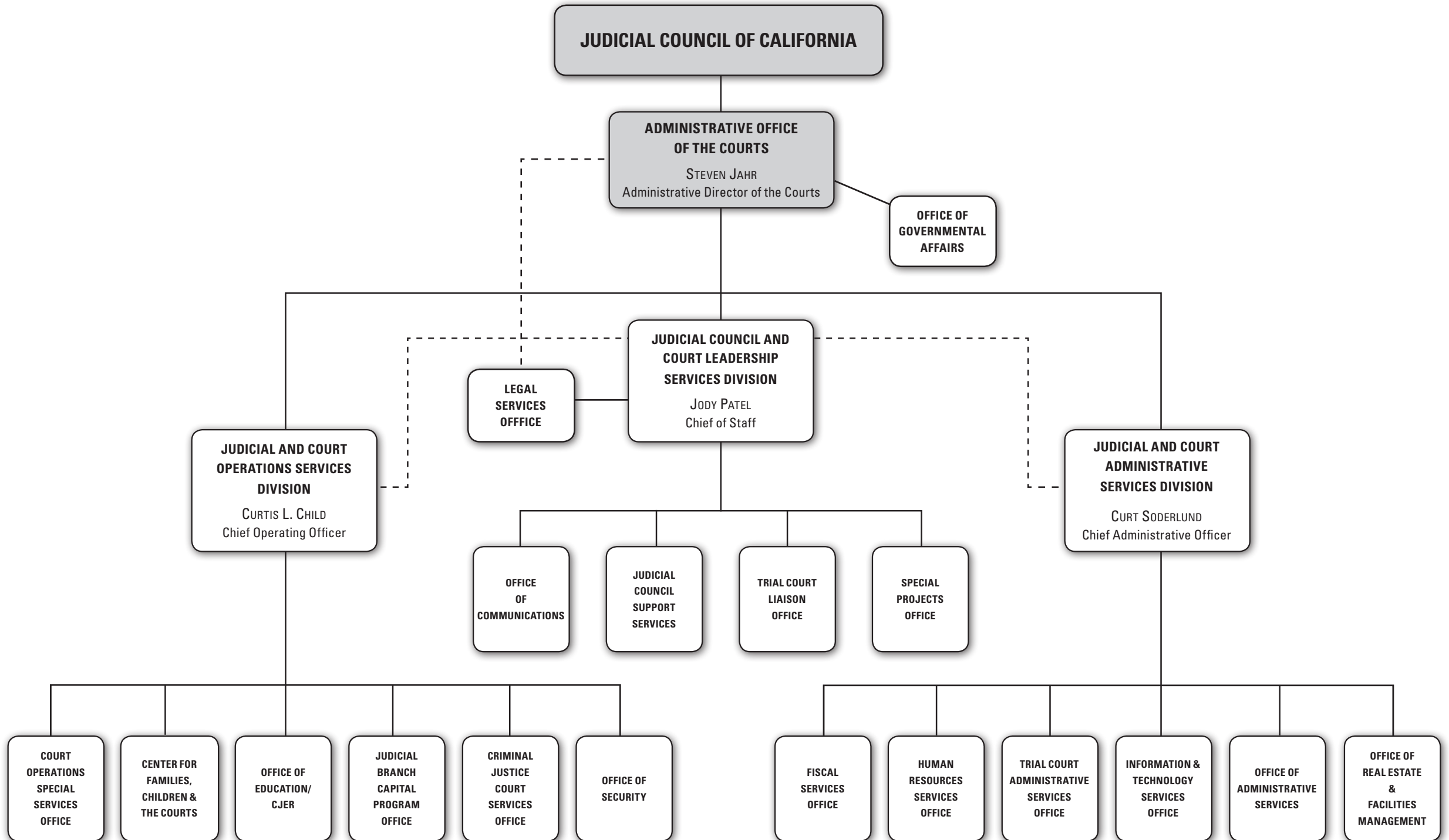
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}.</i> <input type="text"/>
RESPONSE TO ADOC	<input type="text"/>	
	<input type="text"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>
ADDITIONAL REVIEW NOTES:	
<input type="text"/>	
<input type="text"/>	

ORGANIZATIONAL STRUCTURE OF THE ADMINISTRATIVE OFFICE OF THE COURTS



ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	<input type="text" value="10/4/2012"/>
PREPARED BY	<input type="text" value="Maureen Dumas"/>
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	<input type="text" value="97"/>
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-34 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
SEC RECOMMENDATION	The current number of higher-level positions in the HR Division should be reduced, as follows: The Division Director position should be permanently eliminated as the HR function should no longer be a stand-alone division.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>In May of 2012, the Administrative Office of the Courts (AOC) eliminated the Human Resources Division Director position as part of staffing reductions. Elimination of the Human Resources Division Director supports SEC Recommendation 7-34 which proposed that the "Division Director position should be permanently eliminated as the HR function should no longer be a stand-alone division."</p> <p>In addition, as indicated in Judicial Council approved recommendation #96, the Human Resources Division was realigned and is no longer a stand-alone division but is now the Human Resources Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division. With the new organizational structure, the Human Resources Services Office Assistant Director currently leads the Human Resources Services Office. The issue of compensation of the Assistant Director will be revisited after the AOC organization-wide classification and compensation study is complete.</p>	
<input type="text" value="File Attachment"/>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="text"/>	
<input type="text" value="File Attachment"/>	
<input type="checkbox"/> Other:	

<input type="button" value="File Attachment"/>
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TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	
RESOURCES REQUIRED FOR IMPLEMENTATION	

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	
	<input type="button" value="File Attachment"/>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	
	<input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> SAVINGS	<p>The elimination of the AOC HR Division Director position has resulted in savings to the organization totaling \$252,721 (base salary of \$179,400 plus benefits of \$73,321).</p>
	<input type="button" value="File Attachment"/>
<input type="checkbox"/> COST	
	<input type="button" value="File Attachment"/>
<input type="checkbox"/> EFFICIENCIES	
	<input type="button" value="File Attachment"/>
<input type="checkbox"/> SERVICE LEVEL IMPACT	
	<input type="button" value="File Attachment"/>
<input type="checkbox"/> OTHER	
	<input type="button" value="File Attachment"/>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional
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	Planning Committee. Date: 10/5/2012	clarification or information. Date:
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> .
RESPONSE TO ADOC	<input type="text"/> <input type="text"/> File Attachment	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date:	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: 10/19/2012	
ADDITIONAL REVIEW NOTES:		
<input type="text"/> <input type="text"/> File Attachment		

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	<input style="width: 90%;" type="text" value="10/16/2012"/>
PREPARED BY	<input style="width: 90%;" type="text" value="Patrick Farrales"/>
OFFICE NAME	<u>Human Resources Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	<input style="width: 90%;" type="text" value="97.1"/>
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-34 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
SEC RECOMMENDATION	The current number of higher-level positions in the HR Division should be reduced, as follows: The number of manager positions should be reduced from five to three, with some of the resulting resources allocated to line HR functions.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<div style="border: 1px solid black; padding: 5px;"><p>Recommendation has been implemented.</p><p>There were a number of staffing changes within the HR Services Office that were implemented prior to the realignment recommendations by the Judicial Council. One of those staffing changes included the abolishment of the HR Division Director position.</p><p>HR Services Office has only had three manager positions. Two of the three positions are at the Senior Manager level. One of the positions is at the Manager level and is currently vacant. The vacant Manager position will be reclassified to a staff level position at a later date if the office is given approval to backfill critical vacancies. This is in alignment with SEC recommendation 7-34 (d), which states that "consideration should be given to redirecting the resources from those positions to support vacant HR analyst positions."</p></div>	
<div style="border: 1px solid black; padding: 5px;"><input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:</div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>	
<div style="border: 1px solid black; padding: 5px;"><input type="checkbox"/> Other:</div>	

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE

All initiatives finalized and completed as of July 1, 2012

RESOURCES REQUIRED FOR IMPLEMENTATION

One Pay & Benefits staff has worked with the office of the State Controller to abolish the HR Division Director position. One Classification analyst will be responsible for preparing the documentation necessary to reclassify the vacant manager position as soon as the HR Services Office receives approval to backfill the position at a lower level. If a recruitment is required, an additional analyst will be tasked to take on the recruitment process.

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

PROCEDURES/ POLICIES UPDATED OR DEVELOPED

 File Attachment

TRAINING UPDATED OR DEVELOPED

If resources are redirected to vacant analyst positions, additional training may be required to educate staff on processes and procedures. For example, if resources are allocated to backfilling a vacant labor relations officer, the LERU will be familiarizing the individual with the negotiation processes within the trial courts, and other employee relations/investigations services within the trial courts and the AOC.

 File Attachment

SAVINGS

Abolishment of the Division Director position has resulted in FY12-13 savings of approximately \$195,116. The vacant manager position has created a full year savings of approximately \$177,613.

 File Attachment





COST

If resources are redirected to vacant analyst positions, costs may be incurred as follows:
Fill a Labor and Employee Relations Officer II: \$155,896 (Salary + Benefits)
OR
Fill a Senior Human Resources Analyst: \$120,607 (Salary + Benefits)

 File Attachment

EFFICIENCIES

An analyst-level position will provide the necessary staff support to multiple areas of HR and will relieve the heavy backlog of work created by the multiple vacancies within the office - it will also allow for a balanced distribution of workload among staff. At the analyst-level, the position can support the day-to-day functions associated with critical trial court programs such as labor relations or compensation & benefits. With the current structure of the HR Office, the management team has been





	<p>designed so that they can continue to provide oversight and direction across multiple areas of HR in the event high level policy decisions are needed.</p> <p> File Attachment</p>	
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>Staffing continues to be an issue and the increasing workload as a result of multiple labor contract negotiations and the classification/compensation study associated with the organizational-wide realignment will add to the existing plate of responsibilities within the office. Service levels to the trial courts and appellate courts will be maintained, but additional new programs may have to be redirected or placed on hold until staffing resources are available.</p> <p> File Attachment</p>	
<input type="checkbox"/> OTHER	<p> File Attachment</p>	
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL		
ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> . <input type="text"/>
RESPONSE TO ADOC	<p> File Attachment</p>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES:		




 File Attachment

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/5/2012
PREPARED BY	Patrick Farrales
OFFICE NAME	<u>Human Resources Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	97.2
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-34 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
SEC RECOMMENDATION	The current number of higher-level positions in the HR Division should be reduced, as follows: One of the three Senior Manager positions is vacant, a vacancy that should be made permanent by reallocating managerial responsibilities to the two filled Senior Manager positions.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> File Attachment </div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> File Attachment </div>	
<input type="checkbox"/> Other: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> File Attachment </div>	
TIMELINE AND RESOURCES FOR IMPLEMENTATION	
	There were a number of staffing changes within the HR Services Office that

<p>IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE</p>	<p>were implemented prior to the realignment recommendations by the Judicial Council. One of those staffing changes included the abolishment of the HR Division Director position on July 1, 2012.</p> <p>HR Services Office has only had three manager positions. Two of the three positions are at the Senior Manager level. One of the positions is at the Manager level and is currently vacant. The vacant Manager position will be reclassified to a staff level position at a later date if the office is given approval to backfill critical vacancies. This is in alignment with SEC recommendation 7-34 (d), which states that “consideration should be given to redirecting the resources from those positions to support vacant HR analyst positions.”</p>
<p>RESOURCES REQUIRED FOR IMPLEMENTATION</p>	<p>One Pay & Benefits staff has worked with the office of the State Controller to abolish the HR Division Director position. One Classification analyst will be responsible for preparing the documentation necessary to reclassify the vacant manager position as soon as the HR Services Office receives approval to backfill the position at a lower level. If a recruitment is required, an additional analyst will be tasked to take on the recruitment process.</p>
<p>ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)</p>	
<p><input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED</p>	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;">  File Attachment </div>
<p><input checked="" type="checkbox"/> TRAINING UPDATED OR DEVELOPED</p>	<p>If resources are redirected to vacant analyst positions, additional training may be required to educate staff on processes and procedures. For example, if resources are allocated to backfilling a vacant labor relations officer, the LERU will be familiarizing the individual with the negotiation processes within the trial courts, and other employee relations/investigations services within the trial courts and the AOC.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;">  File Attachment </div>
<p><input checked="" type="checkbox"/> SAVINGS</p>	<p>Abolishment of the Division Director position has resulted in FY12-13 savings of approximately \$195,116. The vacant manager position has created a full year savings of approximately \$177,613.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;">  File Attachment </div>
<p><input checked="" type="checkbox"/> COST</p>	<p>If resources are redirected to vacant analyst positions, costs may be incurred as follows: Fill a Labor and Employee Relations Officer II: \$155,896 (Salary + Benefits) OR Fill a Senior Human Resources Analyst: \$120,607 (Salary + Benefits)</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;">  File Attachment </div>
<p><input checked="" type="checkbox"/> EFFICIENCIES</p>	<p>An analyst-level position will provide the necessary staff support to multiple areas of HR and will relieve the heavy backlog of work created by the multiple vacancies within the office - it will also allow for a balanced distribution of workload among staff. At the analyst-level, the position can support the day-to-day functions associated with critical trial court programs such as labor relations or compensation & benefits. With the current structure of the HR Office, the management team has been designed so that they can continue to provide oversight and direction across multiple areas of HR in the event high level policy decisions are</p>

	needed.
	 File Attachment
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	Staffing continues to be an issue and the increasing workload as a result of multiple labor contract negotiations and the classification/compensation study associated with the organizational-wide realignment will add to the existing plate of responsibilities within the office. Service levels to the trial courts and appellate courts will be maintained, but additional new programs may have to be redirected or placed on hold until staffing resources are available.
	 File Attachment
<input type="checkbox"/> OTHER	
	 File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: _____
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INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> Please review and return to the ADOC by: <i>{ADOC will insert due date}.</i>
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RESPONSE TO ADOC	 File Attachment
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SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: _____	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: _____ by _____ Date: _____
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EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW	Executive and Planning Review Date: 10/19/2012
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ADDITIONAL REVIEW NOTES:	
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 File Attachment

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/16/2012
PREPARED BY	Patrick Farrales
OFFICE NAME	<u>Human Resources Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	98
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to report back on the progress and results of staffing changes being implemented in the Human Resources unit as part of the AOC's internal restructuring process.
SEC RECOMMENDATION	<p>The current number of higher-level positions in the HR Division should be reduced, as follows:</p> <p>With the elimination of the positions discussed above, consideration should be given to redirecting the resources from those positions to support vacant HR analyst positions that can be assigned work needed to help reestablish effective HR policies and practices in the AOC.</p>
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>Recommendation has been implemented.</p> <p>The Human Resources Division merged with the Trial Court Administrative Services Division to form the Administrative Services Division on May 1, 2012. On August 31, 2012, the Administrative Director of the Courts proposed the establishment of a separate human resources function under the Administrative Services Division. The function, now known as the Human Resources Services Office, is no longer considered a stand-alone division and is one of multiple offices reporting separately to the Chief Administrative Officer. This is consistent with SEC recommendation 7-32 and JC recommendation 98.</p> <p>In addition to the establishment of a separate Human Resources Services Office on August 31, 2012, there were a number of staffing changes within the office that were implemented prior to the realignment recommendations by the Judicial Council. One of those staffing changes included the abolishment of the HR Division Director position.</p> <p>HR Services Office has only had three manager positions. Two of the three positions are at the Senior Manager level. One of the positions is at the Manager level and is currently vacant. The vacant Manager position will be reclassified to a staff level position at a later date if the office is given approval to backfill critical vacancies. This is in alignment with SEC recommendation 7-34 (d), which states that "consideration should be given to redirecting the resources from those positions to support vacant HR analyst positions."</p>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	

<input type="button" value="File Attachment"/>
<input type="checkbox"/> Other: <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
<input type="button" value="File Attachment"/>

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	<div style="border: 1px solid black; padding: 2px;">August 31, 2012</div>
RESOURCES REQUIRED FOR IMPLEMENTATION	<p>One Pay & Benefits staff has worked with the office of the State Controller to abolish the HR Division Director position. One Classification analyst will be responsible for preparing the documentation necessary to reclassify the vacant manager position as soon as the HR Services Office receives approval to backfill the position at a lower level. If a recruitment is required, an additional analyst will be tasked to take on the recruitment process.</p>

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<p>If resources are redirected to vacant analyst positions, additional training may be required to educate staff on processes and procedures. For example, if resources are allocated to backfilling a vacant labor relations officer, the LERU will be familiarizing the individual with the negotiation processes within the trial courts, and other employee relations/investigations services within the trial courts and the AOC.</p> <input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> SAVINGS	<p>Abolishment of the Division Director position has resulted in FY12-13 savings of approximately \$195,116. The vacant manager position has created a full year savings of approximately \$177,613.</p> <input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> COST	<p>If resources are redirected to vacant analyst positions, costs may be incurred as follows:</p> <p>Fill a Labor and Employee Relations Officer II: \$155,896 (Salary + Benefits) OR Fill a Senior Human Resources Analyst: \$120,607 (Salary + Benefits)</p>

	<input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> EFFICIENCIES	<p>An analyst-level position will provide the necessary staff support to multiple areas of HR and will relieve the heavy backlog of work created by the multiple vacancies within the office - it will also allow for a balanced distribution of workload among staff. At the analyst-level, the position can support the day-to-day functions associated with critical trial court programs such as labor relations or compensation & benefits. With the current structure of the HR Office, the management team has been designed so that they can continue to provide oversight and direction across multiple areas of HR in the event high level policy decisions are needed.</p> <input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>Staffing continues to be an issue and the increasing workload as a result of multiple labor contract negotiations and the classification/compensation study associated with the organizational-wide realignment will add to the existing plate of responsibilities within the office. Service levels to the trial courts and appellate courts will be maintained, but additional new programs may have to be redirected or placed on hold until staffing resources are available.</p> <input type="button" value="File Attachment"/>
<input type="checkbox"/> OTHER	<input type="button" value="File Attachment"/>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee.	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information.
	Date: <input type="text" value="10/5/2012"/>	Date: <input type="text"/>
INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> . <input type="text"/>	
RESPONSE TO ADOC	<input type="button" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee.	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns:
		<input type="text"/>

		by <input type="text"/>
Date: <input type="text"/>		Date: <input type="text"/>

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>
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ADDITIONAL REVIEW NOTES:

 File Attachment

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/5/2012
PREPARED BY	Olivia Lawrence
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	99
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7-42 with no further action, as the issues have been resolved.
SEC RECOMMENDATION	The Administrative Director should resolve any remaining issues that have existed between the HR Division and Office of General Counsel, including by redefining respective roles relating to employee discipline or other HR functions.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>The Executive Office recognizes and understands the recommendation of the Judicial Council. Since their interim appointments, the Interim Administrative Director of the Courts and the Interim Chief Deputy Director were fully engaged with the Human Resources (HR) Office and the Office of the General Counsel (OGC). Many HR functions have been assessed over the course of several months for the purpose of ensuring that the respective roles of HR and OGC were properly defined. Processes for employee discipline are being modified and are now being fully documented. This will ensure the appropriate parts of the agency are engaged at the appropriate time.</p> <p>A joint training effort involving OGC and the Office of Education/CJER was launched with the goal of providing a comprehensive overview of the employee discipline process to all agency managers and supervisors. This will further ensure that any disciplinary action will be properly conducted from end-to-end.</p> <p>As processes were being modified and training was being developed, the Interim Administrative Director of the Courts and the Interim Chief Deputy Director remained fully engaged in the activities of both HR and OGC. As a result, communication between the two offices has been significantly enhanced, leading to more distinct roles and responsibilities for each.</p>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> File Attachment	

Other:

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE

RESOURCES REQUIRED FOR IMPLEMENTATION

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

PROCEDURES/ POLICIES UPDATED OR DEVELOPED

Internal processes were modified to ensure a clear distinction between the role of OGC and HR, especially for processes involving employee discipline. These new processes were implemented immediately.

 File Attachment

TRAINING UPDATED OR DEVELOPED

An agency-wide training for managers and supervisors regarding the employee discipline process has been developed jointly by OGC and HR.

 File Attachment

SAVINGS

 File Attachment

COST

 File Attachment

EFFICIENCIES

 File Attachment



SERVICE LEVEL IMPACT

 File Attachment

OTHER

 File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> .
RESPONSE TO ADOC	  File Attachment	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date:	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: by Date:
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: 10/19/2012	
ADDITIONAL REVIEW NOTES:  File Attachment		

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	9/24/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	100
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-43 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
SEC RECOMMENDATION	The committee recommends that the functions of this division be placed under a unit titled Information and Technology Services Office, combined with any remaining functions of CCMS. The office should report to the Chief Administrative Officer of the Judicial and Court Administrative Services Division. The IS Manager position should be compensated at its current level.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented: <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> File Attachment </div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> File Attachment </div>	
<input checked="" type="checkbox"/> Other: Recommendations 50, 64, 78, 89, 100, 106, 123, 130, 135, and 142 are considered partially implemented as described below. On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative Services Division) (Attachment A). The movement of the directors and the offices into the new	

divisions became effective October 1, 2012.

The issue of compensation for Director positions was deferred and will be revisited after the AOC organization-wide classification and compensation study is complete. For this reason, this recommendation is considered partially implemented and will be considered complete once the Judicial Council approves a future Administrative Director proposal for compensation levels of Director positions. The Administrative Director has been directed to return to the Judicial Council in February 2013 with a plan and recommendations for a classification and compensation study.

Attachment B provides additional information regarding these specific recommendations and whether there were any modifications to the placement of the offices under the respective divisions.



TIMELINE AND RESOURCES FOR IMPLEMENTATION


IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Partial implementation 10/1/12; projected implementation date calendar year 2013.
RESOURCES REQUIRED FOR IMPLEMENTATION	


ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> COST	<input type="text"/> <input type="button" value="File Attachment"/>

By reducing the number of AOC divisions to three divisions and realigning offices under the newly created divisions, efficiencies for the organization will be realized from:

* Organizationally consolidating related functions to streamline the organization, break down silos, and encourage collaboration and system

<input checked="" type="checkbox"/> EFFICIENCIES	<p>wide thinking across offices and divisions.</p> <p>* Clear and transparent assignments of authority and responsibility with an efficient chain of command, and clear accountability for decisions.</p> <p>* The designation of an Executive Team member for each office to provide offices with timely Executive Team assistance and consistent and clearly defined decision-making.</p> <p>* The creation of an internal management structure that effectively communicates decisions, policies, and procedures consistently throughout the organization.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>
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<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>Through the merger of programs and functions that are closely related and serve the same clients under one division, the organization can leverage the teamwork of the new divisions to be more responsive to the needs of the judicial branch and the public it serves.</p> <p>By renaming offices and divisions to include "service" in their titles, the new AOC organizational structure institutionalizes the AOC's commitment to its first priority of providing effective and efficient services to the courts, the branch, and the public.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>
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<input type="checkbox"/> OTHER	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>
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ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
----------------------	--	--

INFORMATION ON NEXT STEPS	<p>Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i></p> <div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 5px;"></div> <p>Please review and return to the ADOC by: <i>{ADOC will insert due date.}</i></p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
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RESPONSE TO ADOC	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>
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SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee.	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns:
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		by <input type="text"/>
Date: <input type="text"/>		Date: <input type="text"/>

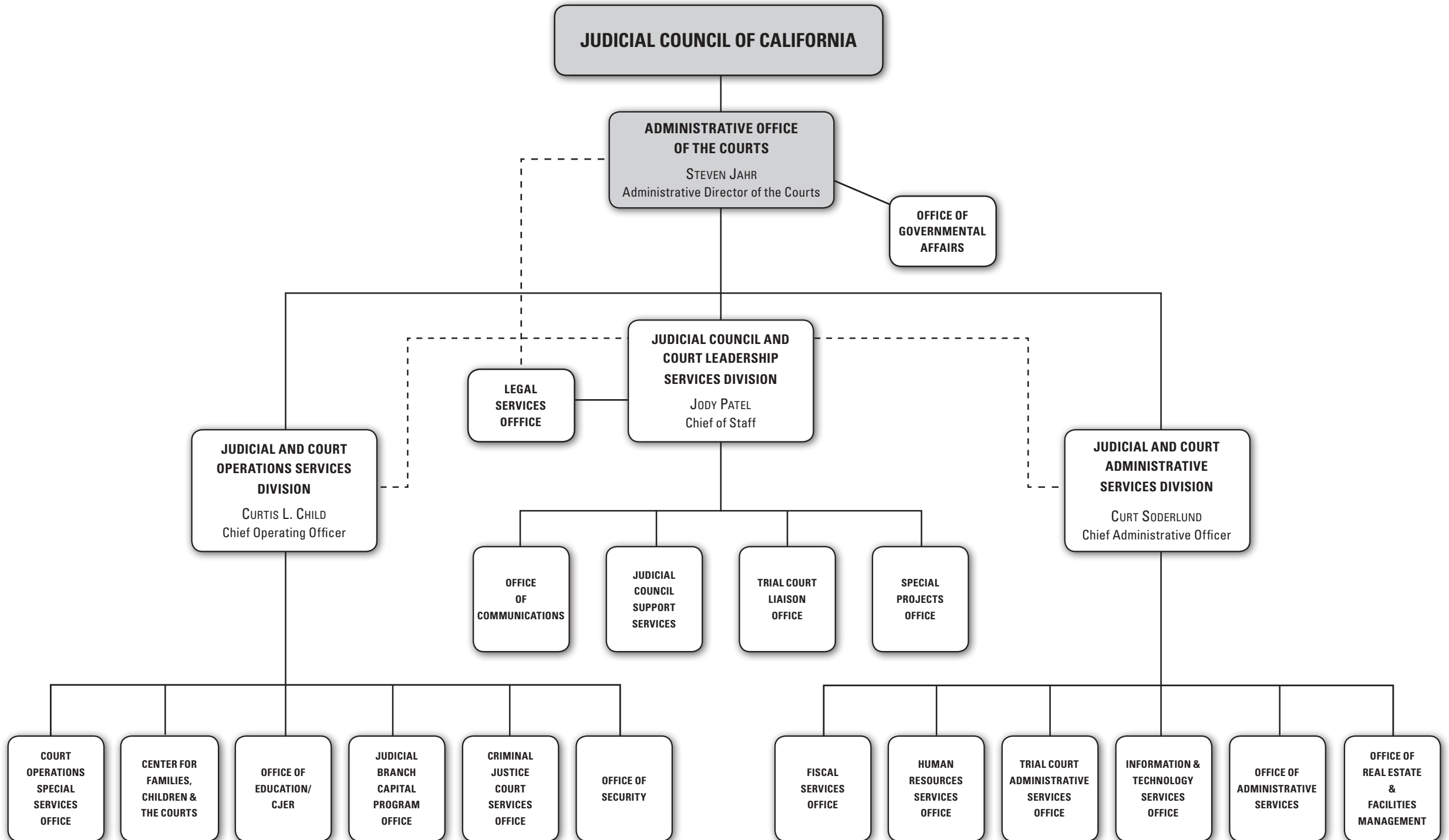
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>
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ADDITIONAL REVIEW NOTES:

 File Attachment

ORGANIZATIONAL STRUCTURE OF THE ADMINISTRATIVE OFFICE OF THE COURTS



JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

Judicial Council (JC) Approved Recommendation #: 50

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-3 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation: 7-3.** The Center for Families, Children and the Courts should be an office reporting to the Chief Operating Officer in the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The CFCC manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which houses the Center for Families, Children and the Courts as an office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 64

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-10 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation 7-10.** The Court Operations Special Services Office (COSSO), formerly CPAS, should be an office reporting to the Chief Operating Officer within the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The COSSO manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Court Programs and Services Division to Court Operations Special Services Office, and houses the Court Operations Special Services Office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

Judicial Council (JC) Approved Recommendation #: 78

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-19 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-19.** The Education Division should be an office within the Judicial and Court Operations Services Division, under the direction of the Chief Operating Officer, rather than a stand-alone division. The Education Division/CJER manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Center for Judicial Education and Research (CJER)/Education Division to the Office of Education/CJER, and houses the Office of Education/CJER under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 89

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-25 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-25.** The functions performed by the Finance Division should be placed in the Judicial and Court Administrative Services Division. The Finance Division should be renamed the Fiscal Services Office, reporting to the Chief Administrative Officer. The Fiscal Services Office Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Finance Division to the Fiscal Services Office and houses the Fiscal Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

Judicial Council (JC) Approved Recommendation #: 100

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-43 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-43.** The committee recommends that the functions of this division be placed under a unit titled Information and Technology Services Office, combined with any remaining functions of CCMS. The office should report to the Chief Administrative Officer of the Judicial and Court Administrative Services Division. The IS Manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Information Services Division to the Information and Technology Services Office and houses the Information and Technology Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 106

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-71 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-71.** The Office of General Counsel should be renamed Legal Services Office, consistent with its past designation, and should be a stand-alone office reporting to the Administrative Director of the Courts. The Legal Services Office manager position should be compensated at its current level. The Legal Services Office should not be at the same divisional level as the Judicial and Court Operations Services Division or the Judicial and Court Administrative Services Division. The Chief Counsel, manager of the Legal Services Office, should not be a member of the Executive Leadership Team.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Office of General Counsel to the Legal Services Office. The reporting relationship for Legal Services Office represents a modification from the SEC recommendation as the Judicial Council approved an organizational structure where the Legal Services Office reports to the Chief of Staff with a dotted line relationship to the Administrative Director of the

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION ATTACHMENT B

Courts rather than a direct report to the Administrative Director of the Courts. This reporting relationship houses all aspects of Judicial Council support under the leadership of the Chief of Staff given that the Legal Services Office is counsel to the Judicial Council and the Chief of Staff is responsible for all activities relating to the Judicial Council and its activities. The compensation of the Chief Counsel will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 123

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-52 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-52.** The Office of Communications should remain in the Executive Office and under the direction of a Chief of Staff. The Office of Communications manager position should be placed at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which continues housing the Office of Communications in the Judicial Council and Trial Court Leadership Services Division under the Chief of Staff effective October 1, 2012. The compensation of the Senior Manager will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 130

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-47 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-47.** TCAS should be made a unit under the Judicial and Court Administrative Services Division, reporting to the Chief Administrative Officer. The TCAS Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of the Trial Court Administrative Services Division to the Trial Court Administrative Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. As a result of the organizational structure change, the Trial Court Administrative Services Office is now led by two Senior Managers. The compensation of the Senior Managers will remain at current levels pending the results of the classification and compensation study.

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

Judicial Council (JC) Approved Recommendation #: 135

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-64 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-64.** The OCCM should be renamed Office of Court Construction and Facilities Management Services. The functions of this unit should be placed under the Judicial and Court Operations Services Division and reporting to the Chief Operating Officer. The manager of this unit should be compensated at the same level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the recommendation of the SEC in regards to Office of Court Construction and Maintenance (OCCM). The SEC approved an organizational structure that bifurcates OCCM by dividing facilities maintenance and capital construction into two offices under two divisions. Effective October 1, 2012, capital construction activities are now housed under the Judicial Branch Capital Program Office in the Judicial and Court Operations Services Division under the Chief Operating Officer, and real estate and facilities maintenance activities are now housed under the Office of Real Estate and Facilities Management in the Judicial and Court Administrative Services Office under the Chief Administrative Officer. As a result of the organizational structure change, the former OCCM Director is now the Director of the Judicial Branch Capital Program Office and the Office of Real Estate and Facilities Management is led by an Assistant Director. The compensation of the Director and Assistant Director will remain at current levels pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 142


- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-80 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-80.** The Office of Governmental Affairs should be placed in the Executive Office, under the direction of the Chief of Staff. The OGA Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the SEC recommendation as the Judicial Council approved a structure where Office of Governmental Affairs reports directly to the Administrative Director of the Courts

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

rather than the Chief of Staff. This reporting structure supports the vital role and connection of the Administrative Director of the Courts in serving the Chief Justice and the Judicial Council as it relates to representing the branch on legislative and budget activities with the governor and the legislature and assists with facilitating the necessary interaction with other branches of government. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/16/2012
PREPARED BY	Mark Dusman
OFFICE NAME	<u>Information & Technology Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	102
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7-45(a) with no further action, as the recommended staff reductions have occurred through the AOC's initiatives to reduce costs and downsize its workforce and operations.
SEC RECOMMENDATION	Especially with CCMS not being fully deployed, staff reductions in this division are in order, including: (a) Unnecessary CCMS positions should be eliminated.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>CCMS Decommission - On March 27, 2012, the Judicial Council voted to stop the deployment of CCMS V4 as a statewide initiative. The council's decision was based on the unprecedented fiscal challenges confronting California's court system and the recognition that funding to deploy the system to all 58 courts will not be available for the foreseeable future.</p> <p>The council directed the CCMS Internal Committee, in partnership with the trial courts, to develop timelines and recommendations to the Judicial Council to find other ways to use the CCMS technology and the state's investment in the software system, as well as develop new strategies to assist courts with failing case management systems.</p> <p>Following the March 27 decision, the AOC began activity to terminate the CCMS Project including the Project Management Office. By July 31, 2012 all staff, contractors and temporary employees were terminated, retired or were redirected into non-CCMS, critical vacant ISD positions. Other material savings resulted from termination of contracts for goods and services.</p>	
<div style="border: 1px solid black; padding: 5px;"><p>100212 #102 CCMS, dist.docx Microsoft Office Word Document 14.4 KB</p></div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

 File Attachment

Other:

Link to March 27, 2012 Judicial Council Meeting Agenda:
<http://www.courts.ca.gov/documents/jc-20120327-agenda.pdf>

Link to March 27, 2012 Judicial Council Minutes:
<http://www.courts.ca.gov/documents/jc-20120327-minutes.pdf>

Link to California Court Case Management System: Deployment Options:
<http://www.courts.ca.gov/documents/jc-20120327-itemE.pdf>

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

**IMPLEMENTATION
DATE OR
PROJECTED
IMPLEMENTATION
DATE**

July 31, 2012

**RESOURCES
REQUIRED FOR
IMPLEMENTATION**

\$395,143 for leave balances and severance payouts.

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

**PROCEDURES/
POLICIES UPDATED
OR DEVELOPED**

None

 File Attachment

**TRAINING
UPDATED OR
DEVELOPED**

None

 File Attachment

SAVINGS






Annual on-going staff and materials costs savings: \$25,797,130. Additional materials cost savings may be forthcoming later this fiscal year as branchwide licenses and maintenance agreements are evaluated to determine if they can be renegotiated.



100312 #102 CCMS,
dist3.xlsx
Microsoft Office Excel
Worksheet
55.9 KB

One-time costs to implement CCMS staff reductions including leave balances and severance payouts: \$395,143

One-time equipment return/disposal costs: \$53,100. Returned equipment will be available for redirection to trial courts or State of California as part of AOC's equipment reutilization program. The potential market value of this

<input checked="" type="checkbox"/> COST	<p>equipment is not included in the savings or cost to implement this recommendation.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  <p>100312 #102 CCMS, dist3.xlsx Microsoft Office Excel Worksheet 55.9 KB</p> </div>	
<input type="checkbox"/> EFFICIENCIES	<p>None</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  File Attachment </div>	
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>The Judicial Council's decision to stop deployment of CCMS was made with the understanding that the need for case management systems at the local court level still existed. In addition, the Judicial Council directed the IT Internal Committee to develop a roadmap for assuring that the case management system needs of the courts will be met in the future without CCMS. Consistent with legislative directive no Trial Court Trust Funds are being used for any CCMS V 4 activities.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  File Attachment </div>	
<input type="checkbox"/> OTHER	<div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  File Attachment </div>	
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL		
ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
INFORMATION ON NEXT STEPS	<p>Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i>.</p> <div style="border: 1px solid gray; height: 30px; margin: 5px 0;"></div> <p>Please review and return to the ADOC by: <i>{ADOC will insert due date}</i>.</p> <div style="border: 1px solid gray; height: 20px; margin: 5px 0;"></div>	
RESPONSE TO ADOC	<div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  File Attachment </div>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee.	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <div style="border: 1px solid gray; height: 20px; margin: 5px 0;"></div> by <div style="border: 1px solid gray; width: 50px; height: 20px; display: inline-block;"></div>

Date:

Date:

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW

Executive and Planning Review Date:

ADDITIONAL REVIEW NOTES:

 File Attachment

California Courts Case Management System (CCMS) Decommission

On March 27, 2012, following a review of a report by Grant Thornton presenting three options for the future of the case management program, the Judicial Council voted to stop the deployment of CCMS V4 as a statewide initiative. The council's decision was based on the unprecedented fiscal challenges confronting California's court system and the recognition that funding to deploy the system to all 58 courts will not be available for the foreseeable future.

The council directed the CCMS Internal Committee, in partnership with the trial courts, to develop timelines and recommendations to the Judicial Council to find other ways to use the CCMS technology and the state's investment in the software system, as well as develop new strategies to assist courts with failing case management systems.

Following the March 27 decision, the AOC began activity to terminate the CCMS Project including the Project Management Office. Steps immediately following the March 27 decision by the Council included:

- Termination of non-critical contractors.
- Staff identified for reassignment or maintenance activities, depending on priority of work to shut down the CCMS program.
- The remainder of CCMS V4 staff were laid off.
- By June 30, 2012, consultants and staff had rolled off the project.
- Regarding contracts with Deloitte, the main vendor for V4, on March 28, following the Judicial Council decision, the AOC instructed Deloitte to terminate support to the V4 environments in their Spring Valley data center.
- The shared services vendor, the California Courts Technology Center (CCTC), decommissioned the CCTC environments.
- Maintenance contracts were terminated for hardware and software specific to CCMS. Application components were appropriately stored for potential future use. Examples of components include: the source code, developed forms, development tools, configuration tools and processes, and test scripts.

By July 31, 2012 all staff, contractors and temporary employees were terminated, retired or were transferred into critical vacant ISD positions.

In order to carry out the Judicial Council decision to terminate CCMS V4, AOC ISD worked with the vendor for the CCTC to process an orderly shutdown of all existing environments. Notice was provided to software and hardware vendors to discontinue support as per terms in the vendor agreements. The decommissioned hardware was inventoried and made available to meet the needs of other judicial branch initiatives.

The CCMS Program Management Office archived and organized project deliverables and documentation according to project management best practices. Final reports and updates are being completed for the Judicial Council, the California Technology Agency (CTA), the Bureau of State Audits (BSA), and the annual legislative report.

CCMS Annual Savings and Cost to Implement

CCMS Annual Savings		Comments
FTEs (-26.2)	\$3,589,868	Actual FY 2011-2012 salaries and benefits
Temps (-9)	\$797,056	Rates x 2080 hrs/year
Contractors (-17)	\$3,042,142	Actual contract amts or rates x 2080 hrs/year
California Courts Technology Center (CCTC)	\$17,563,614	Estimates from FY 2011-2012 five-year budget
Maintenance contracts not renewed	\$804,450	
Total Savings	<u>\$25,797,130</u>	

Cost to Implement		
FTE payouts	\$395,143	Actuals
Equipment return/disposal	\$53,100	Includes estimate for round 2 servers and SAN.
Total Cost	<u>\$448,243</u>	

CCMS V4 Program Staffing Comparison 2/1/12 to 9/30/12

CCMS V4 Program	No. on 2/1/12	Comments
FTEs - CCMS	26.2	
Temps	9	
Contractors	17	
<u>Total Staffing</u>	<u>52.2</u>	

CCMS Staff Reductions Between 2/1/12 - 9/30/12

Staff	Final No.	Comments
CCMS VSIP Round 2	-2	
CCMS Resignations between 2/1/12 - 9/30/12	-4	
Temps	-9	
Contractors	-17	
FTE's- CCMS	-13.2	Redirected to critical ISD positions
Layoffs	-7	
<u>Total Staffing Reduction</u>	<u>-52.2</u>	

CCMS Position Costs

Name	Division	Salary	Benefits*	Total Costs	FTE Count
FTE 1	ISD	\$30,210	\$9,643	\$39,853	0.2
FTE 2	ISD	\$139,039	\$40,137	\$179,176	1
FTE 3	ISD	\$126,134	\$43,750	\$169,884	1
FTE 4	ISD	\$84,474	\$32,925	\$117,399	1
FTE 5	ISD	\$93,473	\$30,378	\$123,851	1
FTE 6	ISD	\$120,491	\$45,808	\$166,299	1
FTE 7	ISD	\$113,823	\$44,501	\$158,324	1
FTE 8	ISD	\$121,930	\$45,895	\$167,825	1
FTE 9	ISD	\$100,472	\$32,184	\$132,656	1
FTE 10	PMO	\$150,464	\$42,278	\$192,742	1
FTE 11	PMO	\$128,357	\$33,674	\$162,031	1
FTE 12	PMO	\$108,775	\$43,506	\$152,281	1
FTE 13	PMO	\$104,061	\$42,428	\$146,489	1
FTE 14	PMO	\$135,756	\$35,123	\$170,879	1
FTE 15	PMO	\$89,386	\$29,231	\$118,617	1
FTE 16	PMO	\$84,493	\$33,591	\$118,084	1
FTE 17	PMO	\$90,752	\$38,794	\$129,546	1
FTE 18	PMO	\$84,493	\$33,128	\$117,621	1
FTE 19	PMO	\$68,899	\$23,158	\$92,057	1
FTE 20	PMO	\$68,700	\$19,893	\$88,593	1
FTE 21	PMO	\$68,700	\$28,996	\$97,696	1
FTE 22	PMO	\$68,304	\$22,813	\$91,117	1
FTE 23	PMO	\$68,899	\$33,157	\$102,056	1
FTE 24	PMO	\$63,821	\$31,846	\$95,667	1
FTE 25	PMO	\$171,108	\$54,976	\$226,084	1
FTE 26	PMO	\$106,057	\$37,120	\$143,177	1
FTE 27	PMO	\$66,565	\$23,298	\$89,863	1
	TOTAL	\$2,657,638	\$932,230	\$3,589,868	26.2

* Actual benefit costs not available. Calculated based on average 35% of salaries.

	Layoff June 2012
	Resigned
	VSIP

Savings from Temps

Name	Hourly Rate	Annual Hours	Estimated Total Cost
PMO Temps			
Temp 1	\$26.40	2080	\$54,912
Temp 2	\$28.30	2080	\$58,864
Temp 3	\$34.88	2080	\$72,550
Temp 4	\$49.58	2080	\$103,126
Temp 5	\$53.14	2080	\$110,531
Temp 6	\$53.14	2080	\$110,531
Temp 7	\$54.73	2080	\$113,838
Temp 8	\$54.73	2080	\$113,838
Information Services Division			
Temp 9	\$28.30	2080	\$58,864
	Total		\$797,056

Savings from Reductions in Contractors

PMO

Name	Annual contract amount for	Rate/hr
Contractor 1	\$109,168	N/A
Contractor 2	\$134,912	N/A
Contractor 3	\$161,133	N/A
Contractor 4	\$150,211	N/A
Contractor 5	\$157,437	N/A
Contractor 6	\$142,181	N/A
Contractor 7	\$176,800	\$85
Contractor 8	\$218,400	\$105
Contractor 9	\$176,800	\$85
Contractor 10	\$176,800	\$85
Contractor 11	\$176,800	\$85
Contractor 12	\$249,600	\$120
	\$2,030,242	

ISD

Name	Annual contract amount for FY 12/13	Rate/hr
Contractor 13	\$197,600	\$95
Contractor 14	\$239,200	\$115
Contractor 15	\$249,600	\$120
Contractor 16	\$249,600	\$120
Contractor 17	\$75,900	N/A
	\$1,011,900	

Total: \$3,042,142

FTE Cost/Payout

Source: HR 9/26/12 email

Layoff	Name	Division	Leave Balance Payout	Severance Payout	Total
	Staff 1	ISD	\$12,467	\$10,000	\$22,467
	Staff 2	ISD	\$22,604	\$7,987	\$30,591
	Staff 3	CCMS	\$36,075	\$10,000	\$46,075
	Staff 4	CCMS	\$14,509	\$4,952	\$19,461
	Staff 5	CCMS	\$21,200	\$4,952	\$26,152
	Staff 6	CCMS	\$16,524	\$4,108	\$20,632
	Staff 7	CCMS	\$6,304	\$4,108	\$10,412
					\$175,790

Resigned	Name	Division	Leave Balance Payout		
	Staff 8	CCMS	\$31,371		
	Staff 9	CCMS	\$10,272		
	Staff 10	CCMS	\$8,225		
	Staff 11	CCMS	\$118,346		
			\$168,214		

VSIP	Name	Division	Leave Balance Payout	VSIP	Total
	Staff 12	PMO	\$3,935	\$20,000	\$23,935
	Staff 13	PMO	\$9,405	\$17,799	\$27,204
					\$51,139

Total Cost/Payout

\$395,143

	Layoff June 2012
	Resigned
	VSIP

AOC Costs to Return CCMS Equipment

Servers - Round 1	
Transport	\$9,000
Receive and unload in SF	\$3,000
e-waste disposal	\$1,200
	\$13,200

Servers - Round 2	
Transport to SF, storage, e-waster disposal	\$12,500
3 months storage	\$2,400
	\$14,900

EMC San	
De-installation and shipping	\$21,000
Storage (4 mo.)	\$4,000
Shipping to GSA	TBD
	\$25,000

Awaiting confirmation on shipping costs.

Estimated total cost for equipment return/disposal **\$53,100**

Server Deliveries and P/U's List - Final as of 9/19/12

Court	Make	Model	S/N	AOC Tag	P/U or Delivery
Amador	Dell	2950	3GGIWDI		Picked up Aug 8
Amador	HP	G5	USE727N639	133934	Picked up Aug 8
Amador	HP	DL380G7	2M202904AN		Amador picked up in SF
Sutter	Sun	T-5240	FMLO85006P		Picked up Aug 10
Sutter	Sun	T-5240	BYL08180A2		Picked up Aug 10
Sutter	Sun	T-5240	BYL08180A4		Picked up Aug 10
Sutter	Sun	T-5240	FMLO85006N		Picked up Aug 10
Sutter	Sun	T-5240	FMLO85006M		Picked up Aug 10
Sutter	Sun	Storage 6100	D852DHG02D		Picked up Aug 10
Sutter	Sun	V245	0732FNL08P	133901	Picked up Aug 10
Sutter	Sun	V245	0732FNL0AU	133902	Picked up Aug 10
Sutter	Sun	V245	0733FML061	133908	Picked up Aug 10
Sutter	Sun	V245	0733FML06W	133916	Picked up Aug 10
Sutter	Sun	Server Rack			Picked up Aug 10
Placer	HP	DL380G7	USE048N2VB		Picked up Aug 10
Placer	HP	DL380G7	USE048N2VC		Picked up Aug 10
Butte	Cisco	48TS	FOC1136W047		Picked up Aug 24
Butte	Cisco	48TS	FOC1252W6H4		Picked up Aug 24
Shasta	HP	DL380G2	D401LQK3H114		Picked up Aug 24
Shasta	Cisco	48TS	FOC1252W663		Picked up Aug 24
Napa	HP	DL380G6	MXQ01301HW		Picked up on Aug 24
Fresno	Cisco	48TS	FOC1136W043	133939	Picked up on Aug 24
Fresno	Cisco	48TS	FOC1129Z245		Picked up on Aug 24
San Francisco	HP	DL380G7	USE048N2VD		Picked up by SF
San Francisco	HP	DL380G7	2M202904AF		Picked up by SF
El Dorado	HP	G5	467410A8VUTO1A		Deliv. by Kennedy movers Aug 13
El Dorado	HP	G5	467410A8VUTO17		Deliv. by Kennedy movers Aug 13
Inyo	HP	DL380G7	LWCR10A86ZPOR2		Kennedy to ship to court
Inyo	Cisco	48TS	FOC1136W03Y	133937	Kennedy to ship to court
Inyo	HP	DL580	D352LQK3H229	124008	Kennedy to ship to court
Inyo	Blue C.	Proxy SG			Kennedy to ship to court
Inyo	Blue C.	Proxy SG			Kennedy to ship to court
Riverside	Sun	T5240	BYL08180A3		Deliv. by Kennedy movers Sep 2
Riverside	Sun	T5240	BYL08180A5		Deliv. by Kennedy movers Sep 2
Riverside	Sun	Storage 3510	07300B5068	133931	Deliv. by Kennedy movers Sep 2
San Bernardino	Sun	T5240	FN41330224		Deliv. by Kennedy movers Sep 2
San Bernardino	Sun	Storage 3510	1094ML07300B500E	133930	Deliv. by Kennedy movers Sep 2
Kings	HP	DL380G7	2M202904AB		Deliv. by Kennedy movers Sep 4
Kings	Cisco	48TS	FOC1136W03N	133940	Deliv. by Kennedy movers Sep 4

Equipment returned from Deloitte Spring Valley Development Center:

- 36 Servers redistributed to trial courts
- 2 Proxy servers redistributed to trial courts
- 1 server Rack redistributed to trial court

- 38 Servers destroyed (no court wanted)
- 4 Storage racks destroyed

Projected Annual Budget Costs for CCTC Hosting Prior to Shutdown

V4 Deployment	
production	\$1,815,513
non-production	\$5,536,957

V4 Development	
production	\$10,211,144

Total - V4 CCTC \$17,563,614

Cost Avoidance by Termination of Maintenance

Vendor/Manufacturer	Product Description	PO#	Support Expiry Date	FY 2011-2012 Purchase Cost	V3 Split	V4 Savings FY2012-2013
USPS	Zipcode + 4 (for CCMS V4)	Cal Card	11/4/2012	\$ 1,350	\$ 450	\$ 900
Ektron	eWebEditPro (Enterprise Edition) for CCMS - V4	1022316	2/12/2013	\$ 2,600	\$ -	\$ 2,600
Ektron [Contians V3 split]	eWebEditPro (Std) + XML Enterprise for V4 & V3	1021653	11/14/2012	\$ 11,088	\$ 5,544	\$ 5,544
IBM	Cognos, FileNet, and Rational	1024015	10/31/2012	\$ 271,904	\$ -	\$ 271,904
Adobe Systems, Inc.	LiveCycle 9 products (for CCMS)	1023906	10/31/2012	\$ 103,795	\$ -	\$ 103,795
iRise	Definition Center/Studio Enterprise/Connect for IBM (for CCMS V4)	1023903	11/01/2012	\$ 48,000	\$ -	\$ 48,000
SAP	Business Object Enterprise PRO (for CCMS V4) Burbank	1024002	12/21/2012	\$ 49,141	\$ -	\$ 49,141
SAP	Business Object Enterprise PRO (for CCMS V4) Santa Ana	1024003	12/21/2012	\$ 13,600	\$ -	\$ 13,600
Cisco	Tidal	1024270	03/09/2013	\$ 7,580	\$ -	\$ 7,580
McAfee	Gold Support (for CCMS Desktops)	1023986	11/01/2012	\$ 2,395	\$ -	\$ 2,395
Blue Coat	Appliances (for CCMS) Std. Support 24x7, NBD (SN #3307061087/3307061085)	1023992	11/30/2012	\$ 1,591	\$ -	\$ 1,591
HP	Fortify for CCMS V4	1024135	12/21/2012	\$ 26,182	\$ -	\$ 26,182
HP [Contians V3 split]	LoadRunner & Mercury Software for V4 & V3	1023935	10/31/2012	\$ 164,655	\$ 53,160	\$ 111,495
Informatica	PowerCenter SE (12+) per CPU-cores Multi-core Multi-OS Production	1024166	12/17/2012	\$ 78,156	\$ -	\$ 78,156
Adobe Systems, Inc.	RoboHelp Office v.ALL Win	1023893	11/29/2012	\$ 1,111	\$ -	\$ 1,111
Zoomerang	Premuim	1022155	01/17/2012	\$ 449	\$ -	\$ 449
Oracle /sun	Sun Java System Directory Server	1023870	10/31/2012	\$ 74,965	\$ -	\$ 74,965
Spellax	for CCMS V4	1023901	11/01/2012	\$ 4,740	\$ -	\$ 4,740
Titan	FTP v7 - Enterprise Editon for CCMS	cal card	09/05/2012	\$ 300	\$ -	\$ 300
TOTALS				\$ 863,603	\$ 59,154	\$ 804,450

ACTIVITY REPORTING AND PROPOSAL FORM








JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/16/2012
PREPARED BY	Patrick Farrales
OFFICE NAME	<u>Human Resources Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	103
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-45(b) and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
SEC RECOMMENDATION	Especially with CCMS not being fully deployed, staff reductions in this division are in order, including: The total number of senior managers should be reduced.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented: <div style="border: 1px solid black; padding: 5px;"> <p>Recommendation has been implemented.</p> <p>Following the March 27 decision by the judicial council to stop the deployment of CCMS V4 as a statewide initiative, the AOC began activity to terminate the CCMS Project including the Project Management Office. By July 31, 2012 all staff, contractors and temporary employees were terminated, retired or were transferred into critical vacant ISD positions.</p> <p>The last remaining manager position will be vacated in November 2012.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> File Attachment </div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> File Attachment </div>	
<input type="checkbox"/> Other: <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> File Attachment </div>	

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	July 31, 2012 and November 2012.
RESOURCES REQUIRED FOR IMPLEMENTATION	One Pay & Benefits Specialist has been assigned to process final payments and other payroll/benefits-related transactions in order to separate the employees from the organization.

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 2px; width: 100%;">  File Attachment </div>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 2px; width: 100%;">  File Attachment </div>
<input checked="" type="checkbox"/> SAVINGS	<div style="border: 1px solid gray; padding: 2px;">Annual on-going staff costs savings: \$1,213,336 in salaries and benefits.</div> <div style="border: 1px solid gray; padding: 2px; width: 100%;">  File Attachment </div>
<input checked="" type="checkbox"/> COST	<div style="border: 1px solid gray; padding: 2px;">One-time costs to implement CCMS staff reductions, including leave balances and severance amounts: \$135,311.</div> <div style="border: 1px solid gray; padding: 2px; width: 100%;">  File Attachment </div>
<input type="checkbox"/> EFFICIENCIES	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 2px; width: 100%;">  File Attachment </div>
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<div style="border: 1px solid gray; padding: 2px;">The Judicial Council's decision to stop deployment of CCMS was made with the understanding that the need for a case management system at a local court level still existed, and they directed the Judicial Council Internal Committee to develop a roadmap for filling needs left vacant by the CCMS termination; that work continues.</div> <div style="border: 1px solid gray; padding: 2px; width: 100%;">  File Attachment </div>
<input type="checkbox"/> OTHER	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 2px; width: 100%;">  File Attachment </div>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee.	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information.
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	Date: 10/5/2012	Date:
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> .
RESPONSE TO ADOC	 <input type="button" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date:	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: by Date:
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: 10/19/2012	
ADDITIONAL REVIEW NOTES:		
 <input type="button" value="File Attachment"/>		

ACTIVITY REPORTING AND PROPOSAL FORM

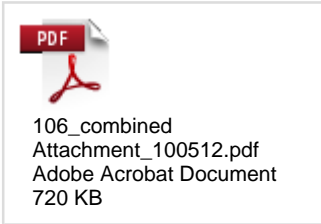
JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	9/24/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	106
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-71 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
SEC RECOMMENDATION	The Office of General Counsel should be renamed Legal Services Office, consistent with its past designation, and should be a stand-alone office reporting to the Administrative Director of the Courts. The Legal Services Office manager position should be compensated at its current level. The Legal Services Office should not be at the same divisional level as the Judicial and Court Operations Services Division or the Judicial and Court Administrative Services Division. The Chief Counsel, manager of the Legal Services Office, should not be a member of the Executive Leadership Team.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented:	
<input type="text"/>	
<input type="text" value="File Attachment"/>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="text"/>	
<input type="text" value="File Attachment"/>	
<input checked="" type="checkbox"/> Other:	
Recommendations 50, 64, 78, 89, 100, 106, 123, 130, 135, and 142 are considered partially implemented as described below.	
On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services	

Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative Services Division) (Attachment A). The movement of the directors and the offices into the new divisions became effective October 1, 2012.

The issue of compensation for Director positions was deferred and will be revisited after the AOC organization-wide classification and compensation study is complete. For this reason, this recommendation is considered partially implemented and will be considered complete once the Judicial Council approves a future Administrative Director proposal for compensation levels of Director positions. The Administrative Director has been directed to return to the Judicial Council in February 2013 with a plan and recommendations for a classification and compensation study.

Attachment B provides additional information regarding these specific recommendations and whether there were any modifications to the placement of the offices under the respective divisions.




File Attachment


TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Partial implementation 10/1/12; projected implementation date calendar year 2013.
RESOURCES REQUIRED FOR IMPLEMENTATION	

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> File Attachment
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> File Attachment
<input type="checkbox"/> SAVINGS	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> File Attachment
<input type="checkbox"/> COST	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> File Attachment
	By reducing the number of AOC divisions to three divisions and realigning

<input checked="" type="checkbox"/> EFFICIENCIES	<p>offices under the newly created divisions, efficiencies for the organization will be realized from:</p> <ul style="list-style-type: none"> * Organizationally consolidating related functions to streamline the organization, break down silos, and encourage collaboration and system wide thinking across offices and divisions. * Clear and transparent assignments of authority and responsibility with an efficient chain of command, and clear accountability for decisions. * The designation of an Executive Team member for each office to provide offices with timely Executive Team assistance and consistent and clearly defined decision-making. * The creation of an internal management structure that effectively communicates decisions, policies, and procedures consistently throughout the organization. <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>
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<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>Through the merger of programs and functions that are closely related and serve the same clients under one division, the organization can leverage the teamwork of the new divisions to be more responsive to the needs of the judicial branch and the public it serves.</p> <p>By renaming offices and divisions to include "service" in their titles, the new AOC organizational structure institutionalizes the AOC's commitment to its first priority of providing effective and efficient services to the courts, the branch, and the public.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>
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<input type="checkbox"/> OTHER	<div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>
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ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
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INFORMATION ON NEXT STEPS	<p>Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i></p> <div style="border: 1px solid gray; height: 30px; width: 100%; margin-bottom: 10px;"></div> <p>Please review and return to the ADOC by: <i>{ADOC will insert due date}.</i></p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
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RESPONSE TO ADOC	<div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>
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SUBSEQUENT ADOC RESPONSE

The ADOC approves for submission to the Executive and Planning Committee.

The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns:

by

Date:

Date:

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

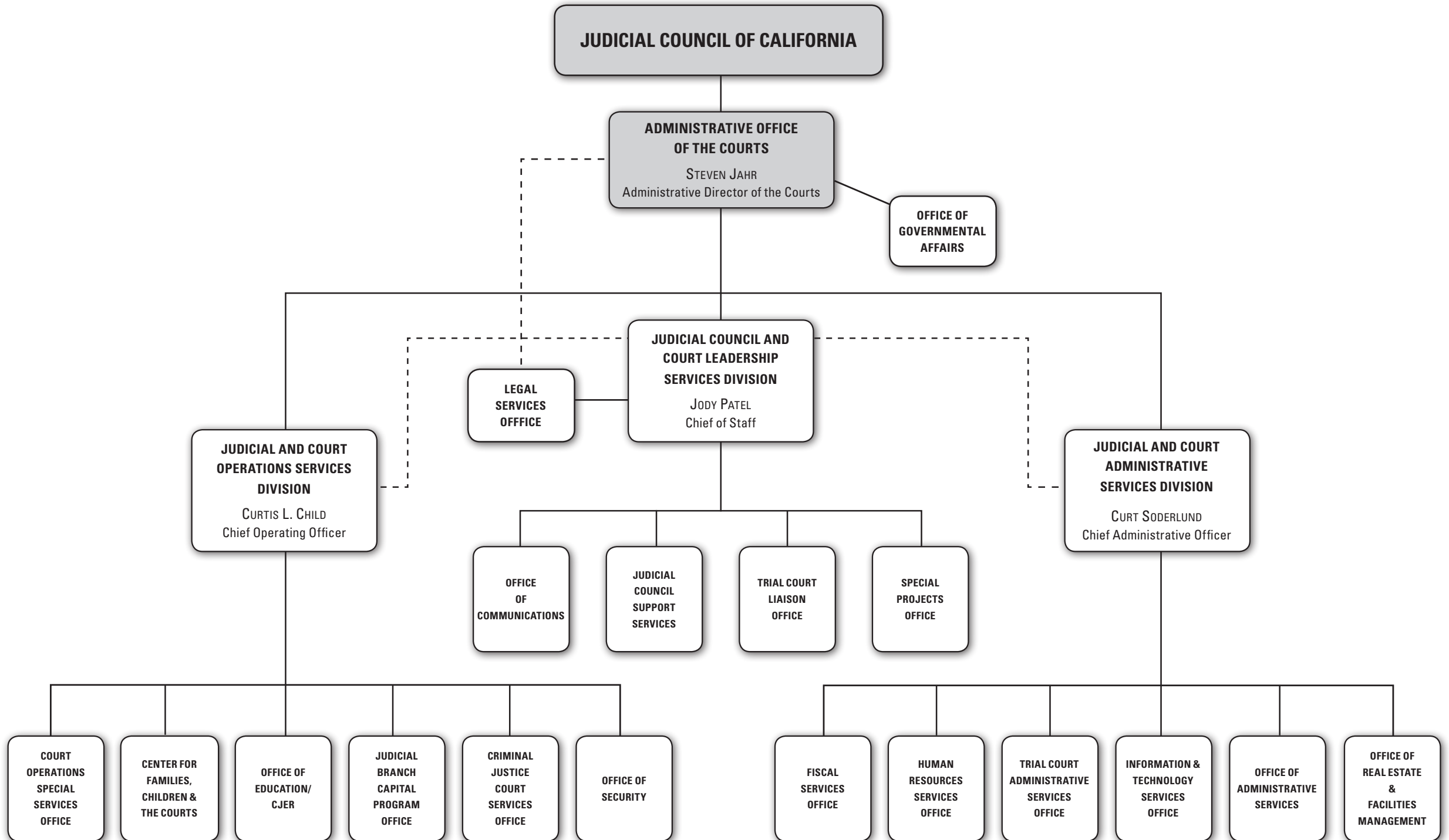
E&P REVIEW

Executive and Planning Review Date:

ADDITIONAL REVIEW NOTES:

 File Attachment

ORGANIZATIONAL STRUCTURE OF THE ADMINISTRATIVE OFFICE OF THE COURTS



JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

Judicial Council (JC) Approved Recommendation #: 50

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-3 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation: 7-3.** The Center for Families, Children and the Courts should be an office reporting to the Chief Operating Officer in the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The CFCC manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which houses the Center for Families, Children and the Courts as an office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 64

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-10 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation 7-10.** The Court Operations Special Services Office (COSSO), formerly CPAS, should be an office reporting to the Chief Operating Officer within the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The COSSO manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Court Programs and Services Division to Court Operations Special Services Office, and houses the Court Operations Special Services Office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

Judicial Council (JC) Approved Recommendation #: 78

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-19 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-19.** The Education Division should be an office within the Judicial and Court Operations Services Division, under the direction of the Chief Operating Officer, rather than a stand-alone division. The Education Division/CJER manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Center for Judicial Education and Research (CJER)/Education Division to the Office of Education/CJER, and houses the Office of Education/CJER under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 89

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-25 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-25.** The functions performed by the Finance Division should be placed in the Judicial and Court Administrative Services Division. The Finance Division should be renamed the Fiscal Services Office, reporting to the Chief Administrative Officer. The Fiscal Services Office Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Finance Division to the Fiscal Services Office and houses the Fiscal Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

Judicial Council (JC) Approved Recommendation #: 100

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-43 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-43.** The committee recommends that the functions of this division be placed under a unit titled Information and Technology Services Office, combined with any remaining functions of CCMS. The office should report to the Chief Administrative Officer of the Judicial and Court Administrative Services Division. The IS Manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Information Services Division to the Information and Technology Services Office and houses the Information and Technology Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 106

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-71 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-71.** The Office of General Counsel should be renamed Legal Services Office, consistent with its past designation, and should be a stand-alone office reporting to the Administrative Director of the Courts. The Legal Services Office manager position should be compensated at its current level. The Legal Services Office should not be at the same divisional level as the Judicial and Court Operations Services Division or the Judicial and Court Administrative Services Division. The Chief Counsel, manager of the Legal Services Office, should not be a member of the Executive Leadership Team.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Office of General Counsel to the Legal Services Office. The reporting relationship for Legal Services Office represents a modification from the SEC recommendation as the Judicial Council approved an organizational structure where the Legal Services Office reports to the Chief of Staff with a dotted line relationship to the Administrative Director of the

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION ATTACHMENT B

Courts rather than a direct report to the Administrative Director of the Courts. This reporting relationship houses all aspects of Judicial Council support under the leadership of the Chief of Staff given that the Legal Services Office is counsel to the Judicial Council and the Chief of Staff is responsible for all activities relating to the Judicial Council and its activities. The compensation of the Chief Counsel will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 123

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-52 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-52.** The Office of Communications should remain in the Executive Office and under the direction of a Chief of Staff. The Office of Communications manager position should be placed at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which continues housing the Office of Communications in the Judicial Council and Trial Court Leadership Services Division under the Chief of Staff effective October 1, 2012. The compensation of the Senior Manager will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 130

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-47 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-47.** TCAS should be made a unit under the Judicial and Court Administrative Services Division, reporting to the Chief Administrative Officer. The TCAS Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of the Trial Court Administrative Services Division to the Trial Court Administrative Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. As a result of the organizational structure change, the Trial Court Administrative Services Office is now led by two Senior Managers. The compensation of the Senior Managers will remain at current levels pending the results of the classification and compensation study.

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

Judicial Council (JC) Approved Recommendation #: 135

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-64 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-64.** The OCCM should be renamed Office of Court Construction and Facilities Management Services. The functions of this unit should be placed under the Judicial and Court Operations Services Division and reporting to the Chief Operating Officer. The manager of this unit should be compensated at the same level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the recommendation of the SEC in regards to Office of Court Construction and Maintenance (OCCM). The SEC approved an organizational structure that bifurcates OCCM by dividing facilities maintenance and capital construction into two offices under two divisions. Effective October 1, 2012, capital construction activities are now housed under the Judicial Branch Capital Program Office in the Judicial and Court Operations Services Division under the Chief Operating Officer, and real estate and facilities maintenance activities are now housed under the Office of Real Estate and Facilities Management in the Judicial and Court Administrative Services Office under the Chief Administrative Officer. As a result of the organizational structure change, the former OCCM Director is now the Director of the Judicial Branch Capital Program Office and the Office of Real Estate and Facilities Management is led by an Assistant Director. The compensation of the Director and Assistant Director will remain at current levels pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 142

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-80 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-80.** The Office of Governmental Affairs should be placed in the Executive Office, under the direction of the Chief of Staff. The OGA Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the SEC recommendation as the Judicial Council approved a structure where Office of Governmental Affairs reports directly to the Administrative Director of the Courts







JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

rather than the Chief of Staff. This reporting structure supports the vital role and connection of the Administrative Director of the Courts in serving the Chief Justice and the Judicial Council as it relates to representing the branch on legislative and budget activities with the governor and the legislature and assists with facilitating the necessary interaction with other branches of government. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/15/2012
PREPARED BY	Patrick Farrales
OFFICE NAME	<u>Human Resources Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	113
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7-73 with no further action.
SEC RECOMMENDATION	There currently are at least two positions in the Legal Services Office that violate the AOC's telecommuting policy. These should be terminated immediately, resulting in reductions. Nor should telecommuting be permitted for supervising attorneys in this division.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>Recommendation has been implemented. Telecommuting by the two staff identified in the SEC report has ended. It should be noted, however, that those instances did not represent noncompliance with the telecommute policy as the policy afforded Directors the discretion to approve exceptions to the policy, and in the instances noted, exceptions had been approved.</p> <p>In addition, at the direction of the Administrative Director of the Courts, a proposed amended telecommuting policy is being prepared for the judicial council's consideration at its December 2012 meeting.</p>	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> Other:	
<input type="checkbox"/> File Attachment	
TIMELINE AND RESOURCES FOR IMPLEMENTATION	

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	<p>The telecommuting status of both out-of-state attorney positions ended no later than September 18, 2012.</p> <p>The telecommuting status of the supervising attorney will be addressed under the revised proposed policy, which will be considered by the judicial council at its December 2012 meeting.</p>
RESOURCES REQUIRED FOR IMPLEMENTATION	<p>No additional resources are needed once the telecommuting status of both these positions ends. As part of this recommendation, the AOC is reviewing and in the process of revising the current AOC Telecommuting Policy for the council's consideration in December 2012. The revision and review requires the following HR staffing resources: Senior Manager (HR LERU), and a Senior HR Analyst.</p>
ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)	
<input checked="" type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<p>At the direction of the Administrative Director of the Courts, the AOC is currently in the process of updating the AOC Telecommuting Policy. The policy will provide clarification on the amount of allowable telecommuting days per week, regularly scheduled remote work, and the addition of a remote work log. Additional considerations include: the quantity of work, quality of work, timeliness, and ability to handle multiple priorities. Under the proposed revised policy, the subject of telecommuting by supervisors and above will be addressed. The proposed policy will be presented for consideration by the Judicial Council at its December 2012 meeting.</p> <div data-bbox="500 905 818 968" style="border: 1px solid gray; padding: 2px;">  File Attachment </div>
<input checked="" type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<p>The revision to the AOC Telecommuting Policy will recommend/suggest a training component to assist supervisors in understanding and applying new policy standards – possibly as part of performance management training.</p> <div data-bbox="500 1119 818 1182" style="border: 1px solid gray; padding: 2px;">  File Attachment </div>
<input checked="" type="checkbox"/> SAVINGS	<p>At least one of the former telecommuting employees was a retired annuitant and the Legal Services Office has not utilized her services in FY12-13. Retired annuitants are paid on an as-needed basis, and the associated savings of not utilizing her services are projected at \$25,577.36. This amount is based on the total hours this employee worked in FY11-12.</p> <div data-bbox="500 1356 818 1419" style="border: 1px solid gray; padding: 2px;">  File Attachment </div>
<input type="checkbox"/> COST	<div data-bbox="500 1493 818 1556" style="border: 1px solid gray; padding: 2px;">  File Attachment </div>
<input checked="" type="checkbox"/> EFFICIENCIES	<p>By ending the telecommuting status of two employees, the Legal Services Office will be better able to respond to requests from the trial and appellate courts and reduce scheduling and meeting conflicts.</p> <div data-bbox="500 1682 818 1745" style="border: 1px solid gray; padding: 2px;">  File Attachment </div>
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>Increased access to AOC services as a result of staff availability.</p> <div data-bbox="500 1808 818 1871" style="border: 1px solid gray; padding: 2px;">  File Attachment </div>

<input type="checkbox"/> OTHER	<div style="border: 1px solid black; padding: 5px; width: fit-content;">  File Attachment </div>
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ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
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INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> . <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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RESPONSE TO ADOC	<div style="border: 1px solid black; padding: 5px; width: fit-content;">  File Attachment </div>
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SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> by <input type="text"/> Date: <input type="text"/>
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EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>
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ADDITIONAL REVIEW NOTES:	
<div style="border: 1px solid black; padding: 5px; width: fit-content;">  File Attachment </div>	

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/5/2012
PREPARED BY	Olivia Lawrence
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	121
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7-78 with no further action, as the issues have been resolved. 7-78: The Administrative Director should resolve any remaining issues that have existed between the HR Division and Office of General Counsel, including by redefining respective roles relating to employee discipline or other HR functions.
SEC RECOMMENDATION	The Administrative Director should resolve issues that have existed between the HR Division and OGC, including by redefining respective roles relating to employee discipline or other HR functions.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>The Executive Office recognizes and understands the recommendation of the Judicial Council. Since their interim appointments, the Interim Administrative Director of the Courts and the Interim Chief Deputy Director were fully engaged with the Human Resources (HR) Office and the Office of the General Counsel (OGC). Many HR functions have been assessed over the course of several months for the purpose of ensuring that the respective roles of HR and OGC were properly defined. Processes for employee discipline are being modified and are now being fully documented. This will ensure the appropriate parts of the agency are engaged at the appropriate time.</p> <p>A joint training effort involving OGC and the Office of Education/CJER was launched with the goal of providing a comprehensive overview of the employee discipline process to all agency managers and supervisors. This will further ensure that any disciplinary action will be properly conducted from end-to-end.</p> <p>As processes were being modified and training was being developed, the Interim Administrative Director of the Courts and the Interim Chief Deputy Director remained fully engaged in the activities of both HR and OGC. As a result, communication between the two offices has been significantly enhanced, leading to more distinct roles and responsibilities for each.</p>	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

<input type="checkbox"/> File Attachment
<input type="checkbox"/> Other:
<input type="text"/>
<input type="checkbox"/> File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION



IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	<input type="text"/>
RESOURCES REQUIRED FOR IMPLEMENTATION	<input type="text"/>

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input checked="" type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<p>Internal processes were modified to ensure a clear distinction between the role of OGC and HR, especially for processes involving employee discipline. These new processes were implemented immediately.</p> <input type="checkbox"/> File Attachment
<input checked="" type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<p>An agency-wide training for managers and supervisors regarding the employee discipline process has been developed jointly by OGC and HR.</p> <input type="checkbox"/> File Attachment
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> COST	<input type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> EFFICIENCIES	<input type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> SERVICE LEVEL IMPACT	<input type="text"/> <input type="checkbox"/> File Attachment
<input type="checkbox"/> OTHER	<input type="text"/>

 File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> .
RESPONSE TO ADOC	 File Attachment	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date:	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: by Date:
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: 10/19/2012	
ADDITIONAL REVIEW NOTES:		
 File Attachment		

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	9/24/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	123
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-52 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
SEC RECOMMENDATION	The Office of Communications should remain in the Executive Office and under the direction of a Chief of Staff. The Office of Communications manager position should be placed at the Senior Manager level.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px;">📎 File Attachment</div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px;">📎 File Attachment</div>	
<input checked="" type="checkbox"/> Other: Recommendations 50, 64, 78, 89, 100, 106, 123, 130, 135, and 142 are considered partially implemented as described below. On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative Services Division) (Attachment A). The movement of the directors and the offices into the new divisions became effective October 1, 2012. The issue of compensation for Director positions was deferred and will be revisited after the AOC	

organization-wide classification and compensation study is complete. For this reason, this recommendation is considered partially implemented and will be considered complete once the Judicial Council approves a future Administrative Director proposal for compensation levels of Director positions. The Administrative Director has been directed to return to the Judicial Council in February 2013 with a plan and recommendations for a classification and compensation study.

Attachment B provides additional information regarding these specific recommendations and whether there were any modifications to the placement of the offices under the respective divisions.



TIMELINE AND RESOURCES FOR IMPLEMENTATION




IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Partial implementation 10/1/12; projected implementation date calendar year 2013.
RESOURCES REQUIRED FOR IMPLEMENTATION	

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)


<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> COST	<input type="text"/> <input type="button" value="File Attachment"/>

By reducing the number of AOC divisions to three divisions and realigning offices under the newly created divisions, efficiencies for the organization will be realized from:

- * Organizationally consolidating related functions to streamline the organization, break down silos, and encourage collaboration and system wide thinking across offices and divisions.
- * Clear and transparent assignments of authority and responsibility with an

<input checked="" type="checkbox"/> EFFICIENCIES	<p>efficient chain of command, and clear accountability for decisions.</p> <p>* The designation of an Executive Team member for each office to provide offices with timely Executive Team assistance and consistent and clearly defined decision-making.</p> <p>* The creation of an internal management structure that effectively communicates decisions, policies, and procedures consistently throughout the organization.</p> <p> File Attachment</p>
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>Through the merger of programs and functions that are closely related and serve the same clients under one division, the organization can leverage the teamwork of the new divisions to be more responsive to the needs of the judicial branch and the public it serves.</p> <p>By renaming offices and divisions to include "service" in their titles, the new AOC organizational structure institutionalizes the AOC's commitment to its first priority of providing effective and efficient services to the courts, the branch, and the public.</p> <p> File Attachment</p>
<input type="checkbox"/> OTHER	<p> File Attachment</p>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> .	
RESPONSE TO ADOC	<p> File Attachment</p>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee.	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: by

Date:

Date:

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

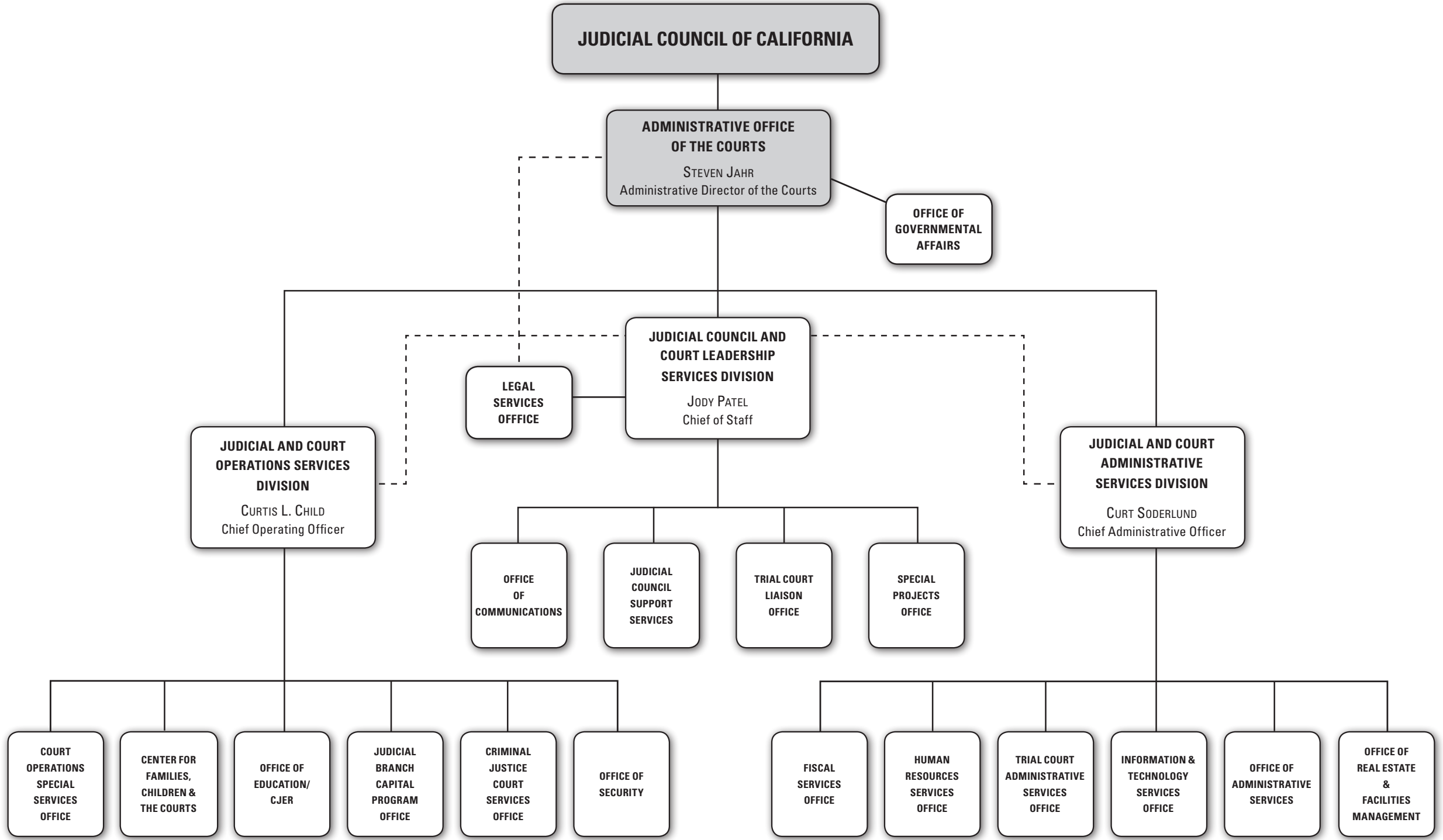
E&P REVIEW

Executive and Planning Review Date:

ADDITIONAL REVIEW NOTES:

 File Attachment

ORGANIZATIONAL STRUCTURE OF THE ADMINISTRATIVE OFFICE OF THE COURTS



JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 50

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-3 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation: 7-3.** The Center for Families, Children and the Courts should be an office reporting to the Chief Operating Officer in the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The CFCC manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which houses the Center for Families, Children and the Courts as an office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 64

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-10 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation 7-10.** The Court Operations Special Services Office (COSSO), formerly CPAS, should be an office reporting to the Chief Operating Officer within the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The COSSO manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Court Programs and Services Division to Court Operations Special Services Office, and houses the Court Operations Special Services Office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 78

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-19 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-19.** The Education Division should be an office within the Judicial and Court Operations Services Division, under the direction of the Chief Operating Officer, rather than a stand-alone division. The Education Division/CJER manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Center for Judicial Education and Research (CJER)/Education Division to the Office of Education/CJER, and houses the Office of Education/CJER under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 89

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-25 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-25.** The functions performed by the Finance Division should be placed in the Judicial and Court Administrative Services Division. The Finance Division should be renamed the Fiscal Services Office, reporting to the Chief Administrative Officer. The Fiscal Services Office Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Finance Division to the Fiscal Services Office and houses the Fiscal Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 100

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-43 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-43.** The committee recommends that the functions of this division be placed under a unit titled Information and Technology Services Office, combined with any remaining functions of CCMS. The office should report to the Chief Administrative Officer of the Judicial and Court Administrative Services Division. The IS Manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Information Services Division to the Information and Technology Services Office and houses the Information and Technology Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 106

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-71 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-71.** The Office of General Counsel should be renamed Legal Services Office, consistent with its past designation, and should be a stand-alone office reporting to the Administrative Director of the Courts. The Legal Services Office manager position should be compensated at its current level. The Legal Services Office should not be at the same divisional level as the Judicial and Court Operations Services Division or the Judicial and Court Administrative Services Division. The Chief Counsel, manager of the Legal Services Office, should not be a member of the Executive Leadership Team.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Office of General Counsel to the Legal Services Office. The reporting relationship for Legal Services Office represents a modification from the SEC recommendation as the Judicial Council approved an organizational structure where the Legal Services Office reports to the Chief of Staff with a dotted line relationship to the Administrative Director of the

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT ATTACHMENT B

Courts rather than a direct report to the Administrative Director of the Courts. This reporting relationship houses all aspects of Judicial Council support under the leadership of the Chief of Staff given that the Legal Services Office is counsel to the Judicial Council and the Chief of Staff is responsible for all activities relating to the Judicial Council and its activities. The compensation of the Chief Counsel will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 123

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-52 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-52.** The Office of Communications should remain in the Executive Office and under the direction of a Chief of Staff. The Office of Communications manager position should be placed at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which continues housing the Office of Communications in the Judicial Council and Trial Court Leadership Services Division under the Chief of Staff effective October 1, 2012. The compensation of the Senior Manager will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 130

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-47 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-47.** TCAS should be made a unit under the Judicial and Court Administrative Services Division, reporting to the Chief Administrative Officer. The TCAS Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of the Trial Court Administrative Services Division to the Trial Court Administrative Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. As a result of the organizational structure change, the Trial Court Administrative Services Office is now led by two Senior Managers. The compensation of the Senior Managers will remain at current levels pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 135

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-64 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-64.** The OCCM should be renamed Office of Court Construction and Facilities Management Services. The functions of this unit should be placed under the Judicial and Court Operations Services Division and reporting to the Chief Operating Officer. The manager of this unit should be compensated at the same level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the recommendation of the SEC in regards to Office of Court Construction and Maintenance (OCCM). The SEC approved an organizational structure that bifurcates OCCM by dividing facilities maintenance and capital construction into two offices under two divisions. Effective October 1, 2012, capital construction activities are now housed under the Judicial Branch Capital Program Office in the Judicial and Court Operations Services Division under the Chief Operating Officer, and real estate and facilities maintenance activities are now housed under the Office of Real Estate and Facilities Management in the Judicial and Court Administrative Services Office under the Chief Administrative Officer. As a result of the organizational structure change, the former OCCM Director is now the Director of the Judicial Branch Capital Program Office and the Office of Real Estate and Facilities Management is led by an Assistant Director. The compensation of the Director and Assistant Director will remain at current levels pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 142

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-80 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-80.** The Office of Governmental Affairs should be placed in the Executive Office, under the direction of the Chief of Staff. The OGA Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the SEC recommendation as the Judicial Council approved a structure where Office of Governmental Affairs reports directly to the Administrative Director of the Courts

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

rather than the Chief of Staff. This reporting structure supports the vital role and connection of the Administrative Director of the Courts in serving the Chief Justice and the Judicial Council as it relates to representing the branch on legislative and budget activities with the governor and the legislature and assists with facilitating the necessary interaction with other branches of government. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/4/2012
PREPARED BY	Pam Reynolds
OFFICE NAME	<u>Trial Court Liaison Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	126
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7-84 with no further action, as the Bay Area, Northern Central, and Southern Regional Offices no longer have any direct regional office staff. The Northern Central Regional Office has been reorganized as the Trial Court Liaison Office reporting to the Executive Office.
SEC RECOMMENDATION	The regional offices should cease to exist as a separate division within AOC. The BANCRO and SRO offices should close. Advocacy and liaison services provided to the trial courts should be provided through the office of Trial Court Support and Liaison in the new Executive Office.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>In 2002 the Administrative Office of the Courts (AOC) established three Regional Offices (Bay Area/Northern Coastal Region, Northern/Central Region and Southern Region) to provide a more local AOC presence and regional resource for local courts. The Bay Area/Northern Coastal Region (located in San Francisco) served 16 courts, the Northern/Central Region (located in Sacramento) served 31 courts, and the Southern Region (located in Burbank) served 11 courts. The Regional Office became the point of contact for courts, especially small and medium size courts, requiring specialized assistance in areas such as human resources and budgeting. Additionally, court interpreter cross-assignments requests were managed by staff located in each of the Regional Offices. Over the next several years, programs such as enhanced collections, reengineering, and community corrections became specialized units in the Regional Office organizational structure.</p> <p>Beginning in November 2011, the AOC initiated several changes to the Regional Office organizational structure:</p> <p>** In November 2011 the Bay Area Northern/Coastal Regional Office, Northern/Central Regional Office and Southern Regional Office were merged into one Regional Office under the leadership of a Regional Administrative Director that reported directly to the Administrative Director of the Courts.</p> <p>** In January 2012 one Assistant Director and five positions in the Enhanced Collections Unit, all located in the Burbank office, were transferred from the Regional Office to the Finance Division.</p> <p>** In March 2012 three Regional Court Interpreter Coordinators were transferred to the Court Interpreters Unit in the Court Programs and Services Division which consolidated all efforts related to Court Interpreters into one unit; therefore, creating organizational efficiencies.</p> <p>** In June 2012 four positions were permanently eliminated: the two remaining Regional Office staff in Burbank were laid off, a Regional Administrative Director (Christine Patton) retired, and the remaining Assistant Director, located in San Francisco, participated in the Voluntary Separation Incentive Program.</p> <p>** In July 2012 the Community Corrections Program Unit transferred to the Executive Office as the Criminal Justice Court Services Office, this included transferring the two remaining San Francisco</p>	


based positions from the Regional Office to the Criminal Justice Court Services Office.

After all of the organizational changes identified above, on July 1, 2012, the Regional Office was renamed the Trial Court Liaison Office. Its core staff consisted of four positions (one of which is vacant) and two positions in the Reengineering Unit (renamed Special Projects Office as of October 1, 2012) with all staff located in Sacramento. The managers report directly to the Interim Administrative Director of the Courts (now the Chief of Staff).


As of October 1, 2012 the Trial Court Liaison Office and the Special Projects Office are located in the Judicial Council and Court Leadership Services Division reporting directly to the Chief of Staff (the remaining Regional Administrative Director position was converted to the Chief of Staff position).

 File Attachment

This directive is forwarded to the Judicial Council with options for consideration:

 File Attachment

Other:

 File Attachment






TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	7/1/12
RESOURCES REQUIRED FOR IMPLEMENTATION	

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/>  File Attachment
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/>  File Attachment

As a result of reductions in staffing, either through attrition or reductions-in-force, the Trial Court Liaison Office permanently eliminated six positions in FY 2011-12 which resulted in FY 12/13 personnel savings (salaries and benefits) of approximately \$850,000. This includes an offset of \$46,800 for unemployment insurance for the two laid off employees. The positions included:

<input checked="" type="checkbox"/> SAVINGS	<p>** Two Regional Administrative Directors (see note below) ** One Assistant Director ** One Supervising Court Services Analyst ** One Executive Secretary</p> <p>In the "Response" section it was noted that several positions have been redirected from the Regional Office to existing divisions; therefore, there were no associated salary savings as the positions were not eliminated.</p> <p>NOTE: The remaining Regional Administrative Director position was converted to the Chief of Staff position.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>	
<input type="checkbox"/> COST	<div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>	
<input checked="" type="checkbox"/> EFFICIENCIES	<p>The consolidation of the three AOC regional offices (Bay Area/Northern Coastal Region; Northern/Central Region; and Southern Region) into one office afforded the AOC an opportunity to provide assistance to all 58 courts in a more streamlined approach and under the leadership of one individual.</p> <p>Additionally, moving the Regional Court Interpreter Coordinators from the Regional Offices (now Trial Court Liaison Office) to the Court Interpreters Unit in the Court Programs and Services Division allowed the AOC to consolidate interpreter resources and thus provide a more efficient use of limited resources.</p> <p>The redirection of two staff from the San Francisco location of the Regional Office (now Trial Court Liaison Office) to the Criminal Justice Court Services Office provided that office with critical staffing needed to fulfill their mandate related to criminal realignment activities.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>	
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>The majority of the small and midsize courts are in the Northern/Central region and as noted by the SEC in their report, they are the courts that rely more on services provided by the Trial Court Liaison Office. The consolidation of resources into the Sacramento location will continue to ensure that these courts have assistance provided to them by staff in an office closest to where they are located.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>	
<input type="checkbox"/> OTHER	<div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>	
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL		
ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>

INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}.</i> <input type="text"/>	
RESPONSE TO ADOC	<input type="text"/> <input type="button" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES: <input type="text"/> <input type="button" value="File Attachment"/>		

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/5/2012
PREPARED BY	Burt Hirschfeld
OFFICE NAME	<u>Office of Real Estate and Facilities Management</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	127
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to renegotiate or terminate, if possible, the leases for space utilized by SRO and BANCRO. To the extent AOC staff from other divisions is assigned to work at leased space at the regional offices, the need for locating such staff in currently leased space should be reevaluated.
SEC RECOMMENDATION	Leases for space utilized by SRO and BANCRO should be renegotiated or terminated, if possible, as such lease costs cannot be justified. To the extent AOC staff from other divisions is assigned to work at leased space at the regional offices, the need for locating such staff in currently leased space should be reevaluated.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>With respect to Judicial Council Approved Recommendation No. 127, the following lease transactions and exercised options have been completed (by location):</p> <p>Sacramento North: lease cancellation option exercised at 2880 Gateway Oaks Blvd.; leases at 2850 and 2860 Gateway Oaks Blvd. renegotiated mid-term; lease cancellation option exercised on fourth floor lease at 2850 Gateway Oaks Blvd.</p> <p>Burbank: 11,992 SF of space on first floor sublet; lease to be terminated by electing not to exercise renewal option. By implementation of this decision, relocation to smaller premises in another, lower cost building, will yield additional expense reduction starting July 1, 2013.</p> <p>San Francisco: several lower cost options in San Francisco's Civic Center and Financial districts were identified. Depending upon which points in time are used for comparison purposes, comparable lease space in the same submarket of San Francisco was listed for 25% to 40% lower than the rate paid by the AOC to DGS in Fiscal Year (FY) 2011/12.</p> <p>The AOC sought out potential interest from other state agencies to occupy a surplus of space equal to the 7th floor of the San Francisco building, approximately 38,575 SF.</p> <p>DGS did not permit the AOC to relinquish the space because the occupying agency we identified, the state Public Utilities Commission (PUC), requires the space only until December, 2015, when renovations to their current facility are scheduled to be completed. The AOC executed an inter-branch agreement "subleasing" the 7th floor to the PUC. State-managed renovation projects of this magnitude often fall behind schedule, so PUC's occupancy of the 7th floor may continue into 2016.</p> <p>The AOC re-initiated contact with another state agency which previously expressed interest in relocating to AOC space when their lease expires in March, 2013. However, the space program</p>	

reported by the San Francisco Bay Conservation Development Commission (BCDC) doubled from their earlier requirement. A new test-fit and restack plan, assuming use of all AOC workspaces, indicated that accommodation of BCDC was no longer feasible.


Implementation of the cancellations, terminations, contractions, renegotiations, relocations, and subleases will result in a \$1.52 million rent reduction through this fiscal year, and approximately \$2.35 million through the next fiscal year.

Attachments: Chapter 10 of SEC final report as submitted to JCC and amended with revised data and explanatory footnotes by Real Estate and Asset Management (now Office of Real Estate and Facilities Management); Financial Summary of AOC space and rent reductions submitted by Real Estate and Asset Management to AOC Executive Office.


 127_SEC_Final_Report_May_2012_Chapter_10_Footnotes_(BCDC_rev).pdf
Adobe Acrobat Document
170 KB

 127_Executive Committee Report 2012-10-17 (BCDC rev).pdf
Adobe Acrobat Document
88.2 KB

This directive is forwarded to the Judicial Council with options for consideration:

 File Attachment

Other:

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION



IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Implementation completed.
RESOURCES REQUIRED FOR IMPLEMENTATION	AOC Real Estate staff and commercial brokerage services were utilized in the Sacramento lease renegotiations and the Burbank sublease.

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> File Attachment </div>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> File Attachment </div>
<input checked="" type="checkbox"/> SAVINGS	<p>For FY 2011/12 and FY 2012/13, \$1,523,814 in cost reduction is being realized as a result of implementation of this recommendation.</p> <p>Note: FY 2010/11 total AOC rent was \$13,813,699. SEC report uses \$14,049,738 without reference dates; difference may be attributable to use of calendar or lease year, versus fiscal year in attached analysis.</p> <p>By inclusion of Burbank lease termination, relinquishment and assignment of space in San Francisco, cumulative AOC rent reductions will total approximately \$2.35 million by FY 2013/14.</p> <p>Supporting documentation attached above.</p> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> File Attachment </div>
<input checked="" type="checkbox"/> COST	<p>Commission paid by AOC for Burbank sublease (excluded from reported cost reduction).</p> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> File Attachment </div>
<input checked="" type="checkbox"/> EFFICIENCIES	<p>Through exercising cancellation options and renegotiation of Sacramento North leases; contraction of Sacramento Governmental Affairs premises; sublease in Burbank; and sub-assignment of space in San Francisco, the AOC has reduced its real estate occupancy by a total of 68,122 square feet (SF) of space for FY 2011/12 and FY 2012/13. Total contraction will increase to approximately 82,149 SF upon relocation of Burbank office for FY 2013/14 (see AOC Space and Rent Reduction attachment).</p> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> File Attachment </div>
<input type="checkbox"/> SERVICE LEVEL IMPACT	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> File Attachment </div>
<input type="checkbox"/> OTHER	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> File Attachment </div>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
INFORMATION ON	Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i>	

NEXT STEPS		<div data-bbox="894 222 1382 289" style="border: 1px solid black; height: 32px; width: 100%;"></div> <p data-bbox="889 317 1386 373">Please review and return to the ADOC by: {ADOC will insert due date}.</p> <div data-bbox="894 373 1146 407" style="border: 1px solid black; height: 16px; width: 100%;"></div>
RESPONSE TO ADOC	<div data-bbox="500 422 1398 455" style="border: 1px solid black; height: 16px; width: 100%;"></div> <div data-bbox="500 474 821 541" style="border: 1px solid black; padding: 2px;">  File Attachment </div>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <div data-bbox="561 779 810 812" style="border: 1px solid black; width: 153px; height: 16px;"></div>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <div data-bbox="894 646 1386 680" style="border: 1px solid black; height: 16px; width: 100%;"></div> by <div data-bbox="932 688 1162 722" style="border: 1px solid black; width: 142px; height: 16px;"></div> Date: <div data-bbox="964 764 1260 798" style="border: 1px solid black; width: 182px; height: 16px;"></div>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <div data-bbox="938 884 1179 917" style="border: 1px solid black; width: 148px; height: 16px; text-align: center;">10/19/2012</div>	
ADDITIONAL REVIEW NOTES: <div data-bbox="196 999 1398 1033" style="border: 1px solid black; height: 16px; width: 100%;"></div> <div data-bbox="207 1062 529 1129" style="border: 1px solid black; padding: 2px;">  File Attachment </div>		

Chapter 10

Other Issues

This chapter presents a review of several additional issues, including lease costs and location of AOC facilities.

Leases

The AOC leases office space in San Francisco, Burbank, and Sacramento. The SEC has considered concerns that have been raised about the cost of the leases.

Background

The AOC conducts its business from four leased spaces, including its main offices in San Francisco, regional offices located in Burbank and Sacramento, and a separate office in Sacramento housing the Office of Governmental Affairs. The regional offices house staff from multiple AOC divisions.

San Francisco

The AOC occupies office space at 455 Golden Gate Avenue, San Francisco. BANCRO and the Judicial Council Conference Center are located in the building. The AOC occupies a portion of the first floor, all of the third, fifth, sixth, and seventh floors, and part of the eighth floor.

This office building at 455 Golden Gate Avenue is owned and operated by the State of California and managed by the Department of General Services (DGS). Apparently, there is no formal lease, as DGS has assigned the space to a governmental entity and assesses a fair market rental value¹. This office space contains 207,845 square feet and is leased at \$4.27² per square foot per month, and 10,655 square feet of storage space in the building is rented at a monthly rate of \$1.43 per square. The lease amount is adjusted usually every fiscal year. The total annual lease costs for the leased office and storage space is \$10,832,816.80³. There is no expiration date under the lease arrangement with DGS.

¹ The rate charged by DGS includes a bond repayment component. Market rent for Class A office space in the Civic Center Area is approximately \$3.17 per square foot per month as of the second quarter of 2012.

² \$4.29 as of July 1, 2012

³ \$9,428,383.97 for FY 12/13

Moving from this office would be problematic, since the AOC most likely would be required to negotiate a release from DGS or find an acceptable sublessor to take over the leased space.

Burbank Lease

The Burbank facility is located at 2255 North Ontario Street. This office building is located near the Burbank Airport, with 37,347 square feet of office space over two floors. The first floor is occupied primarily by OCCM personnel.⁴ The second floor is occupied primarily by SRO and CCMS personnel.⁵

The lease term is \$3.17 per square foot per month.⁶ There is an additional \$100 per month cost for the first floor relating to the existing HVAC system. Annualized, the expense is \$3.19 per square foot each month.⁷ The lease rate for the second floor is \$3.1827 per square foot each month.⁸ The lease agreement specifies the annual lease cost is \$459,203.28 for the first floor and \$968,368.32 for the second floor.⁹ The total annual lease cost for the Burbank facility is \$1,427,571.60.¹⁰ The lease cost for each floor increases to \$3.28 per square foot as of June 1, 2012,¹¹ with one option to renew for an additional five-year term extending through June 30, 2018. There is a “no early termination” condition in the lease agreement. The current lease term ends June 30, 2013.

Sacramento

The downtown office space, occupied by the Office of Governmental Affairs, is located within walking distance of the State Capitol, at 770 L Street. This office space, referred to as the Sacramento-Central facility, comprises 6,578 square feet on one floor, occupied exclusively by OGA. In February 2012¹² the AOC renegotiated the lease and reduced the leased footage. The total annual lease cost for this lease space is \$177,606¹³. The current lease term ends August 31, 2017. There is one three-year option to extend the lease, with the rental rate to be set at 95 percent of the fair market value as of the end of the initial lease term.

The North facilities consist of space located in two office buildings located at 2850 and 2860 Gateway Oaks, Sacramento. The lease of office space at 2850 Gateway Oaks consists of 36,368 square feet and is used by the Finance and TCAS divisions. The rental rate is \$2.10 per square foot per month.¹⁴ The current lease term ends July 31, 2016. There are two three-year options with rent at fair market value.

⁴ OCCM relocated to 2nd floor to accommodate sublease of space for the last year of the lease term, reducing rent expenses by a total of \$329,082.

⁵ ISD, OGC, OCCM

⁶ \$3.28 effective as of July 1, 2012

⁷ \$3.29 effective as of July 1, 2012; this rate includes \$100/mo HVAC charge

⁸ \$3.28 effective as of July 1, 2012

⁹ \$471,743.40 for the 1st floor; \$997,419.48 for the 2nd floor

¹⁰ \$1,422,273.60

¹¹ \$3.28 effective as of July 1, 2012

¹² October 2011

¹³ \$180,895.00 for FY 12/13

¹⁴ \$2.15 effective as of August 1, 2012

The leased office space at 2860 Gateway Oaks consists of 28,263 square feet and is occupied by NCRO and OCCM. The rental rate is \$2.05 per square foot per month.¹⁵ There are two three-year options with rent at fair market value. The combined annual lease cost for 2850 and 2860 Gateway Oaks is \$1,611,743.40.¹⁶ The lease for this space includes a credit for one month's rent and a \$200,000 tenant improvement allowance, which was taken upfront as a rent credit during the 2011–2012 fiscal year.¹⁷

Previously, the AOC leased additional space at 2880 Gateway Oaks. That lease was terminated in May 2011.¹⁸ AOC employees working at that office were relocated to the 2850 Gateway Oaks office building.¹⁹ The leases for space at 2850 and 2860 Gateway Oaks were renegotiated,²⁰ resulting in a reduction of \$0.49 per square foot for space at 2850 Gateway Oaks and \$0.27 per square foot for space at 2860 Gateway Oaks.²¹

The comparative costs of the AOC-leased spaces are shown on the following chart.

LOCATION	AOC - LEASEHOLDS				
	AOC Divisions Using Leased Space	Square Feet Leased	Monthly Lease Cost Per Square Foot	Annual Lease Cost	Lease Expiration Date
Burbank					
1st Floor	OCCM	11,992	3.191039	459,203.28	June 30, 2013
2nd Floor	SRO & CCMS	25,355	3.1827	968,368.32	June 30, 2013
TOTAL		37,347		1,427,571.6	
Sacramento–North					
2850 Gateway Oaks	Finance & TCAS	36,368	2.1	916,473.6	July 31, 2016
2860 Gateway Oaks	NCRO & OCCM	28,263	2.05	695,269.8	July 31, 2016
2880 Gateway Oaks	–	0	0	0	Terminated
TOTAL		64,631		1,611,743.4	

¹⁵ \$2.10 effective as of August 1, 2012

¹⁶ \$1,526,989.77 for the 2012-2013 fiscal year; includes termination of 4th floor at 2850 Gateway Oaks

¹⁷ One month's rent in the amount \$57,939.15 and a \$197,841 TI Allowance (\$7/psf) for a total rent abatement of \$255,780.15.

¹⁸ Savings of \$203,702.40

¹⁹ Termination option renegotiated into 2850 Gateway Oaks lease. Option exercised 6/27/2012; 4th floor scheduled to be vacated upon effective date of 10/26/2012, resulting a rent reduction of \$120,300.68 in the 2012-2013 fiscal year and a savings of \$690,377.08 over the term of the lease

²⁰ Combined savings of \$1,744,206.06 over the terms of both leases; includes one free month's rent and TI Allowance

²¹ Savings of \$0.41/psf for 2850 Gateway Oaks and \$0.20/psf for 2860 Gateway Oaks

Sacramento–Central					
770 L Street	OGA	6,578	2.25	177,606	August 31, 2017
San Francisco					
Office Space	All	207,845	4.27	10,649,977	None
Storage Space	All	10,655	1.43	182,839.8	None
TOTAL		218,500		10,832,816.8	
TOTAL FOR AOC LOCATIONS		327,056		14,049,737.80	

Updated chart for FY 12/13 as of August 2012

LOCATION	AOC Divisions Using Leased Space	Square Feet Leased	Monthly Lease Cost Per Square Foot	FY 12/13 Annual Lease Cost	Lease Expiration Date
Burbank²²					
1st Floor	None (occupied by subtenant)	0*	1.028	149,159.40	June 30, 2013
2nd Floor	OCCM, OGC & ISD	25,355	3.278	997,419.48	June 30, 2013
TOTAL		25,355		1,146,578.88	
Sacramento–North					
2850 Gateway Oaks	Finance & TCAS	29,512	2.30	816,175.32	July 31, 2016
2860 Gateway Oaks	NCRO & OCCM	28,263	2.1	710,814.45	July 31, 2016
2880 Gateway Oaks	–	0	0	0	Terminated
TOTAL		57,775		1,526,989.77	
Sacramento–Central					
770 L Street	OGA	6,578	2.2917	180,895	August 31, 2017
San Francisco					
Office Space	All	169,269 ²³	4.1839 ²⁴	9,490,447.72	None
Storage Space	All	10,655	1.4254	182,251.13	None
TOTAL		179,924		9,672,698.85	
TOTAL FOR AOC LOCATIONS					
		269,632		12,527,162.50	

²² At the start of FY 12/13, the relocation or contraction of the current space at lease expiration on June 30, 2013 will result in a reduction in rent to \$305,856.00 for FY 13/14.

²³ At end of FY 12/13.

²⁴ Average for FY 12/13.

Discussion

The AOC spends more than \$1,150,000²⁵ per month on leased office space — an annual total of \$13,866,898²⁶ — plus an additional annual charge of \$182,839.8²⁷ for storage space for its San Francisco space.

Comparatively, the rental rates for the leased office spaces in Sacramento (\$2.10 per square foot at 2850 Gateway Oaks²⁸; \$2.05 per square foot for 2860 Gateway Oaks²⁹; and \$2.25³⁰ per square feet at 770 L Street) are approximately half the \$4.27³¹ per square foot rental rate assessed for the government-owned building in San Francisco. This is consistent with historically lower commercial and residential lease rates found in Sacramento, compared with those in San Francisco.

Additionally, it is apparent from site visits to the leased spaces that not all lease space is utilized. If recommendations for reducing staffing levels are followed, the need for leased space will decrease.³²

AOC Headquarters Location

The AOC has operated from headquarters in San Francisco since 1961. Its offices are located in the same building as the California Supreme Court.

It is usual for most enterprises, public or private, to consider their costs of operation and location. Given the comparative lease costs discussed above, there is reason for the AOC to reevaluate its office locations, including its headquarters space in San Francisco. Such review should be part of the organization's long-term business planning. In this case, the considerations should include a consideration of costs and benefits, both economic and political.

From a strictly economic standpoint, lease costs are generally lower in Sacramento than San Francisco. Labor costs generally are lower as well. the AOC partly recognizes this through its geographic pay differential system, whereby some Sacramento region employees are paid 7 percent less than San Francisco-based employees performing the same type of work.

²⁵ \$1,028,742.61 monthly average for FY 12/13

²⁶ \$12,344,911.37 for FY 12/13

²⁷ \$182,251.13 for FY 12/13

²⁸ \$2.15

²⁹ \$2.10

³⁰ \$2.30 as of September 1, 2012

³¹ \$4.29 as of July 1, 2012

³² Current AOC occupied square footage is 310,493, reduced by 11,992 square feet in Burbank. As of July 1, 2013, AOC occupied square footage is scheduled to be reduced further by 54,888 to 255,605.

From a political standpoint, relocating AOC operations to Sacramento may be beneficial by placing the judicial branch administration closer to the Legislature, the executive branch, and governmental agencies. The importance of a strong political and legislative presence at the capital cannot be understated. Future success of the judicial branch in obtaining funding, and in advancing legislative goals, will be based partly on establishing strong relationships and credibility with legislators, legislative staff, and the Governor's Office. Access and interactions with key executive branch agencies, such as the Department of Finance, may be improved with AOC headquarters located in Sacramento.

One current legislative proposal would require all state agencies and the judicial branch to relocate their headquarters to Sacramento by 2025 (Assembly Bill 2501).

While no recommendation is offered concerning legislative proposals, possible relocation of AOC headquarters should be considered in the course of long-term planning for the judicial branch. That planning should be based on a cost-benefit analysis, taking into account economic, political, and other relevant factors.

Recommendations

The following recommendations are made regarding leases and location of operations.

Recommendation No. 10-1: The AOC should renegotiate or terminate its lease in Burbank. The lease for the Sacramento North spaces should be reviewed and renegotiated to reflect actual usage of the office space. The AOC should explore lower-cost lease options in San Francisco, recognizing that DGS would have to find replacement tenants for its space.³³

Recommendation No. 10-2: As part of its long-term planning, the AOC should consider relocating its main offices, based on a cost-benefit analysis of doing so.

³³ In FY 11/12, the Sacramento North leases were negotiated mid-term for rent reduction. The AOC also exercised a termination option to relinquish a portion of the space under one lease, which will become effective in October 2012. The lease for the OGA office was renegotiated in FY 11/12 to contract the space mid-term. In FY 12/13, the AOC negotiated an Interagency Agreement with the California Public Utilities Commission for temporary occupancy of the entire 7th floor. In FY 12/13, the AOC entered into a sublease for a tenant to occupy the entire first floor of the Burbank office; upon the expiration of the lease, the office will move into a space that is approximately one-third of the current leased space.

AOC SPACE AND RENT REDUCTION

AOC Office	FY 2011/12		FY 2012/13		FY 2013/14	
	SF	Rent	SF	Rent	SF	Rent
NCRO	64,631	\$ 1,376,627	57,775	\$ 1,526,990	57,775	\$ 1,505,413
OGA	6,578	\$ 192,172	6,578	\$ 180,895	6,578	\$ 184,842
SRO	37,347	\$ 1,422,274	25,355	\$ 1,146,579	11,328	\$ 305,856
San Francisco	218,500	\$ 10,822,626	179,924	\$ 9,672,699	179,924	\$ 9,698,880
FY Total	327,056	\$ 13,813,699	269,632	\$ 12,527,162	255,605	\$ 11,694,991
Change from Prior Yr	(10,698)	\$ (237,277)	(57,424)	\$ (1,286,537)	(14,027)	\$ (832,171)
Cummulative Change	(10,698)	\$ (237,277)	(68,122)	\$ (1,523,814)	(82,149)	\$ (2,355,985)

Notes:

1. FY 2010/11 total AOC rent was \$13,813,699 (SEC/JCC report uses \$14,049,738 without reference dates; difference may be attributable to use of calendar or lease year versus fiscal year in this analysis).
2. Exercised option to terminate 2850 Gateway Oaks, 4th floor space effective 10/26/2012.
3. NCRO rent increases in FY 2012/13 due to majority portion of negotiated rent reduction taken in one month of FY 2012/13 and smaller annual reductions taken over balance of lease term.
4. OGA office relocated to smaller premises at lower negotiated rate in FY 2011/12; no ability further reduce and sublease portion of premises.
5. SRO 1st floor (11,992 SF) sublease and consent executed 6/15/2012; occupancy commenced 6/28/2012.
6. Assumes SRO Relocation to 11,328 SF upon 6/30/2013 lease expiration; prelim. headcount verified by Exec. Office May, 2012.
7. Agreement on business terms of assignment of San Francisco 7th floor to State Public Utilities Commission on 6/13/2012; MOU with DGS signed.
8. FY 2013/14 San Francisco rent estimated to increase 3% over FY 2012/13.
9. Tenant improvement expenses, if any, and brokerage commissions not included.
10. Previously-reported space and rent reduction in San Francisco no longer feasible due to increase in BCDC programmatic requirement.

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/4/2012
PREPARED BY	Pam Reynolds
OFFICE NAME	<u>Trial Court Liaison Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	128
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council support SEC Recommendation 7-86 and direct the Administrative Director of the Courts to provide the council with an update on organizational changes made with the elimination of the regional office staff.
SEC RECOMMENDATION	While responsibility for essential services currently provided to courts through regional offices should be consolidated and placed under the direction of Trial Court Support and Liaison Services in the Executive Office, a physical office should be maintained in the Northern California Region area to provide some services to courts in the region.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>In 2002 the Administrative Office of the Courts (AOC) established three Regional Offices (Bay Area/Northern Coastal Region, Northern/Central Region and Southern Region) to provide a more local AOC presence and regional resource for local courts. The Bay Area/Northern Coastal Region (located in San Francisco) served 16 courts, the Northern/Central Region (located in Sacramento) served 31 courts, and the Southern Region (located in Burbank) served 11 courts. The Regional Office became the point of contact for courts, especially small and medium size courts, requiring specialized assistance in areas such as human resources and budgeting. Additionally, court interpreter cross-assignments requests were managed by staff located in each of the Regional Offices. Over the next several years, programs such as enhanced collections, reengineering, and community corrections became specialized units in the Regional Office organizational structure.</p> <p>Beginning in November 2011, the AOC initiated several changes to the Regional Office organizational structure:</p> <p>** In November 2011 the Bay Area Northern/Coastal Regional Office, Northern/Central Regional Office and Southern Regional Office were merged into one Regional Office under the leadership of a Regional Administrative Director that reported directly to the Administrative Director of the Courts.</p> <p>** In January 2012 one Assistant Director and five positions in the Enhanced Collections Unit, all located in the Burbank office, were transferred from the Regional Office to the Finance Division.</p> <p>** In March 2012 three Regional Court Interpreter Coordinators were transferred to the Court Interpreters Unit in the Court Programs and Services Division which consolidated all efforts related to Court Interpreters into one unit; therefore, creating organizational efficiencies.</p> <p>** In June 2012 four positions were permanently eliminated: the two remaining Regional Office staff in Burbank were laid off, a Regional Administrative Director (Christine Patton) retired, and the remaining Assistant Director, located in San Francisco, participated in the Voluntary Separation Incentive Program.</p> <p>** In July 2012 the Community Corrections Program Unit transferred to the Executive Office as the Criminal Justice Court Services Office, this included transferring the two remaining San Francisco</p>	


based positions from the Regional Office to the Criminal Justice Court Services Office.

After all of the organizational changes identified above, on July 1, 2012, the Regional Office was renamed the Trial Court Liaison Office. Its core staff consisted of four positions (one of which is vacant) and two positions in the Reengineering Unit (renamed Special Projects Office as of October 1, 2012) with all staff located in Sacramento. The managers report directly to the Interim Administrative Director of the Courts (now the Chief of Staff).


As of October 1, 2012 the Trial Court Liaison Office and the Special Projects Office are located in the Judicial Council and Court Leadership Services Division reporting directly to the Chief of Staff (the remaining Regional Administrative Director position was converted to the Chief of Staff position).

 File Attachment

This directive is forwarded to the Judicial Council with options for consideration:

 File Attachment

Other:

 File Attachment






TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	7/1/12
RESOURCES REQUIRED FOR IMPLEMENTATION	<input type="text"/>

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/>  File Attachment
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/>  File Attachment


As a result of reductions in staffing, either through attrition or reductions-in-force, the Trial Court Liaison Office permanently eliminated six positions in FY 2011-12 which resulted in FY 12/13 personnel savings (salaries and benefits) of approximately \$850,000. This includes an offset of \$46,800 for unemployment insurance for the two laid off employees. The positions included:

<input checked="" type="checkbox"/> SAVINGS	<p>** Two Regional Administrative Directors (see note below) ** One Assistant Director ** One Supervising Court Services Analyst ** One Executive Secretary</p> <p>In the "Response" section it was noted that several positions have been redirected from the Regional Office to existing divisions; therefore, there were no associated salary savings as the positions were not eliminated.</p> <p>NOTE: The remaining Regional Administrative Director position was converted to the Chief of Staff position.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>	
<input type="checkbox"/> COST	<div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>	
<input checked="" type="checkbox"/> EFFICIENCIES	<p>The consolidation of the three AOC regional offices (Bay Area/Northern Coastal Region; Northern/Central Region; and Southern Region) into one office afforded the AOC an opportunity to provide assistance to all 58 courts in a more streamlined approach and under the leadership of one individual.</p> <p>Additionally, moving the Regional Court Interpreter Coordinators from the Regional Offices (now Trial Court Liaison Office) to the Court Interpreters Unit in the Court Programs and Services Division allowed the AOC to consolidate interpreter resources and thus provide a more efficient use of limited resources.</p> <p>The redirection of two staff from the San Francisco location of the Regional Office (now Trial Court Liaison Office) to the Criminal Justice Court Services Office provided that office with critical staffing needed to fulfill their mandate related to criminal realignment activities.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>	
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>The majority of the small and midsize courts are in the Northern/Central region and as noted by the SEC in their report, they are the courts that rely more on services provided by the Trial Court Liaison Office. The consolidation of resources into the Sacramento location will continue to ensure that these courts have assistance provided to them by staff in an office closest to where they are located.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>	
<input type="checkbox"/> OTHER	<div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 10px;">  File Attachment </div>	
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL		
ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>

INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}.</i> <input type="text"/>	
RESPONSE TO ADOC	<input type="text"/> <input type="text" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES: <input type="text"/> <input type="text" value="File Attachment"/>		

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/4/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	129
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider placing the significant special projects previously assigned to the regional offices under the direction of the Chief of Staff in the Executive Office, contingent upon council approval of the organizational structure for the AOC.
SEC RECOMMENDATION	The significant special projects previously assigned to the regional offices should be placed under the direction of the Chief of Staff in the Executive Office.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative Services Division).</p> <p>Along with the realignment of divisions into new offices under the three new divisions, the Judicial Council approved the creation of a Special Projects Office under the Judicial Council and Court Leadership Services Division and the Chief of Staff effective October 1, 2012. The Special Projects Office includes the staff previously part of the Reengineering Unit in the former Trial Court Liaison Office and is consistent with SEC recommendation 7-87 which recommended that "significant special projects previously assigned to regional offices should be placed under the direction of the Chief of Staff in the Executive Office." The Special Projects Office, under the direction of the Chief of Staff, will manage organization or branch-wide projects assigned by the Executive Office. Recent special projects include AOC realignment activities and activities relating to the recently established Trial Court Funding Workgroup.</p>	
<div style="border: 1px solid black; padding: 5px;"><p>129_JCCLSD_org_final_.pdf Adobe Acrobat Document 9.98 KB</p></div>	

This directive is forwarded to the Judicial Council with options for consideration:

 File Attachment

Other:

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE

10/1/12

RESOURCES REQUIRED FOR IMPLEMENTATION

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

PROCEDURES/ POLICIES UPDATED OR DEVELOPED

 File Attachment

TRAINING UPDATED OR DEVELOPED

 File Attachment

SAVINGS

 File Attachment

COST

 File Attachment

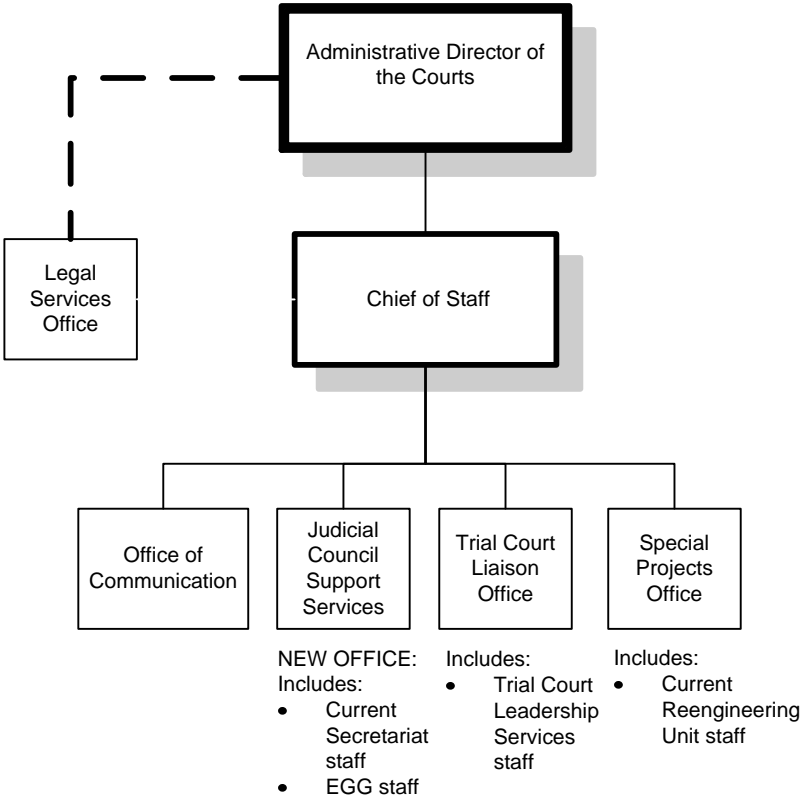
EFFICIENCIES

With the creation of a Special Projects Office in the Judicial Council and Court Leadership Services Division, the AOC will now have a designated office under the Executive Office to assign organization or branch-wide projects rather than assigning special projects to the Regional Offices (which have been eliminated) or to AOC offices that in the past had to balance special projects with important day-to-day responsibilities. The Special Projects Office provides the AOC with dedicated resources to effectively manage these projects while coordinating the utilization of AOC resources across the organization on an as-needed basis to provide subject matter expertise.

	<p>Special projects have far-reaching and broad-based impact to the branch, are generally politically sensitive, and typically include the involvement of external judicial branch stakeholders and/or governmental entities. As such, it is imperative that the activities associated with special projects be housed under the Chief of Staff to ensure oversight and accountability for these important projects.</p>	
	<input type="button" value="File Attachment"/>	
<input type="checkbox"/> SERVICE LEVEL IMPACT	<input type="button" value="File Attachment"/>	
<input type="checkbox"/> OTHER	<input type="button" value="File Attachment"/>	
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL		
ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> . <input type="text"/>
RESPONSE TO ADOC	<input type="button" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES:		
<input type="text"/> <input type="text"/>		

 File Attachment

Judicial Council and Court
Leadership Services
Division



ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	9/24/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	130
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-47 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
SEC RECOMMENDATION	TCAS should be made a unit under the Judicial and Court Administrative Services Division, reporting to the Chief Administrative Officer. The TCAS Manager position should be at the Senior Manager level.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px; display: flex; align-items: center;"> File Attachment </div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px; display: flex; align-items: center;"> File Attachment </div>	
<input checked="" type="checkbox"/> Other: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Recommendations 50, 64, 78, 89, 100, 106, 123, 130, 135, and 142 are considered partially implemented as described below.</p> <p>On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative Services Division) (Attachment A). The movement of the directors and the offices into the new divisions became effective October 1, 2012.</p> <p>The issue of compensation for Director positions was deferred and will be revisited after the AOC</p> </div>	

organization-wide classification and compensation study is complete. For this reason, this recommendation is considered partially implemented and will be considered complete once the Judicial Council approves a future Administrative Director proposal for compensation levels of Director positions. The Administrative Director has been directed to return to the Judicial Council in February 2013 with a plan and recommendations for a classification and compensation study.

Attachment B provides additional information regarding these specific recommendations and whether there were any modifications to the placement of the offices under the respective divisions.



TIMELINE AND RESOURCES FOR IMPLEMENTATION




IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Partial implementation 10/1/12; projected implementation date calendar year 2013.
RESOURCES REQUIRED FOR IMPLEMENTATION	

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)


<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> COST	<input type="text"/> <input type="button" value="File Attachment"/>

By reducing the number of AOC divisions to three divisions and realigning offices under the newly created divisions, efficiencies for the organization will be realized from:

- * Organizationally consolidating related functions to streamline the organization, break down silos, and encourage collaboration and system wide thinking across offices and divisions.
- * Clear and transparent assignments of authority and responsibility with an

<input checked="" type="checkbox"/> EFFICIENCIES	<p>efficient chain of command, and clear accountability for decisions.</p> <p>* The designation of an Executive Team member for each office to provide offices with timely Executive Team assistance and consistent and clearly defined decision-making.</p> <p>* The creation of an internal management structure that effectively communicates decisions, policies, and procedures consistently throughout the organization.</p> <p> File Attachment</p>
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>Through the merger of programs and functions that are closely related and serve the same clients under one division, the organization can leverage the teamwork of the new divisions to be more responsive to the needs of the judicial branch and the public it serves.</p> <p>By renaming offices and divisions to include "service" in their titles, the new AOC organizational structure institutionalizes the AOC's commitment to its first priority of providing effective and efficient services to the courts, the branch, and the public.</p> <p> File Attachment</p>
<input type="checkbox"/> OTHER	<p> File Attachment</p>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> . <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
RESPONSE TO ADOC	<p> File Attachment</p>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee.	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> by <div style="border: 1px solid black; width: 100px; height: 20px;"></div>

Date:

Date:

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

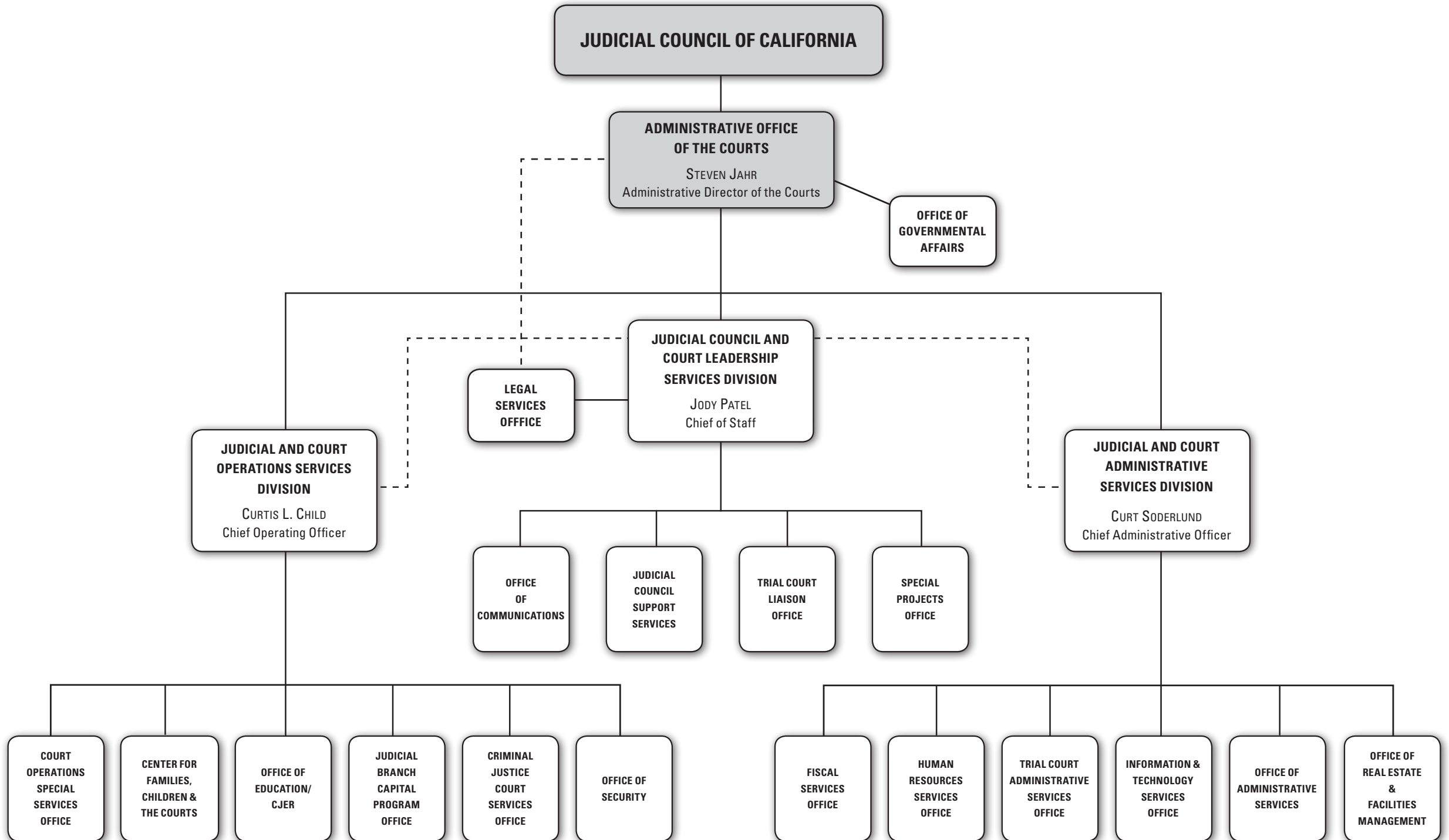
E&P REVIEW

Executive and Planning Review Date:

ADDITIONAL REVIEW NOTES:

 File Attachment

ORGANIZATIONAL STRUCTURE OF THE ADMINISTRATIVE OFFICE OF THE COURTS



JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 50

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-3 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation: 7-3.** The Center for Families, Children and the Courts should be an office reporting to the Chief Operating Officer in the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The CFCC manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which houses the Center for Families, Children and the Courts as an office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 64

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-10 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation 7-10.** The Court Operations Special Services Office (COSSO), formerly CPAS, should be an office reporting to the Chief Operating Officer within the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The COSSO manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Court Programs and Services Division to Court Operations Special Services Office, and houses the Court Operations Special Services Office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 78

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-19 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-19.** The Education Division should be an office within the Judicial and Court Operations Services Division, under the direction of the Chief Operating Officer, rather than a stand-alone division. The Education Division/CJER manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Center for Judicial Education and Research (CJER)/Education Division to the Office of Education/CJER, and houses the Office of Education/CJER under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 89

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-25 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-25.** The functions performed by the Finance Division should be placed in the Judicial and Court Administrative Services Division. The Finance Division should be renamed the Fiscal Services Office, reporting to the Chief Administrative Officer. The Fiscal Services Office Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Finance Division to the Fiscal Services Office and houses the Fiscal Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 100

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-43 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-43.** The committee recommends that the functions of this division be placed under a unit titled Information and Technology Services Office, combined with any remaining functions of CCMS. The office should report to the Chief Administrative Officer of the Judicial and Court Administrative Services Division. The IS Manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Information Services Division to the Information and Technology Services Office and houses the Information and Technology Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 106

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-71 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-71.** The Office of General Counsel should be renamed Legal Services Office, consistent with its past designation, and should be a stand-alone office reporting to the Administrative Director of the Courts. The Legal Services Office manager position should be compensated at its current level. The Legal Services Office should not be at the same divisional level as the Judicial and Court Operations Services Division or the Judicial and Court Administrative Services Division. The Chief Counsel, manager of the Legal Services Office, should not be a member of the Executive Leadership Team.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Office of General Counsel to the Legal Services Office. The reporting relationship for Legal Services Office represents a modification from the SEC recommendation as the Judicial Council approved an organizational structure where the Legal Services Office reports to the Chief of Staff with a dotted line relationship to the Administrative Director of the

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Courts rather than a direct report to the Administrative Director of the Courts. This reporting relationship houses all aspects of Judicial Council support under the leadership of the Chief of Staff given that the Legal Services Office is counsel to the Judicial Council and the Chief of Staff is responsible for all activities relating to the Judicial Council and its activities. The compensation of the Chief Counsel will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 123

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-52 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-52.** The Office of Communications should remain in the Executive Office and under the direction of a Chief of Staff. The Office of Communications manager position should be placed at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which continues housing the Office of Communications in the Judicial Council and Trial Court Leadership Services Division under the Chief of Staff effective October 1, 2012. The compensation of the Senior Manager will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 130

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-47 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-47.** TCAS should be made a unit under the Judicial and Court Administrative Services Division, reporting to the Chief Administrative Officer. The TCAS Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of the Trial Court Administrative Services Division to the Trial Court Administrative Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. As a result of the organizational structure change, the Trial Court Administrative Services Office is now led by two Senior Managers. The compensation of the Senior Managers will remain at current levels pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 135

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-64 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-64.** The OCCM should be renamed Office of Court Construction and Facilities Management Services. The functions of this unit should be placed under the Judicial and Court Operations Services Division and reporting to the Chief Operating Officer. The manager of this unit should be compensated at the same level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the recommendation of the SEC in regards to Office of Court Construction and Maintenance (OCCM). The SEC approved an organizational structure that bifurcates OCCM by dividing facilities maintenance and capital construction into two offices under two divisions. Effective October 1, 2012, capital construction activities are now housed under the Judicial Branch Capital Program Office in the Judicial and Court Operations Services Division under the Chief Operating Officer, and real estate and facilities maintenance activities are now housed under the Office of Real Estate and Facilities Management in the Judicial and Court Administrative Services Office under the Chief Administrative Officer. As a result of the organizational structure change, the former OCCM Director is now the Director of the Judicial Branch Capital Program Office and the Office of Real Estate and Facilities Management is led by an Assistant Director. The compensation of the Director and Assistant Director will remain at current levels pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 142




- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-80 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-80.** The Office of Governmental Affairs should be placed in the Executive Office, under the direction of the Chief of Staff. The OGA Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the SEC recommendation as the Judicial Council approved a structure where Office of Governmental Affairs reports directly to the Administrative Director of the Courts

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

rather than the Chief of Staff. This reporting structure supports the vital role and connection of the Administrative Director of the Courts in serving the Chief Justice and the Judicial Council as it relates to representing the branch on legislative and budget activities with the governor and the legislature and assists with facilitating the necessary interaction with other branches of government. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT


DATE	10/5/2012
PREPARED BY	Olivia Lawrence
OFFICE NAME	<u>Trial Court Administrative Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	131
JUDICIAL COUNCIL DIRECTIVE	7-48. E&P recommends that the Judicial Council direct the ADOC that, subject to available resources, trial court use of the Phoenix HR/Payroll functionality should remain optional to individual trial courts.
SEC RECOMMENDATION	The Phoenix Financial System is in place in all 58 superior courts; however, trial court use of the Phoenix HR/Payroll functionality should remain optional to individual trial courts.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
Trial court use of the Phoenix HR/Payroll functionality remains optional to individual courts, subject to available resources. See attachment for further details.	
<div style="border: 1px solid gray; padding: 5px;"><p>Item #131 Attachment.pdf Adobe Acrobat Document 33.7 KB</p></div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	
<div style="border: 1px solid gray; padding: 5px;"> File Attachment</div>	
<input type="checkbox"/> Other:	
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	
<div style="border: 1px solid gray; padding: 5px;"> File Attachment</div>	
TIMELINE AND RESOURCES FOR IMPLEMENTATION	


IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	<input type="text"/>
RESOURCES REQUIRED FOR IMPLEMENTATION	<input type="text"/>

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/>  File Attachment
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<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/>  File Attachment
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<input checked="" type="checkbox"/> SAVINGS	Savings from Phoenix System implementation applies to the courts and would be computed on a case by case basis and may depend on such factors as the size of the court.  File Attachment
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<input checked="" type="checkbox"/> COST	Phoenix System deployment costs have historically been borne by the AOC. See attachment for further information.  Item #131 Attachment Cost.docx Microsoft Office Word Document 471 KB
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<input type="checkbox"/> EFFICIENCIES	<input type="text"/>  File Attachment
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<input type="checkbox"/> SERVICE LEVEL IMPACT	<input type="text"/>  File Attachment
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<input type="checkbox"/> OTHER	<input type="text"/>  File Attachment
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ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. <input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information.
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	Date: 10/5/2012	Date:
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> Please review and return to the ADOC by: <i>{ADOC will insert due date.}</i>
RESPONSE TO ADOC	<input type="text"/> <input type="button" value="File Attachment"/>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: 10/19/2012	
ADDITIONAL REVIEW NOTES:		
<input type="text"/> <input type="button" value="File Attachment"/>		

Status of Phoenix Payroll System Deployment Activity

October 2012

The following is information regarding the status of payroll deployment activity and an identification of the courts that have expressed an interest in having their payroll functions performed by the Phoenix System and the Judicial and Court Administrative Services Division.

Trial court use of the Phoenix Human Resources functionality remains optional to individual courts. However, deployment activities for payroll were suspended after the Phoenix Program suffered severe budget reductions (53%), equal to approximately \$23 M over the course of recent years.

Listed below are courts having expressed some level of interest in being included in future payroll deployments. The lack of funding has prohibited the possibility of an affirmative response from the AOC.

San Diego	Fresno	Monterey
Kern	Merced	Yuba
Alpine	Alameda	Orange
Trinity	San Joaquin	

These expressions of interest were unsolicited by the AOC, and several of the courts have been extremely vocal at either the Trial Court Budget Working Group meetings and/or the Court Executive Advisory Committee (CEAC) meetings. Although the Phoenix Financial System has been deployed to all 58 courts, the Phoenix payroll system has only been deployed to the 7 courts noted below:

Sacramento	Stanislaus	Lake
Siskiyou	Santa Cruz	Riverside
San Bernardino		

The Phoenix Program was approved in a Department of Finance budget change proposal for the 2008–2009 fiscal year. Prior to the budget reductions, the overall program envisioned deploying all of this functionality to the trial courts over a 5-year period with an authorized budget of \$43 M over this time span. The downturn of the economy resulted in almost immediate budget reductions, eventually culminating into a reduction of nearly \$23 M as noted above. These budget reductions have suspended the program’s ability to provide an “enterprise resource program” as originally envisioned for the benefit of the courts.

The AOC’s goal is to provide a uniform process of financial management and human resources services to all of the trial courts in California. It is significant to note that if the fully integrated solution comes to fruition, the current and constant need to do a multitude of manual surveys

with the trial courts would be virtually eliminated. The information would largely be captured in the Phoenix System and would enhance the courts' ability to manage and direct their resources.

Of further interest is that the executive branch *payroll* project, called the 21st Century Project, being implemented by the State Controller's Office is on the same SAP platform as the Phoenix System. It may make good business sense to explore bringing the Supreme Court, Appellate Courts, Habeas Corpus Resource Center, and the Administrative Office of the Courts onto the Phoenix System to furnish the judicial branch its own integrated system, rather than have it be a small player in the executive branch system that has yet to be proven.

Below is a representation of the current payroll scope of services and benefits of the Phoenix HR System, as well as additional requested "human capital management" functionality that courts have expressed a desire to obtain. They have also expressed an interest in acquiring additional financial functionality such as asset accounting, inventory management, and travel management.

Current Phoenix HR/Payroll Scope of Services

- Organizational Management
 - Used to maintain organizational hierarchy
 - Includes Org Units, Positions, Job Classes, Compensation Structure
 - Basis of reporting relationships and workflow
- Personnel Administration
 - Used to maintain employee master data
 - All details required to support Personnel and Payroll Administration
- Time Management
 - Used to record, evaluation, transfer time records
 - Used to manage leave accruals
- Benefits Administration
 - Used to maintain employee/dependent health and welfare plans and associated costs
- Employee Self-Service
 - Allows employees access to maintain time records and limited master data
 - View Pay Statements
 - Update Timesheet
 - Update Bank Details
 - Update Dependents/last paycheck and beneficiary declaration
 - On-line Benefit Enrollment
- Manager Self-Service
 - Approve timesheet and absence request through automated workflow
 - View attendance records, leave balances, organizational data for employees
 - View other HR/Organizational reports for subordinates
- Payroll
 - Used to process payroll from gross to net and post to General Ledger (GL)

- Prepare and process retirement system contributions
- Complete payroll benefit reconciliations
- Prepare and process payroll vendor payments

Benefits

- Fully Integrated HCM/Finance System
 - Automatic real-time postings to Phoenix GL
 - Ability to easily code time worked to Projects for accounting
 - Automated interfaces to benefit providers
 - All judicial branch Data in one system
 - Reduced cost/effort to support similar/redundant solutions
 - Leverage existing best-practice processes
 - Flexible real-time reporting and analysis
- Mature Support Model
 - Super-user strategy
 - Communication strategy
 - Change control
- Proven Deployment Strategy
- Attention to Local and Branch requirements (especially as compared to external third parties, other state projects, or county legacy systems)

Other Requested Phoenix HR/Payroll Services

- Budget preparation including Personnel Cost Planning
- Talent Management
 - Performance Management
 - Learning Management Solution (Training Enrollment and Requirements Tracking)
- Miscellaneous improvements to Self-Service functionality

Deployment Requests



- Eleven (11) courts have expressed unsolicited interest
- Costs based on 2008 deployment contract:
 - Large.....\$882,106
 - Medium.....\$384,919
 - Semi-Small..\$111,424
 - Small.....\$141,137
- Recent draft proposals* for deployment requests:
 - Fresno.....\$828,000
 - Alpine.....\$ 80,000

Court	Size Category (FTE)
Alameda	Large
Yuba	Semi-small
Alpine	Small
Merced	Semi-small
San Diego	Large
Monterey	Medium
Fresno	Medium
Kern	Medium
Orange	Large
Trinity	Small
San Joaquin	Medium

*Draft proposals represent informal discussion of specific court deployment and departure from normal deployment strategy at Courts' request during no-deployment period. For example, a solution outside of Phoenix was implemented for Alpine. Note: The AOC has historically borne all deployment costs; several courts have raised the possibility of sharing the deployment cost.

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/1/2012
PREPARED BY	Olivia Lawrence
OFFICE NAME	<u>Trial Court Administrative Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	134
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts that the Trial Court Administrative Services division should continue to provide clear service-level agreements with respect to services provided to the courts.
SEC RECOMMENDATION	TCAS should continue to provide clear service-level agreements with respect to services provided to the courts.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>TCAS continues to provide clear service-level agreements (SLAs) with respect to services provided to the courts. An SLA is an agreement reached between the AOC and a court regarding the provision of certain services provided to the court related to the implementation and maintenance of the Phoenix System. These agreements, entered into by the Phoenix Program Director and a court's CEO, originated in 2007 and continue to outline the responsibilities of both parties. (The Phoenix HR and FI SLAs, and the corresponding agreements, are attached for review.)</p>	
<div data-bbox="207 1417 527 1648"><p>SLA FI Agreement July 2007.pdf Adobe Acrobat Document 18.5 KB</p></div>	
<div data-bbox="207 1675 527 1879"><p>October 2008 FI SLA.pdf Adobe Acrobat Document 92.3 KB</p></div>	



SLA HR Agreement
January 2008.pdf
Adobe Acrobat Document
24.8 KB



Phoenix Final HR SLAs
April 2010.pdf
Adobe Acrobat Document
66.0 KB

This directive is forwarded to the Judicial Council with options for consideration:

File Attachment

Other:

File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION


IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Implemented in 2007
RESOURCES REQUIRED FOR IMPLEMENTATION	N/A

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input checked="" type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	There have been no requested modifications since its full implementation. File Attachment
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	File Attachment
	<input type="text"/>

<input type="checkbox"/> SAVINGS	 File Attachment
<input type="checkbox"/> COST	 File Attachment
<input checked="" type="checkbox"/> EFFICIENCIES	Expectations have always been met as outlined in the SLAs.  File Attachment
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	See above.  File Attachment
<input type="checkbox"/> OTHER	 File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> .
RESPONSE TO ADOC	 File Attachment	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date:	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: by Date:

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW	Executive and Planning Review Date: 10/19/2012
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ADDITIONAL REVIEW NOTES:

 File Attachment

**SERVICE LEVEL AGREEMENT BETWEEN
THE JUDICIAL COUNCIL OF CALIFORNIA,
ADMINISTRATIVE OFFICE OF THE COURTS AND
THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF «COURT»
FOR THE PROVISION OF
PHOENIX FINANCIAL SERVICES**

I. PURPOSE

This service level agreement (“Agreement”) including its attached schedule outlines the understanding between the Judicial Council of California, Administrative Office of the Courts (AOC) and the Superior Court of California, County of «Court» (Court) related to the provision of certain services to the Court relating to the Phoenix Financial system to be implemented for the Court.

This agreement shall be effective as of July 1, 2007 (“Effective Date”).

II. PARTIES

The signatories to this agreement are Ms. Jody Patel, Regional Administrative Director, as the authorized signatory for the AOC and «CEO», the Court Executive Officer of the Superior Court of California, County of «Court», as the authorized signatory for the Court.

III. BACKGROUND

Since the implementation of the Trial Court Funding Act of 1997 (Assembly Bill 233; Stats. 1997, ch. 850), which transferred funding responsibility for the Superior Courts from the individual counties to the State of California, the branch has focused on coordinating and integrating its administrative functions and improving the technology that supports court operations. Based on those goals the technology infrastructure project “Phoenix Financials” is currently being deployed statewide to all courts to provide centralized financial management that allows for more uniform, consistent, and cost-effective administration of trial court operations.

IV. SERVICES DESCRIPTION

Phoenix Financials is a centralized financial management system that currently provides the following areas of services (“Services”) to courts once they have been implemented on Phoenix Financials:

1. General Services
2. Accounts Payable Services
3. General Ledger, Analysis and Reporting Services
4. Trust and Treasury Services

5. Procurement Services.

The AOC shall provide the Court the services listed above at the service levels identified in the attached standardized *Service Level Agreement Schedule* (SLA Schedule) document.

«SLA_Comments»

V. RESPONSIBILITIES

The AOC shall provide the services at the levels specified to the Court as defined in the SLA Schedule. The Court shall allocate the resources and perform the responsibilities set forth in the SLA Schedule. Responsibilities outlined in the SLA Schedule, for both the Court and the AOC, are limited only to modules and/or functionality that the Court has implemented.

VI. NOTICES

Any formal notice or communication required to be sent to a party pursuant to this agreement shall be sent in writing by First-Class U.S. Mail or commercial express mail to the street address of the Authorized Signatory of the party, which notice shall be effective upon date of receipt. Routine exchange of information regarding the Services may be conducted by email or fax.

The Court Authorized Signatory is

«CEO»
Court Executive Officer
Superior Court of California, County of «Court»
«Address»
«City», CA «Zip_Code»
Voice «Phone»
Fax «Fax»
Email «Email»

The AOC Authorized Signatory is

Ms. Jody Patel
Regional Administrative Director
Administrative Office of the Courts
2880 Gateway Oaks Drive, Suite 300
Sacramento, CA 95833-3509
Voice (916) 263-1333
Fax (916) 263-1966
Email jody.patel@jud.ca.gov

VII. EFFECTIVE DATE

July 1, 2007.

The services to the Court will continue to automatically renew on its anniversary date until the parties agree to any modification or changes to this agreement.

VIII. QUALITY ASSURANCE

If the AOC fails to perform any of the service levels under this Agreement based upon a commercially reasonable standard of care, the AOC shall within 30 days of receipt of notice from the Court to develop and implement a Corrective Action Plan and report such plan to the Court. If the Corrective Action Plan fails to materially resolve the problem within a reasonable time (not less than 60 days) after implementation, the Court may escalate resolution of the problem by requesting a resolution meeting between the Court CEO and the Project Director over the Phoenix Project. If the issues(s) are not resolved at that meeting, the Court CEO can request a resolution meeting with the Chief Deputy Director, Administrative Office of the Courts. This procedure shall be the Court’s sole and exclusive remedy in connection with any failure of the AOC to meet the service levels contained in this Agreement.

IX. SIGNATURE AUTHORITY

The individuals signing this Service Level Agreement on behalf of the AOC and the Court certify that they are authorized to do so.

I have read the entire agreement and agree to its terms and conditions.

Administrative Office of the Courts
Authorized Signature
by

Name: Jody Patel
Title: Regional Administrative Director, AOC

Superior Court of California,
County of «Court»
Authorized Signature
by

Name: «CEO»
Title: Court Executive Officer, Superior
Court of California, County of «Court»

Date _____

Date _____

Phoenix Financials

Service Level Agreement (October 2008)

<i>Category Definition</i>	<i>Requirements by Court to Meet Timelines*</i>	<i>Shared Services Center Maximum Turnaround Times</i>
<u>General Services</u>		
<ul style="list-style-type: none"> ● Respond to calls/questions from the court. 	N/A	Same day
<ul style="list-style-type: none"> ● Establish new/change vendor on SAP system. 	Provide complete and signed vendor form, or change of vendor form.	2 Business Days (A Business Day is Monday through Friday, excluding court and banking holidays. The counting of Business Days starts the subsequent Business Day after the court meets its requirements, unless it is stated as "same" Business Day, then counting begins on the same day requirements are met by the court). Any fax received by noon would be processed in the afternoon and any fax received in the afternoon would be processed the next day.
<ul style="list-style-type: none"> ● Establish new/change customer on SAP system. 	Provide complete and signed customer form, or change of customer form.	2 Business Days.
<ul style="list-style-type: none"> ● Consult with court on accounting issues, guidelines and recommendations, troubleshooting. 	N/A	Same day.
<ul style="list-style-type: none"> ● Second level response to issues and/or areas of concern. 	N/A	Any issue not adequately resolved by Phoenix staff will be given to Phoenix Senior Manager for 24 hour expedited resolution. Issues or emergencies may also be elevated to the level of the Assistant Regional Director or Regional Director as necessary.

Phoenix Financials

Service Level Agreement (October 2008)

<i>Category Definition</i>	<i>Requirements by Court to Meet Timelines*</i>	<i>Shared Services Center Maximum Turnaround Times</i>
<p><u>Accounts Payable Services</u></p> <ul style="list-style-type: none"> Phoenix processes AP on behalf of Court: Including direct invoices, travel expense claims, PO payments, jury payments, benefit payments, and ACH payments. Note: Direct invoices for this purpose is the same as trade payable payments, which are short term liabilities made to commercial entities, where there is no purchase order issued, and the terms are driven by custom and common industry usage, usually 30 days. It should be noted that in trade payables the services are usually rendered and the customer is billed after the fact, e.g. electric bill, while with a Purchase Order the PO represents written authorization requesting a vendor to furnish goods to the purchaser). The primary difference between Phoenix processing payments versus courts which are self-initiated and therefore processing their own payments is the data entry of approved payments into the accounting system. There are various other aspects, such as segregation of duties and internal controls that this area touches and concerns. 	<p>Ensure payment documents exist in accordance with existing procedures that correct vendor data has been established, and PO exists with adequate funds.</p>	<p>10 Business Days.</p>

Phoenix Financials

Service Level Agreement (October 2008)

<i>Category Definition</i>	<i>Requirements by Court to Meet Timelines*</i>	<i>Shared Services Center Maximum Turnaround Times</i>
<ul style="list-style-type: none"> Self-Initiated AP Courts that post payment documents and Jury Payments directly. Documents posted for payment, which are currently due, before 2:00 PM will generate a payment to be dispatched the next Business Day (i.e. Monday posting before 2:00 PM, will generate check that is mailed on Tuesday). Postings of payments documents, which are currently due, after 2:00 PM will generate a payment to be dispatched within two subsequent Business Days from the posting date (i.e. Monday posting after 2:00 PM, will generate payment that is dispatched on Wednesday). Please note dispatched refers to sending the payment, not the time accrued in the mail or on the side of the vendor to receipt and post the payment. 	<p>Ensure proper payment documents exist in accordance with existing procedures, and correct vendor data has already been established, and PO exists with adequate funds.</p>	<p>1 Business Day (before 2:00 PM).</p> <p>2 Business Days (after 2:00 PM). (This should be expanded to include processing and mailing; and also using FedEx when requested by the court). Courts should recognize dispatched means mailed since we cannot control USPS deliveries.</p>
<ul style="list-style-type: none"> Emergency Payments: Payment documents posted after 2:00 PM that need to be expedited for the same or next day dispatch require Court CFO or PJ approval (i.e. Monday posted document at 2:30 PM will generate a check that is dispatched the same day). 	<p>Court CFO or CEO (or designee) request via email Emergency Payment or Rush Trust Disbursement to Phoenix Senior Manager for approval. Emergency payments will be made only for bona fide emergencies and where payment documents exist in accordance with existing procedures, and correct vendor data has been established, and PO exists with adequate funds. For an emergency to be “bona fide” it must be an unplanned event or occurrence that would significantly hinder court operations and/or make the court liable to significant liability if no action was taken. The interpretation of “bona fide” will be left to Court management to decide what an emergency is.</p>	<p>Same or next Business Day, based upon request.</p>

Phoenix Financials

Service Level Agreement (October 2008)

<i>Category Definition</i>	<i>Requirements by Court to Meet Timelines*</i>	<i>Shared Services Center Maximum Turnaround Times</i>
<ul style="list-style-type: none"> ● Process 1099's (1099-MISC Forms). ● Process EDD Independent Contractor Reporting (DE542). 	<p>The Court has the best knowledge as to what an emergency is.</p> <p>Liabe court payment transactions have been properly marked liabe throughout the calendar year, and court vendor data is accurate.</p> <p>Reportable court payment transactions have been properly marked reportable throughout the calendar year, and court vendor data is accurate.</p>	<p>Jan. 31, based on calendar year.</p> <p>Within twenty (20) calendar days of either making payments of \$600 or more OR entering into a contract for \$600 or more with a contractor in any calendar year, whichever is earlier.</p>

Phoenix Financials

Service Level Agreement (October 2008)

<i>Category Definition</i>	<i>Requirements by Court to Meet Timelines*</i>	<i>Shared Services Center Maximum Turnaround Times</i>
<p><u>General Ledger, Analysis and Reporting</u></p> <ul style="list-style-type: none"> • Prepare Bank Reconciliations for Bank of America Operations, Trust, Distribution and UCF bank accounts. • Post AOC Monthly Allocations • Prepares the Comprehensive Annual Financial Report to the State Controller's Office. • Post Journal Entries submitted by court for reclassification or adjusting entries. • Review and upload annual budget on courts behalf. • Process Budget Modifications 	<p>Clear any reconciling items within 30 days of receiving notification of reconciling item.</p> <p>Approve journal entry within 3 days from receiving notification.</p> <p>Certify CAFR workbook and return to PSSC by the established due date each fiscal year.</p> <p>Journal entries must be received within one day of month closing to be posted in that month.</p> <p>Court must review and certify annual budget 15 days after budget has been uploaded</p> <p>Request can be given at any time but all modifications must be received within 30 days prior to the fiscal year end.</p>	<p>Prepare within 7 Business Days after month-end close.</p> <p>Post journal entry within 5 Business Days of bank transaction.</p> <p>Prepare and compile the CAFR reports on behalf of the courts and provide instructions and worksheets for court responsible reports as identified each fiscal year in the CAFR instructions.</p> <p>3 Business Days and within appropriate fiscal month</p> <p>Process annual budget within 20 days after final review from AOC Budget.</p> <p>5 Business Days after review by AOC staff.</p>

Phoenix Financials

Service Level Agreement (October 2008)

<i>Category Definition</i>	<i>Requirements by Court to Meet Timelines*</i>	<i>Shared Services Center Maximum Turnaround Times</i>
<p><u>Trust and Treasury Services</u></p>		
<p><u>Trust Services</u></p>		
<ul style="list-style-type: none"> ● Process Trust disbursements on behalf of the Court from receipt of certified disbursement template to check generation and mailing. 	<p>Provide correctly completed disbursement template and certification form to Phoenix via email or facsimile. Templates and certifications sent via e-mail must be sent by an authorized Disbursement Approver. Note: Disbursement Approver is defined as court personnel that is on the approved Authorized Court Disbursement Signers List and has been given proper authorization to approve such payments.</p>	<p>10 Business Days.</p>
<ul style="list-style-type: none"> ● Self-Initiated Trust disbursements. 	<p>Properly parked and posted payment documents exist in accordance with existing procedures.</p>	<p>1 Business Day (before 2:00 PM). 2 Business Days (after 2:00 PM).</p>
<ul style="list-style-type: none"> ● Trust Disbursements with Interest from receipt of certified disbursement template to check generation and mailing. 	<p>Provide correctly completed disbursement templates and certification forms to Phoenix via email or facsimile. Templates and certifications sent via email must be sent by an authorized Disbursement Approver. A Payee Data Record must also be provided if vendor not previously set up.</p>	<p>10 Business Days.</p>
<ul style="list-style-type: none"> ● Emergency or Rush Trust Disbursements: Disbursement documents posted after 2:00 PM that need to be expedited for the same or next day dispatch require Court CFO or PJ approval (i.e. Monday posted document at 2:30 PM will generate a check that is dispatched the same day). 	<p>Court CFO or CEO (or designee) request via email Emergency or Rush Trust Disbursement to Phoenix Senior Manager for approval. Emergency payments will be made only for bona fide emergencies and where payment documents exist in accordance with existing procedures, and correct vendor data has been established.</p>	<p>Same or next Business Day, based upon request.</p>
<ul style="list-style-type: none"> ● Process interest 1099's (1099-INT Forms). 	<p>Payee Data Records have been provided as requested.</p>	<p>Jan. 31, based on prior calendar year.</p>

Phoenix Financials

Service Level Agreement (October 2008)

<i>Category Definition</i>	<i>Requirements by Court to Meet Timelines*</i>	<i>Shared Services Center Maximum Turnaround Times</i>
<ul style="list-style-type: none"> ● Process court Trust deposits to the court BofA trust account and confirm with bank. ● Clear self-initiated Trust deposits from cash-in-transit account to cash account for centralized bank accounts. 	<p>Provide correctly completed deposit template to Phoenix via email or facsimile.</p> <p>Properly parked and posted deposit documents have been posted to the cash-in-transit account and deposit has been credited to bank account per the daily bank balance reporting.</p>	<p>5 Business Days.</p> <p>3 Business Days.</p>
<i>Treasury Services</i>		
<ul style="list-style-type: none"> ● Process court operating deposits to the court BofA operating account and confirm with the bank. 	<p>Correctly completed deposit template has been provided to Phoenix via email or facsimile.</p>	<p>5 Business Days.</p>
<ul style="list-style-type: none"> ● Posting of monthly interest allocations for Centralized bank accounts (Trust, Operations, Distribution and UCF accounts). 	<p>N/A</p>	<p>The 5th business day after month-end close.</p>
<ul style="list-style-type: none"> ● Processing of electronic funds transfers including Federal wire transfers, book transfers and manual ACH transactions via Bank of America Direct. 	<p>Provides correctly completed electronic funds transfer (EFT) form.</p>	<p>1 Business Day (Next Business Day if delivered before 4:00pm of prior Business Day).</p>
<ul style="list-style-type: none"> ● Posting of electronic funds transfers. 	<p>Provides correctly completed electronic funds transfer (EFT) form also indicating correct value date.</p>	<p>3 Business Days.</p>
<ul style="list-style-type: none"> ● Clear self-initiated deposits from cash-in-transit account to cash account for centralized bank accounts. 	<p>Properly parked and posted deposit documents have been posted to the cash-in-transit account and deposit has been credited to bank account per the daily bank balance reporting.</p>	<p>3 Business Days.</p>
<ul style="list-style-type: none"> ● Process vendor abatements. 	<p>The correctly completed deposit template has been provided to Phoenix via email or facsimile.</p>	<p>5 Business Days.</p>
<ul style="list-style-type: none"> ● Provide Daily Cash Report Note: Contingent on Bank systems & Holiday schedules. 	<p>N/A</p>	<p>1 Business Day (Daily for prior Business Day).</p>

Phoenix Financials

Service Level Agreement (October 2008)

<i>Category Definition</i>	<i>Requirements by Court to Meet Timelines*</i>	<i>Shared Services Center Maximum Turnaround Times</i>
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Phoenix Financials

Service Level Agreement (October 2008)

<i>Category Definition</i>	<i>Requirements by Court to Meet Timelines*</i>	<i>Shared Services Center Maximum Turnaround Times</i>
<p><u>Procurement Services</u></p> <p>At the court's request:</p> <ul style="list-style-type: none"> ● Solicit bids for Courts (as requested). ● Contract assistance, including review, drafting, and negotiating. ● Create purchase orders for Virtual Buyers Courts. ● Resolution of CARS MM technical issues. ● Review and release purchase orders over \$10,000.00. 	<p>Court responsibilities: provide AOC with Scope of Work, suggested bidder list, evaluation criteria and desired project completion date.</p> <p>Court responsibilities: provide AOC with contract and all related documents and vendor contact information.</p> <p>Court responsibilities: provide AOC with copy of complete and authorized purchase requisition.</p> <p>Court responsibilities: provide complete description and information related to technical problem.</p> <p>Court responsibilities: purchase order must be created from an approved purchase requisition and have followed the basic input requirements.</p> <p>*In order to keep all financial records in accordance with California budgetary requirements, GAAP, and other provisions required by Federal grants or other agreements, material financial information not provided by courts administration to accomplish this end will be requested directly from the courts CEO/CFO. Any penalties and fines incurred by the AOC related to incorrect or incomplete financial data may be passed directly to the court responsible.</p>	<p>An estimated timeline for the solicitation will be provided within 3 days.</p> <p>2 Business Days-3 weeks (depending on complexity of and availability of court personnel). Does not include time for OGC review, if required.</p> <p>1-2 Business Days.</p> <p>1 Business Day to respond.</p> <p>1-2 Business Days. This process is dependent on court staffing and therefore does not apply to all courts.</p>

**AGREEMENT BETWEEN
THE JUDICIAL COUNCIL OF CALIFORNIA,
ADMINISTRATIVE OFFICE OF THE COURTS AND
THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF «COURT»
FOR THE PROVISION OF**

PHOENIX HUMAN RESOURCES AND PAYROLL SERVICES

I. PURPOSE

This agreement (“Agreement”) including its schedule and attachments outlines the understanding between the Judicial Council of California, Administrative Office of the Courts (AOC) and the Superior Court of California, County of «Court» (Court) related to the provision of certain services to the Court relating to the Phoenix Human Resources and Payroll system implemented for the Court.

This agreement shall be effective as of «Effective_Date» (“Effective Date”).

II. PARTIES

The signatories to this agreement are Ms. Jody Patel, Regional Administrative Director, as the authorized signatory for the AOC and «CEO», the Court Executive Officer of the Superior Court of California, County of «Court», as the authorized signatory for the Court.

III. BACKGROUND

Since the implementation of the Trial Court Funding Act of 1997 (Assembly Bill 233; Stats. 1997, ch. 850), which transferred funding responsibility for the Superior Courts from the individual counties to the State of California, the branch has focused on coordinating and integrating its administrative functions and improving the technology that supports court operations. Based on those goals the technology infrastructure project “Phoenix Human Resources” is currently being deployed statewide to all courts to provide centralized human resources administration and payroll processing that allows for more uniform, consistent, and cost-effective administration of trial court operations.

IV. SERVICES DESCRIPTION

Phoenix Human Resources is a centralized human resources management system that currently provides the following areas of services (“Services”) to courts once they have been implemented on Phoenix Human Resources:

- Human Resources Data Administration
- Payroll Processing Services
- Payroll Tax Administration

- Training and Events
- ESS (Employee Self Service)
- MSS (Manager Self Service)

The AOC may provide the Court the services listed above at the service levels identified in the attached standardized *Service Level Agreement Schedule* (SLA Schedule) document.

V. RESPONSIBILITIES

The AOC may provide the services at the levels specified to the Court as defined in the SLA Schedule. The Court shall allocate the resources and perform the responsibilities set forth in the SLA. Responsibilities outlined in the SLA Schedule, for both the Court and the AOC, are based only to modules and/or functionality that the Court has implemented.

VI. NOTICES

Any formal notice or communication required to be sent to a party pursuant to this agreement shall be sent in writing by First-Class U.S. Mail or commercial express mail to the street address of the Authorized Signatory of the party, which notice shall be effective upon date of receipt. Routine exchange of information regarding the Services may be conducted by email or fax.

The Court Authorized Signatory is

«CEO»
Court Executive Officer
Superior Court of California, County of «Court»
«Address»
«City», CA «Zip_Code»
Voice «Phone»
Fax «Fax»
Email «Email»

The AOC Authorized Signatory is

Ms. Jody Patel
Regional Administrative Director
Administrative Office of the Courts
2880 Gateway Oaks Drive, Suite 300
Sacramento, CA 95833-3509
Voice (916) 263-1333
Fax (916) 263-1966
Email jody.patel@jud.ca.gov

VII. EFFECTIVE DATE

The Services provided will commence «Effective_Date». The services to the Court will continue to automatically renew on its anniversary date until the parties agree to any modification or changes to this agreement.

VIII. QUALITY ASSURANCE

If the AOC fails to perform any of the service levels under this Agreement based upon a commercially reasonable standard of care, the AOC shall within 30 days of receipt of notice from the Court to develop and implement a Corrective Action Plan and report such plan to the Court. If the Corrective Action Plan fails to materially resolve the problem within a reasonable time (not less than 60 days) after implementation, the Court may escalate resolution of the problem by requesting a resolution meeting between the Court CEO and the Project Director over the Phoenix Project. If the issues(s) are not resolved at that meeting, the Court CEO can request a resolution meeting with the Chief Deputy Director, Administrative Office of the Courts. This procedure shall be the Court's sole and exclusive remedy in connection with any failure of the AOC to meet the service levels contained in this Agreement.

IX. SIGNATURE AUTHORITY

The individuals signing this MOU on behalf of the AOC and the Court certify that they are authorized to do so.

I have read the entire agreement and agree to its terms and conditions.

Administrative Office of the Courts
Authorized Signature

Superior Court of California, County of «Court»
Authorized Signature

by

by

Name: Jody Patel
Title: Regional Administrative Director,
AOC

Name: «CEO»
Title: Court Executive Officer, Superior
Court of California, County of «Court»

Date _____

Date _____

DRAFT
Phoenix Human Resources/Payroll
Service Level Agreement (April 2010)

<i>Category Definition</i>	<i>Requirements by Court to Meet Timelines*</i> <i>N/A No Court Responsibility</i>	<i>TCAS Maximum Response/ Resolution Timeline*</i> <i>N/A No TCAS Responsibility</i>
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<u>General Services</u>		
Respond to calls/questions from the court	N/A	Same day
Consult with court on human resources/payroll issues, guidelines and recommendations, troubleshooting.	N/A	Same day
Second level response to issues and/or areas of concern	N/A	Any issue not adequately resolved by Phoenix staff may be given to Phoenix Supervisor of HR Payroll for 16 hour expedited resolution or if financial related Supervisor of FI Payroll. Issues may also be elevated to the level of the Senior Manager over FI and HR Payroll SSC or the Director of TCAS as necessary.
Changes to existing applications	Provide requirements of the changes on the Support Request Form	Issue will be opened within one working date of receipt of form. Monthly reports of open items will be submitted to court contact. Requestor will be updated when issue closed.
Establishment of new applications	Provide requirements on a Support Request Form	Issue will be opened within one working date of receipt of form. Monthly reports of open items will be submitted to court contact. Requestor will be updated when issue closed.
<u>Master Data Administration</u>		
New, changes and delimiting of employee Master Data including: bank details, tax data, personal data, communications, basic pay, planned working time, organizational assignment, addresses, date specifications, recurring payments/deductions, any other relevant data as determined.	Process up to 5 business days prior to payment date	N/A
ASA (Advance Step Adjustment) Processing	Properly update Master Data 5 business days prior to payment date	N/A

Business Day is defined as Monday through Friday and adjusted for Court/Banking holidays. The counting of Business Days starts the subsequent Business Day after the court meets its requirements, unless it is stated as "same day", then counting begins on the same day requirements are met by the court.

All data/time entries should be submitted or processed as soon as available, submissions and processing should not be "held".

*Based on normal payroll processing activities, Timeline and response time may be adjusted for extraordinary processing e.g.; reorg of Court, MOU compliance etc. Also, all activities will follow established processes and procedures.

DRAFT
Phoenix Human Resources/Payroll
Service Level Agreement (April 2010)

<i>Category Definition</i>	<i>Requirements by Court to Meet Timelines*</i> <i>N/A No Court Responsibility</i>	<i>TCAS Maximum Response/ Resolution Timeline*</i> <i>N/A No TCAS Responsibility</i>
Compensation (Advance Step/Level)	Update Master Data 5 business days prior to payment date	N/A
EEOC Reporting	Review and update records by 8/31. Court will submit the final report to the EEOC	Court will be provided with report <u>prior</u> to submittal for review and approval. No later than deadline established by government entity
<u>Employee Action Processing</u>		
Actions not resulting in Off-Cycle request including: direct hire, rehire, transfer, change in pay, leave of absence, return from leave of absence, promotion/demotion, organizational change, reclassification, benefit status, personal data change, 30 yr. retirement cutoff.	Process up to 5 business days prior to payment date	N/A
Termination	As required by labor law; Submit Off-Cycle Request (OCR) form by 11:00am	Same day OCR form is received
Retirement	Up to 2 business days prior to retirement date; Submit Off-Cycle Request form by 11:00am by day check is needed	Same day OCR form is received
FMLA Workbench	10 business days following payment date	N/A
<u>Organizational Administration</u>		
New, changes and delimiting of Master Data changes to organizational objects including; reclassifications, organizational unit, job class, and position.	Submit completed Organizational Action Request (OAR)) form	5 business days from receipt of OAR form
Reorganization of Court organizational structure	Submit completed OAR form and supporting documentation	20 business days from receipt of OAR form

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Phoenix Human Resources/Payroll
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COLA and/or ASA pay structure changes	Submit completed OAR form and supporting documentation	20 business days from receipt of OAR form
<u>Benefits Administration</u>		
Maintain employee elections including: health, insurance and savings.	Process up to 5 business days prior to payment date	N/A
New Hire Enrollment	Process within 30 calendar days of date of hire	N/A
Benefit Invoice Validation	Court will complete a comparison of employee master data to vendor invoice within 15 business days of receiving the billing and prior to payment	N/A
Benefit Reconciliation review and resolution	For courts that complete a monthly reconciliation themselves, the reconciliation should be completed within 15 days after the generation of the last payroll of the month Resolution of reconciliation variances should be initiated within 30 calendar days of completion or receipt of the benefit reconciliation	Complete a monthly reconciliation after the generation of the last payroll of the month and submit to court for resolution within 15 business days
Benefits Plan Maintenance	Provide requirements and/or contribution changes on the Support Request Form	30 business days from receipt of requirements
Establishment of new benefit plan	Provide requirements on a Support Request Form: plan type, eligible employee group(s), employee/employer contribution, wage type request	45 business days from receipt of requirements
<u>Time Administration</u>		
ESS Time Administration	Daily with all time entered no later than 4:00 pm 5 business days prior to payment date	N/A
MSS Time Administration	Daily with all time approved no later than 4:00 pm 5 business days prior to payment date	N/A

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Phoenix Human Resources/Payroll
Service Level Agreement (April 2010)

<i>Category Definition</i>	<i>Requirements by Court to Meet Timelines*</i> <i>N/A No Court Responsibility</i>	<i>TCAS Maximum Response/ Resolution Timeline*</i> <i>N/A No TCAS Responsibility</i>
Time Transfer	N/A	During the payroll process and nightly
Time Evaluation Processing	Run Time Evaluation and verify payroll results immediately after inputting all corrections	During the payroll process and nightly
Time Correction	Process up to 5 business days prior to payment date	N/A
Time Quota Corrections	Process up to 5 business days prior to payment date	N/A
Leave Payouts	Up to 5 business days prior to payment date; Court will process all instances under 20 employees manually For instances of 20 employees or more, court will prepare upload template to be processed by SSC	Process 20 or more leave payouts upon request from the court All leave payouts will be processed prior to payment date.
<u>Payroll Administration</u>		
Leave Integration including: Workers Compensation and Disability	Process up to 5 business days prior to payment date	N/A
Garnishment	Submit documentation to HR SSC within 1 business day of receipt of garnishment order	Within the required timeframe of the garnishment order
One Time/Recurring Payments/Deductions	Process up to 5 business days prior to payment date	N/A
Payroll Check Stop Payment & Replacement	Submit Stop Payment & Replacement Form to HR SSC same day as requested from the court	FI PY SSC will process immediately from the date of receipt. Bank turnaround may take up to 48 hours
Revolving Fund Checks	Setup Master Data to off-set Court FI Revolving Fund Check. Complete the OCR form and submit to HR SSC same day upon issuances of revolving fund check.	Same day, if received by 11:00 am.

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All data/time entries should be submitted or processed as soon as available, submissions and processing should not be "held".

*Based on normal payroll processing activities, Timeline and response time may be adjusted for extraordinary processing e.g.; reorg of Court, MOU compliance etc. Also, all activities will follow established processes and procedures.

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Phoenix Human Resources/Payroll
Service Level Agreement (April 2010)

<i>Category Definition</i>	<i>Requirements by Court to Meet Timelines*</i> <i>N/A No Court Responsibility</i>	<i>TCAS Maximum Response/ Resolution Timeline*</i> <i>N/A No TCAS Responsibility</i>
Claims Administration	All claims must be cleared before finalizing payroll. Collections through an A/R needs to be established 5 business days after the finalized payroll period	N/A
Deceased EE Processing	Notify HR SSC within 2 business days; Submit Vendor request information for FI and Submit Off-Cycle Request form by 11:00am the day check is needed	HR SSC shall process the OCR form once the vendor request has been completed in the Phoenix system by the day the check is needed.
Payroll Processing		
Time Pre-Processing Validation	5:00pm 5 business days prior to payment date	N/A
Compensation and Final Pre-Processing Validation	5:00pm 4 business days prior to payment date	N/A
Payroll Processing	N/A	3 business days prior to payment date
Direct Deposit Processing	N/A	3 business days prior to payment date
Off-Cycle Request	Submit Off-Cycle request by 11:00am	Same day OCR form is received by 11:00am
Special Payment	Submit Off Cycle Request Form to HR SSC including; payment type, wage type request form (if applicable), employee group	No more than 30 business days from receipt of request
Payroll HR Reconciliations	N/A	457 – by pay day Retirement - 7 business days after payroll finalized
Payroll FI Reconciliations	Submit Support Request within five (5) business days of receiving the payroll posting reconciliation, when appropriate.	After each payroll (regular or off cycle), complete a payroll posting reconciliation and submit to court within two (2) business days
Tax Deposits	N/A	No later than deadline established by government entity
New Hire Reporting	N/A	No later than deadline established by government entity

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All data/time entries should be submitted or processed as soon as available, submissions and processing should not be "held".

*Based on normal payroll processing activities, Timeline and response time may be adjusted for extraordinary processing e.g.; reorg of Court, MOU compliance etc. Also, all activities will follow established processes and procedures.

DRAFT
Phoenix Human Resources/Payroll
Service Level Agreement (April 2010)

<i>Category Definition</i>	<i>Requirements by Court to Meet Timelines*</i> <i>N/A No Court Responsibility</i>	<i>TCAS Maximum Response/ Resolution Timeline*</i> <i>N/A No TCAS Responsibility</i>
Regular Payroll Distribution	N/A	Print and distribute two (2) business days prior to payment date
Posting to GL	N/A	No later than payment date
Quarter-End Filings	N/A	Court will be provided with a copy of filings once submitted. Filings will be sent to the appropriate authority no later than deadline established by the government entity
W-2 Reconciliation and Distribution	Court will review and respond to report within 10 business days of receipt from SSC.	Court will be provided with report for review and approval <u>prior</u> to submittal to the appropriate authority and no later than deadline established by government entity
Year-End Filings	N/A	Court will be provided with a copy of filings once submitted. Filings will be sent to the appropriate entity no later than deadline established by the government entity

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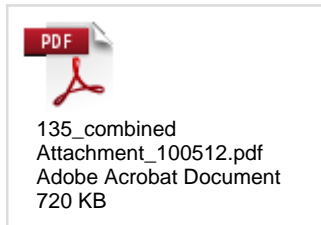
ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	9/24/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	135
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-64 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
SEC RECOMMENDATION	The OCCM should be renamed Office of Court Construction and Facilities Management Services. The functions of this unit should be placed under the Judicial and Court Operations Services Division and reporting to the Chief Operating Officer. The manager of this unit should be compensated at the same level.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	
<input checked="" type="checkbox"/> Other: <p>Recommendations 50, 64, 78, 89, 100, 106, 123, 130, 135, and 142 are considered partially implemented as described below.</p> <p>On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative Services Division) (Attachment A). The movement of the directors and the offices into the new divisions became effective October 1, 2012.</p>	

The issue of compensation for Director positions was deferred and will be revisited after the AOC organization-wide classification and compensation study is complete. For this reason, this recommendation is considered partially implemented and will be considered complete once the Judicial Council approves a future Administrative Director proposal for compensation levels of Director positions. The Administrative Director has been directed to return to the Judicial Council in February 2013 with a plan and recommendations for a classification and compensation study.

Attachment B provides additional information regarding these specific recommendations and whether there were any modifications to the placement of the offices under the respective divisions.



TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Partial implementation 10/1/12; projected implementation date calendar year 2013.
RESOURCES REQUIRED FOR IMPLEMENTATION	

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> COST	<input type="text"/> <input type="button" value="File Attachment"/>
	<p>By reducing the number of AOC divisions to three divisions and realigning offices under the newly created divisions, efficiencies for the organization will be realized from:</p> <p>* Organizationally consolidating related functions to streamline the organization, break down silos, and encourage collaboration and system wide thinking across offices and divisions.</p>

<input checked="" type="checkbox"/> EFFICIENCIES	<p>* Clear and transparent assignments of authority and responsibility with an efficient chain of command, and clear accountability for decisions.</p> <p>* The designation of an Executive Team member for each office to provide offices with timely Executive Team assistance and consistent and clearly defined decision-making.</p> <p>* The creation of an internal management structure that effectively communicates decisions, policies, and procedures consistently throughout the organization.</p>
	<input type="text" value="File Attachment"/>

<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>Through the merger of programs and functions that are closely related and serve the same clients under one division, the organization can leverage the teamwork of the new divisions to be more responsive to the needs of the judicial branch and the public it serves.</p> <p>By renaming offices and divisions to include "service" in their titles, the new AOC organizational structure institutionalizes the AOC's commitment to its first priority of providing effective and efficient services to the courts, the branch, and the public.</p>
	<input type="text" value="File Attachment"/>

<input type="checkbox"/> OTHER	<input type="text" value="File Attachment"/>
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ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text" value="10/5/2012"/>	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date: <input type="text"/>
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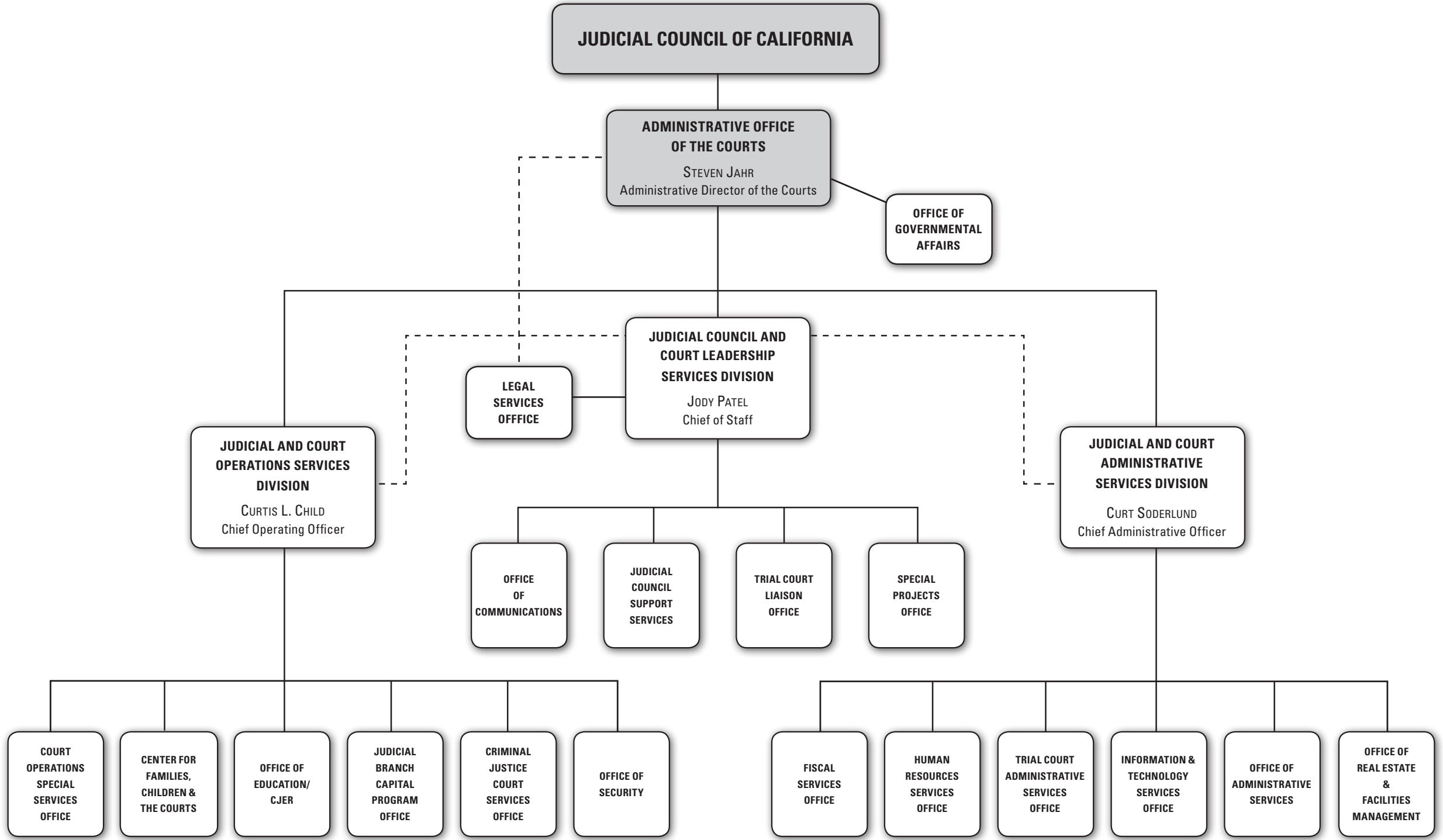
INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <input type="text"/> Please review and return to the ADOC by: <i>{ADOC will insert due date}.</i> <input type="text"/>
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RESPONSE TO ADOC	<input type="text" value="File Attachment"/>
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SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee.	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/>
---------------------------------	--	--

	Date: <input type="text"/>	Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES: <input type="text"/>		
<input type="text" value="File Attachment"/>		

ORGANIZATIONAL STRUCTURE OF THE ADMINISTRATIVE OFFICE OF THE COURTS



JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 50

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-3 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation: 7-3.** The Center for Families, Children and the Courts should be an office reporting to the Chief Operating Officer in the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The CFCC manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which houses the Center for Families, Children and the Courts as an office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 64

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-10 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation 7-10.** The Court Operations Special Services Office (COSSO), formerly CPAS, should be an office reporting to the Chief Operating Officer within the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The COSSO manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Court Programs and Services Division to Court Operations Special Services Office, and houses the Court Operations Special Services Office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 78

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-19 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-19.** The Education Division should be an office within the Judicial and Court Operations Services Division, under the direction of the Chief Operating Officer, rather than a stand-alone division. The Education Division/CJER manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Center for Judicial Education and Research (CJER)/Education Division to the Office of Education/CJER, and houses the Office of Education/CJER under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 89

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-25 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-25.** The functions performed by the Finance Division should be placed in the Judicial and Court Administrative Services Division. The Finance Division should be renamed the Fiscal Services Office, reporting to the Chief Administrative Officer. The Fiscal Services Office Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Finance Division to the Fiscal Services Office and houses the Fiscal Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 100

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-43 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-43.** The committee recommends that the functions of this division be placed under a unit titled Information and Technology Services Office, combined with any remaining functions of CCMS. The office should report to the Chief Administrative Officer of the Judicial and Court Administrative Services Division. The IS Manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Information Services Division to the Information and Technology Services Office and houses the Information and Technology Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 106

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-71 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-71.** The Office of General Counsel should be renamed Legal Services Office, consistent with its past designation, and should be a stand-alone office reporting to the Administrative Director of the Courts. The Legal Services Office manager position should be compensated at its current level. The Legal Services Office should not be at the same divisional level as the Judicial and Court Operations Services Division or the Judicial and Court Administrative Services Division. The Chief Counsel, manager of the Legal Services Office, should not be a member of the Executive Leadership Team.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Office of General Counsel to the Legal Services Office. The reporting relationship for Legal Services Office represents a modification from the SEC recommendation as the Judicial Council approved an organizational structure where the Legal Services Office reports to the Chief of Staff with a dotted line relationship to the Administrative Director of the

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Courts rather than a direct report to the Administrative Director of the Courts. This reporting relationship houses all aspects of Judicial Council support under the leadership of the Chief of Staff given that the Legal Services Office is counsel to the Judicial Council and the Chief of Staff is responsible for all activities relating to the Judicial Council and its activities. The compensation of the Chief Counsel will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 123

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-52 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-52.** The Office of Communications should remain in the Executive Office and under the direction of a Chief of Staff. The Office of Communications manager position should be placed at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which continues housing the Office of Communications in the Judicial Council and Trial Court Leadership Services Division under the Chief of Staff effective October 1, 2012. The compensation of the Senior Manager will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 130

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-47 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-47.** TCAS should be made a unit under the Judicial and Court Administrative Services Division, reporting to the Chief Administrative Officer. The TCAS Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of the Trial Court Administrative Services Division to the Trial Court Administrative Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. As a result of the organizational structure change, the Trial Court Administrative Services Office is now led by two Senior Managers. The compensation of the Senior Managers will remain at current levels pending the results of the classification and compensation study.

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

Judicial Council (JC) Directive #: 135

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-64 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-64.** The OCCM should be renamed Office of Court Construction and Facilities Management Services. The functions of this unit should be placed under the Judicial and Court Operations Services Division and reporting to the Chief Operating Officer. The manager of this unit should be compensated at the same level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the recommendation of the SEC in regards to Office of Court Construction and Maintenance (OCCM). The SEC approved an organizational structure that bifurcates OCCM by dividing facilities maintenance and capital construction into two offices under two divisions. Effective October 1, 2012, capital construction activities are now housed under the Judicial Branch Capital Program Office in the Judicial and Court Operations Services Division under the Chief Operating Officer, and real estate and facilities maintenance activities are now housed under the Office of Real Estate and Facilities Management in the Judicial and Court Administrative Services Office under the Chief Administrative Officer. As a result of the organizational structure change, the former OCCM Director is now the Director of the Judicial Branch Capital Program Office and the Office of Real Estate and Facilities Management is led by an Assistant Director. The compensation of the Director and Assistant Director will remain at current levels pending the results of the classification and compensation study.

Judicial Council (JC) Directive #: 142

- **JC Directive:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-80 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-80.** The Office of Governmental Affairs should be placed in the Executive Office, under the direction of the Chief of Staff. The OGA Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the SEC recommendation as the Judicial Council approved a structure where Office of Governmental Affairs reports directly to the Administrative Director of the Courts

JUDICIAL COUNCIL DIRECTIVES - AOC REALIGNMENT
ATTACHMENT B

rather than the Chief of Staff. This reporting structure supports the vital role and connection of the Administrative Director of the Courts in serving the Chief Justice and the Judicial Council as it relates to representing the branch on legislative and budget activities with the governor and the legislature and assists with facilitating the necessary interaction with other branches of government. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	9/24/2012
PREPARED BY	Maureen Dumas
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	142
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-80 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
SEC RECOMMENDATION	The Office of Governmental Affairs should be placed in the Executive Office, under the direction of the Chief of Staff. The OGA Manager position should be at the Senior Manager level.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px; width: fit-content;"> File Attachment </div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px; width: fit-content;"> File Attachment </div>	
<input checked="" type="checkbox"/> Other: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Recommendations 50, 64, 78, 89, 100, 106, 123, 130, 135, and 142 are considered partially implemented as described below.</p> <p>On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative Services Division) (Attachment A). The movement of the directors and the offices into the new divisions became effective October 1, 2012.</p> <p>The issue of compensation for Director positions was deferred and will be revisited after the AOC</p> </div>	

organization-wide classification and compensation study is complete. For this reason, this recommendation is considered partially implemented and will be considered complete once the Judicial Council approves a future Administrative Director proposal for compensation levels of Director positions. The Administrative Director has been directed to return to the Judicial Council in February 2013 with a plan and recommendations for a classification and compensation study.

Attachment B provides additional information regarding these specific recommendations and whether there were any modifications to the placement of the offices under the respective divisions.



TIMELINE AND RESOURCES FOR IMPLEMENTATION




IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Partial implementation 10/1/12; projected implementation date calendar year 2013.
RESOURCES REQUIRED FOR IMPLEMENTATION	

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)


<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> SAVINGS	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> COST	<input type="text"/> <input type="button" value="File Attachment"/>

By reducing the number of AOC divisions to three divisions and realigning offices under the newly created divisions, efficiencies for the organization will be realized from:

- * Organizationally consolidating related functions to streamline the organization, break down silos, and encourage collaboration and system wide thinking across offices and divisions.
- * Clear and transparent assignments of authority and responsibility with an

<input checked="" type="checkbox"/> EFFICIENCIES	<p>efficient chain of command, and clear accountability for decisions.</p> <p>* The designation of an Executive Team member for each office to provide offices with timely Executive Team assistance and consistent and clearly defined decision-making.</p> <p>* The creation of an internal management structure that effectively communicates decisions, policies, and procedures consistently throughout the organization.</p> <p> File Attachment</p>
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>Through the merger of programs and functions that are closely related and serve the same clients under one division, the organization can leverage the teamwork of the new divisions to be more responsive to the needs of the judicial branch and the public it serves.</p> <p>By renaming offices and divisions to include "service" in their titles, the new AOC organizational structure institutionalizes the AOC's commitment to its first priority of providing effective and efficient services to the courts, the branch, and the public.</p> <p> File Attachment</p>
<input type="checkbox"/> OTHER	<p> File Attachment</p>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> .	
RESPONSE TO ADOC	<p> File Attachment</p>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee.	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: by

Date:

Date:

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

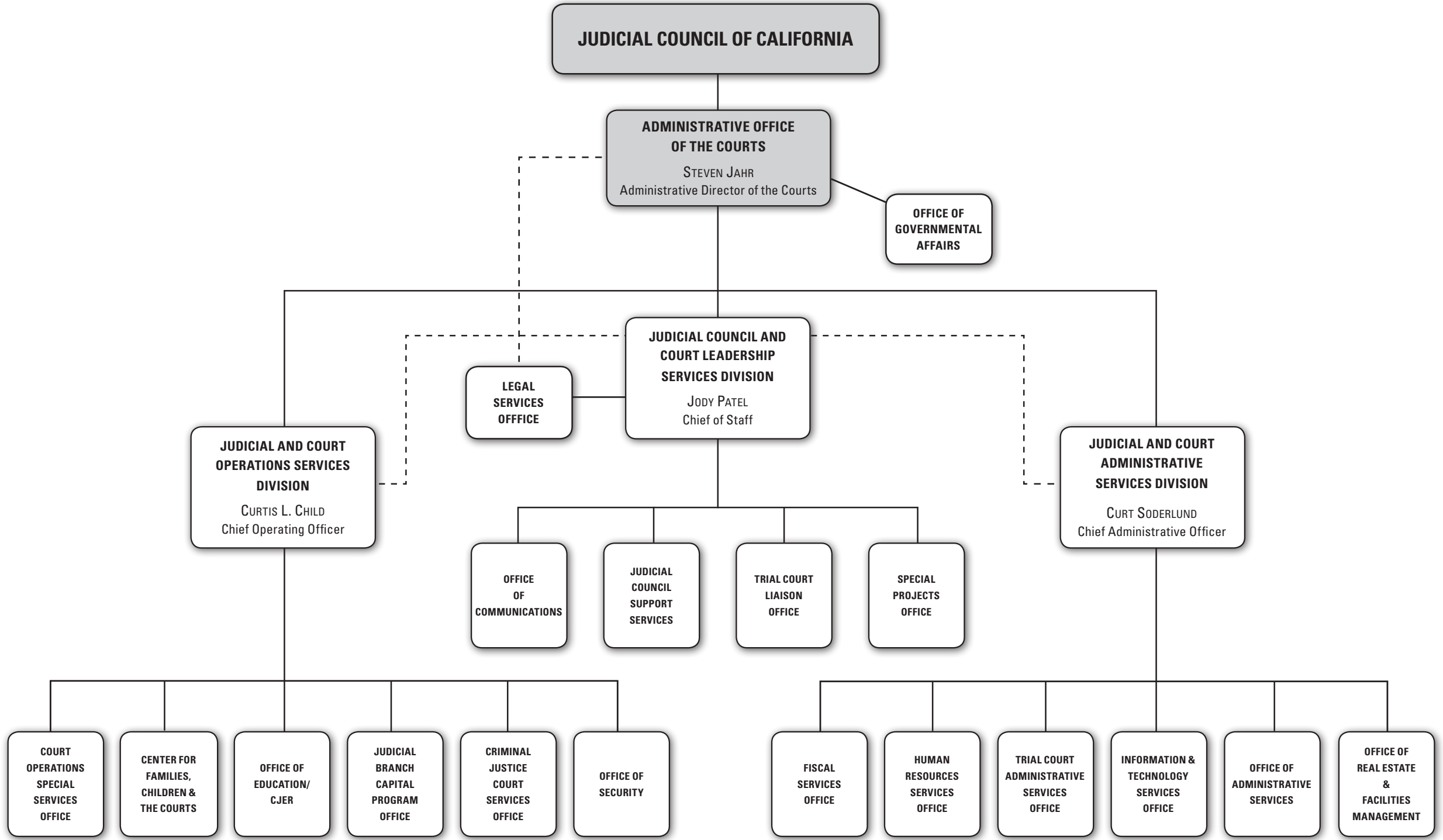
E&P REVIEW

Executive and Planning Review Date:

ADDITIONAL REVIEW NOTES:

 File Attachment

ORGANIZATIONAL STRUCTURE OF THE ADMINISTRATIVE OFFICE OF THE COURTS



JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

Judicial Council (JC) Approved Recommendation #: 50

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-3 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation: 7-3.** The Center for Families, Children and the Courts should be an office reporting to the Chief Operating Officer in the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The CFCC manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which houses the Center for Families, Children and the Courts as an office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 64

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-10 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC and taking into account the results of the classification and compensation studies to be completed.
 - **SEC Recommendation 7-10.** The Court Operations Special Services Office (COSSO), formerly CPAS, should be an office reporting to the Chief Operating Officer within the AOC's Judicial and Court Operations Services Division, rather than a stand-alone division. The COSSO manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Court Programs and Services Division to Court Operations Special Services Office, and houses the Court Operations Special Services Office under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

Judicial Council (JC) Approved Recommendation #: 78

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-19 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-19.** The Education Division should be an office within the Judicial and Court Operations Services Division, under the direction of the Chief Operating Officer, rather than a stand-alone division. The Education Division/CJER manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Center for Judicial Education and Research (CJER)/Education Division to the Office of Education/CJER, and houses the Office of Education/CJER under the Chief Operating Officer in the Judicial and Court Operations Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 89

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-25 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-25.** The functions performed by the Finance Division should be placed in the Judicial and Court Administrative Services Division. The Finance Division should be renamed the Fiscal Services Office, reporting to the Chief Administrative Officer. The Fiscal Services Office Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Finance Division to the Fiscal Services Office and houses the Fiscal Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

Judicial Council (JC) Approved Recommendation #: 100

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-43 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-43.** The committee recommends that the functions of this division be placed under a unit titled Information and Technology Services Office, combined with any remaining functions of CCMS. The office should report to the Chief Administrative Officer of the Judicial and Court Administrative Services Division. The IS Manager position should be compensated at its current level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Information Services Division to the Information and Technology Services Office and houses the Information and Technology Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 106

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-71 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-71.** The Office of General Counsel should be renamed Legal Services Office, consistent with its past designation, and should be a stand-alone office reporting to the Administrative Director of the Courts. The Legal Services Office manager position should be compensated at its current level. The Legal Services Office should not be at the same divisional level as the Judicial and Court Operations Services Division or the Judicial and Court Administrative Services Division. The Chief Counsel, manager of the Legal Services Office, should not be a member of the Executive Leadership Team.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of Office of General Counsel to the Legal Services Office. The reporting relationship for Legal Services Office represents a modification from the SEC recommendation as the Judicial Council approved an organizational structure where the Legal Services Office reports to the Chief of Staff with a dotted line relationship to the Administrative Director of the

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION ATTACHMENT B

Courts rather than a direct report to the Administrative Director of the Courts. This reporting relationship houses all aspects of Judicial Council support under the leadership of the Chief of Staff given that the Legal Services Office is counsel to the Judicial Council and the Chief of Staff is responsible for all activities relating to the Judicial Council and its activities. The compensation of the Chief Counsel will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 123

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-52 and implement the necessary organizational changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-52.** The Office of Communications should remain in the Executive Office and under the direction of a Chief of Staff. The Office of Communications manager position should be placed at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which continues housing the Office of Communications in the Judicial Council and Trial Court Leadership Services Division under the Chief of Staff effective October 1, 2012. The compensation of the Senior Manager will remain at the current level pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 130

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-47 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-47.** TCAS should be made a unit under the Judicial and Court Administrative Services Division, reporting to the Chief Administrative Officer. The TCAS Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented** - On August 31, 2012, the Judicial Council approved an organizational structure which changes the name of the Trial Court Administrative Services Division to the Trial Court Administrative Services Office under the Chief Administrative Officer in the Judicial and Court Administrative Services Division effective October 1, 2012. As a result of the organizational structure change, the Trial Court Administrative Services Office is now led by two Senior Managers. The compensation of the Senior Managers will remain at current levels pending the results of the classification and compensation study.

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

Judicial Council (JC) Approved Recommendation #: 135

- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-64 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-64.** The OCCM should be renamed Office of Court Construction and Facilities Management Services. The functions of this unit should be placed under the Judicial and Court Operations Services Division and reporting to the Chief Operating Officer. The manager of this unit should be compensated at the same level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the recommendation of the SEC in regards to Office of Court Construction and Maintenance (OCCM). The SEC approved an organizational structure that bifurcates OCCM by dividing facilities maintenance and capital construction into two offices under two divisions. Effective October 1, 2012, capital construction activities are now housed under the Judicial Branch Capital Program Office in the Judicial and Court Operations Services Division under the Chief Operating Officer, and real estate and facilities maintenance activities are now housed under the Office of Real Estate and Facilities Management in the Judicial and Court Administrative Services Office under the Chief Administrative Officer. As a result of the organizational structure change, the former OCCM Director is now the Director of the Judicial Branch Capital Program Office and the Office of Real Estate and Facilities Management is led by an Assistant Director. The compensation of the Director and Assistant Director will remain at current levels pending the results of the classification and compensation study.

Judicial Council (JC) Approved Recommendation #: 142



- **JC Approved Recommendation:** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-80 and implement the necessary organizational and staffing changes, contingent upon the council's approval of an organizational structure for the AOC.
 - **SEC Recommendation 7-80.** The Office of Governmental Affairs should be placed in the Executive Office, under the direction of the Chief of Staff. The OGA Manager position should be at the Senior Manager level.
- **Status Detail: Partially implemented with modification** - On August 31, 2012, the Judicial Council approved an organizational structure which represents a modification from the SEC recommendation as the Judicial Council approved a structure where Office of Governmental Affairs reports directly to the Administrative Director of the Courts

JUDICIAL COUNCIL AOC REALIGNMENT RECOMMENDATION
ATTACHMENT B

rather than the Chief of Staff. This reporting structure supports the vital role and connection of the Administrative Director of the Courts in serving the Chief Justice and the Judicial Council as it relates to representing the branch on legislative and budget activities with the governor and the legislature and assists with facilitating the necessary interaction with other branches of government. The compensation of the Director will remain at the current level pending the results of the classification and compensation study.

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/1/2012
PREPARED BY	Curt Child
OFFICE NAME	<u>Office of Governmental Affairs</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	143
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts that the Office of Governmental Affairs (OGA) should represent the interests of the judicial branch on the clear direction of the Judicial Council and its Policy Coordination and Liaison Committee (PCLC) and take steps to ensure that the PCLC is apprised fully of varying viewpoints of the courts, court executive officers, and judges before determining legislative positions or proposals.
SEC RECOMMENDATION	The OGA should represent the interests of the judicial branch on the clear direction of the Judicial Council and its Policy Coordination and Liaison Committee. The Chief of Staff should take steps to ensure that the PCLC is apprised fully of varying viewpoints of the courts, court executive officers, and judges before determining legislation positions or proposals.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
Immediately and ongoing.	
<div style="border: 1px solid gray; padding: 5px;"><p>E&P Recomm 09282012.pdf Adobe Acrobat Document 4.11 MB</p></div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	
<div style="border: 1px solid gray; padding: 5px;"> File Attachment</div>	
<input type="checkbox"/> Other:	
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

**IMPLEMENTATION
DATE OR
PROJECTED
IMPLEMENTATION
DATE**

Immediately and ongoing.

**RESOURCES
REQUIRED FOR
IMPLEMENTATION**

No additional resources needed.

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)








**PROCEDURES/
POLICIES UPDATED
OR DEVELOPED**

This recommendation called for ensuring that PCLC is fully apprised of varying viewpoints of the courts, court executive officers and judges in determining legislative positions and proposals.

While the SEC report and recommendation on this issue (No. 7-81) is not specific on the concern that needs to be addressed the report does serve as an important reminder that the fiscal and policy impacts of legislation on the courts needs to continue to be an important concern of PCLC in making their decisions. Historically, OGA has sought court participation on policy and impacts through multiple sources. Traditionally legislative proposals that impact the trial courts have been vetted through the relevant subject matter Advisory Committees and/or Trial Courts Presiding Judges Advisory Committee/Court Executives Advisory Committee Joint Legislation Working Group and with the TCPJAC leadership. On fiscal issues the Operational and Budget Impact Working Group of CEAC has designated experts in large, medium, small, urban, and rural courts on the fiscal impact of legislation. OGA staff working on fiscal analyses has also, working directly with Finance Division staff, sought fiscal impacts from judges and staff in individual courts. In the appellate courts we directly work with the Administrative Presiding Justices Advisory Committee and the California Appellate Court Clerk's Association (CACCA) on both legislative and fiscal issues to inform PCLC.



The SEC report noted that some courts perceive that OGA does not effectively represent their interests in Sacramento on certain issues. While there is no detail that would better inform us on implementing this recommendation it is important that OGA cast its input net as broadly as possible in seeking both trial and appellate court impacts, including fiscal impacts of proposed legislation. The SEC report does note, importantly, that it may not be feasible to represent the individual interests of particular courts because those interests vary from court to court. The report correctly notes that the varied interests of the courts should be considered in establishing a legislative agenda.

Thus, in implementing this recommendation OGA advocates were reminded and directed to ensure that they seek both the formal and informal participation of the trial and appellate courts on the impact legislative and budget proposals have on their courts through the existing committee structure. All PCLC reports should continue to include the efforts made to obtain the courts' impact analysis and clearly state that impact on the courts. Advocates should continue the practice of inviting advisory committee representatives to participate in PCLC meetings when deemed appropriate by the Chair.

	<p>Finally, although there are no findings in the SEC report regarding seeking the participation of other branch stakeholders on legislation and budgetary issues, OGA advocates were reminded to continue to assist the appropriate Advisory Committees to ensure that other stakeholder impacts and interests are appropriately considered and presented to PCLC in their reports.</p> <p> File Attachment</p>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<p>No additional training was developed.</p> <p> File Attachment</p>
<input type="checkbox"/> SAVINGS	<p>No savings identified.</p> <p> File Attachment</p>
<input type="checkbox"/> COST	<p>No costs identified.</p> <p> File Attachment</p>
<input type="checkbox"/> EFFICIENCIES	<p>No new efficiencies identified.</p> <p> File Attachment</p>
<input checked="" type="checkbox"/> SERVICE LEVEL IMPACT	<p>This recommendation will ensure that OGA advocates will ensure the trial and appellate courts' positions on proposed or introduced legislation will be considered by PCLC in recommending and formulating legislative and budget positions.</p> <p> File Attachment</p>
<input type="checkbox"/> OTHER	<p> File Attachment</p>

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
INFORMATION ON NEXT STEPS		Issues to be addressed: <i>ADOC will provide info on issues to be addressed</i> . Please review and return to the ADOC by: <i>{ADOC will insert due date}</i> .

RESPONSE TO ADOC	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">  File Attachment </div>	
SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: <input type="text"/>	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <input type="text"/> by <input type="text"/> Date: <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW		
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>	
ADDITIONAL REVIEW NOTES: <div style="border: 1px solid black; height: 20px; margin: 5px 0;"></div> <div style="border: 1px solid black; height: 20px; margin: 5px 0;"></div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">  File Attachment </div>		




Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

OFFICE OF GOVERNMENTAL AFFAIRS

770 L Street, Suite 1240 • Sacramento, California 95814-3368
Telephone 916-323-3121 • Fax 916-323-4347 • TDD 415-865-4272

MEMORANDUM

Date	Action Requested
September 28, 2012	Please Review
To	Deadline
Office of Governmental Affairs Staff	None
From	Contact
Curtis Child  Director, Office of Governmental Affairs	Curtis L. Child Office of Governmental Affairs 916-323-3121 phone 916-323-4347 fax curtis.child@jud.ca.gov
Subject	
Executive and Planning Committee Recommendations	

As you are aware, on August 27, 2012, the Judicial Council adopted recommendations proposed by the Executive and Planning Committee (E&P) after considering the recommendations contained in the May 2012 Strategic Evaluation Committee (SEC) report. The specific recommendations that were adopted are outlined in Attachment 1 to the August 27, 2012, E&P report to the Judicial Council and track, for the most part, the SEC recommendations.

There are four recommendations adopted by the Judicial Council that relate to the Office of Governmental Affairs (OGA): No. 23 (identify legislative requirements that impose unnecessary reporting and other mandates on the courts and the AOC and seek revision or repeal of the requirements); No. 61 (direct that legislative proposals follow the process established by the Policy Coordination and Liaison Committee (PCLC)); No. 143 (direct that OGA should represent the interests of the judicial branch on the clear direction from PCLC and ensure that PCLC is fully apprised of the views of the courts before determining legislative positions); and, No. 144 (OGA should draw upon other attorney resources in the AOC to assist OGA with legislative

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demand)¹. Of these four recommendations three are existing OGA requirements that OGA should ensure are part of their ongoing responsibilities. The fourth, No. 23-relief from statutory mandating requirements, will require additional analysis and a report and Judicial Council action to complete.

The purpose of this memo is to note the recommendations adopted by the Judicial Council regarding legislative advocacy on behalf of the branch and to repeat the need to ensure they are part of OGA advocacy practice. Continued adherence to these recommendations will make certain that OGA advocacy on behalf of the branch will be consistent with Judicial Council direction as informed by branch stakeholders. It is my intent to report to the Judicial Council for its October 26, 2012, meeting that the three recommendations noted above have been implemented, are ongoing, and will be monitored by the Administrative Director of the Courts.

Recommendation 61: E&P recommends to the Judicial Council that any legislative proposals generated by the AOC must follow the process established by PCLC.

The corresponding SEC report recommendation for this recommendation (No. 7-6) called for ensuring that legislative proposals generated by the Center for Families, Children and the Courts are limited to those required by court decisions and statutory mandates and approved by the Judicial Council Advisory Committees. E&P's recommendation looks more broadly toward ensuring that any legislative proposals generated by the AOC on behalf of the Judicial Council follow the process established by PCLC. That process is set forward in the PCLC Resource materials provided to PCLC as part of their orientation and to the new Judicial Council members as part of theirs. The orientation materials for this upcoming year and Legislative Policy Guidelines are attached. Also, early in the calendar year Justice Baxter provided a memorandum to the Advisory Committee chairs and staff advising them of the timelines and process for developing Judicial Council-sponsored legislation. The memo that went out on February 2, 2012, is also attached and a reminder to the committee chairs with timelines went out a few weeks ago.

As you work with your Advisory Committees on legislative proposals, whether they be timely developed proposals or on proposals with more urgent need, please continue to remind the Advisory Committees of the PCLC process and the need to track the process to the greatest extent possible to ensure that legislative proposals are fully developed so that PCLC can make comprehensive and informed recommendations for Judicial Council-sponsored legislation. Importantly, please remind Advisory Committee staff of the process and continue working with

¹ A fifth recommendation, No. 142—AOC organizational staffing changes including the reporting line of responsibility for OGA, was adopted by the Judicial Council at its August 31, 2012, meeting. That action established a revised organization structure for the AOC which placed OGA as a direct report to the Administrative Director of the Courts.

them to coordinate all aspects of the proposal. This will ensure that legislative proposals are fully vetted prior to submission to PCLC.

Additionally, when exigent circumstances or legislative positions are being formulated as part of the budget process which requires Judicial Council support we need to continue to bring those proposals to Justice Baxter and PCLC for decisions.

Recommendation 143: E&P recommends that the Judicial Council direct the Administrative Director of the Courts that OGA should represent the interests of the judicial branch on the clear direction of its PCLC and take steps to ensure that the PCLC is apprised fully of varying viewpoints of the courts, court executive officers, and judges before determining legislative positions or proposals.

While the SEC report and recommendation on this issue (No. 7-81) is not specific on the problem that needs to be addressed, the report does serve as an important reminder that the fiscal and policy impacts of legislation on both the trial and appellate courts need to continue to be an important issue for PCLC in making their decisions. Historically, OGA has sought court participation on policy and impacts through multiple sources. Legislative proposals that impact the trial courts have been vetted through the relevant subject matter Advisory Committees and/or Trial Courts Presiding Judges Advisory Committee/Court Executives Advisory Committee Joint Legislative Working Group and with the TCPJAC leadership. On fiscal issues the Operational and Budget Impact Working Group of CEAC has designated experts in large, medium, small, urban, and rural courts on the fiscal impact of legislation. OGA staff working on fiscal analyses has also, working directly with Finance Division staff, sought fiscal impacts from judges and staff in individual courts. In the appellate courts we directly work with the Administrative Presiding Justices Advisory Committee and the California Appellate Court Clerk's Association (CACCA) on both legislative and fiscal issues to inform PCLC.

The SEC report noted that some courts perceive that OGA does not effectively represent their interests in Sacramento on certain issues. While there is no detail that would better inform us on implementing this recommendation it is important that OGA cast its input net as broadly as possible in seeking both trial and appellate court impacts, including the fiscal impacts of proposed legislation. The SEC report does note, importantly, that it may not be feasible to represent the *individual* interests of particular courts because those interests vary from court to court. The report correctly notes that the varied interests of the courts should be considered in establishing a legislative agenda.

Thus, in implementing this recommendation OGA advocates should ensure that they seek both the formal and informal participation of the trial and appellate courts on the impact legislative and budget proposals have on their courts through the existing committee structure. All PCLC reports should continue to include in them the efforts made to obtain the courts' impact analysis

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and clearly state that impact on the courts. Advocates should continue the practice of inviting advisory committee representatives to participate in PCLC meetings when deemed appropriate by the Chair.

Finally, although there are no findings in the SEC report regarding the participation of other branch stakeholders on legislation and budgetary issues, advocates should continue to assist the appropriate Advisory Committees to ensure that other stakeholder impacts and interests are appropriately considered and presented to PCLC in their reports.

Recommendation 144: E&P recommends that the Judicial Council direct the Administrative Director of the Courts that attorney resources in the AOC be utilized to best leverage and draw on subject matter expertise, which may assist OGA as legislative demand may require.

The SEC Report notes in its recommendation that it is unclear how overall attorney resources are prioritized in the AOC and that OGA would benefit from the use of leveraged resources. It has long been OGA practice to utilize attorneys and others with subject matter experts on budgetary and policy issues; with such prominent examples as SB 1407, the Public Contracts Code, public records legislation, fee and fine increases, traffic, civil practice, etc. I have reported that all advocates routinely and frequently utilize other AOC staff including OGC counsel and will continue to do so in the future. I have also discussed this recommendation with Mary Roberts and she, of course, will continue to assure that her attorneys will be available to assist OGA, resources permitting. Please continue to call upon OGC and other subject matter experts within the AOC as you do your advocacy work.

Conclusion

While it may understandably feel like these recommendations are self-evident it is important to remind ourselves of the importance of the underlying substance behind these recommendations in making sure that our work effectively represents the judicial branch in the legislative and executive branches of government. It is fortunate that we can note that the above recommendations have been completed while we provide assurances that we will be diligent in meeting the goals in the E&P recommendations. Thank you all for the professional and diligent manner in which you advocate on behalf of the judicial branch.

Bobino, Luz

From: Casillas, Yvette
Sent: Thursday, February 02, 2012 10:53 AM
To: AOC JC Adv. Comm and TF Coordinators; AOC JC Policy Coord. Committee; AOC Directors - All; AOC Comm Comm
Subject: Memo from Justice Baxter to Advisory Committees: re: developing proposals for sponsored legislation
Attachments: JC-sponsored_legislation_calendar.doc; Baxteradviscommreminder020212.doc

Colleagues:

Please see attached memo from Justice Baxter regarding the development of legislative proposals for possible Judicial Council sponsorship in 2013, together with the timeline for this year.

If you have any questions, please feel free to contact Dan Pone, daniel.pone@jud.ca.gov, or Donna Hershkowitz, donna.hershkowitz@jud.ca.gov or by phone at 916-323-3121.

Thank you.

Yvette Casillas
Administrative Coordinator
Office of Governmental Affairs
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MEMORANDUM

Date February 2, 2012	Action Requested Please review
To Advisory Committee Chairs and Staff	Deadline N/A
From Hon. Marvin R. Baxter, Chair Policy Coordination and Liaison Committee	Contact Donna S. Hershkowitz, Assistant Director Office of Governmental Affairs 916-323-3121 phone donna.hershkowitz@jud.ca.gov
Subject Deadlines for Judicial Council-Sponsored Legislation	

As Chair of the Judicial Council's Policy Coordination and Liaison Committee, I am writing to advise you of the timelines and process for developing potential proposals for Judicial Council-sponsored legislation. Each year, the council sponsors bills that seek to improve the administration of justice in California and assist, where needed, in accomplishing branchwide goals and objectives. Judicial Council advisory committees are ideally positioned to identify and develop proposals for statutory change given committee members' extensive expertise in the committee's subject area.

In order to meet the deadlines for developing, refining, circulating, and revising proposals for possible Judicial Council sponsorship in 2013, your committee should be developing proposals in January - March of this year. The timeline for the development of sponsored legislation is attached for your reference. Please contact your advisory committee staff, or Donna Hershkowitz in the Office of Governmental Affairs at 916-323-3121, if you have any questions. Thank you.

Calendar for Judicial Council–Sponsored Legislation

	Advisory committee staff due date
<p>Proposal development Advisory committee, in consultation with OGA staff, develops proposals for Judicial Council–sponsored legislation.</p>	January–March 2012
<p>Proposals to OGA Staff Advisory committee staff forwards draft Invitations to Comment to OGA staff for review before submission to PCLC.</p> <p>OGA staff, in consultation with advisory committee staff, finalizes Invitations for Comment and submits them to PCLC.</p>	<p>March 19, 2012</p> <p>April 5, 2012</p>
<p>PCLC meeting to review Invitations to Comment PCLC determines if proposals may be circulated for public comment.</p>	April 12, 2012
<p>Comment period Advisory committee staff, in consultation with OGA staff, circulates draft Judicial Council–sponsored legislation proposals to interested and affected parties.</p>	April 17–June 15, 2012
<p>Staff consultation Advisory committee staff consults with OGA staff regarding responses to comments and further development of proposals for Judicial Council–sponsored legislation.</p>	June–August 2012
<p>Final Proposals for council-sponsorship sent to PCLC</p>	October 12, 2012
<p>PCLC meeting to review proposals for possible council-sponsorship</p>	October 25, 2012
<p>Judicial Council meeting Judicial Council takes action on proposals for Judicial Council–sponsored legislation for upcoming legislative year.</p>	December 14, 2012

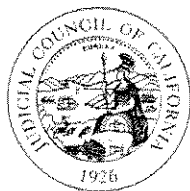
Judicial Council-sponsored Legislation Schedule: August - December 2012

	Due Dates
Leg proposals from Advisory Committees due to OGA (in JC report format)	Friday, September 7
OGA returns proposals with suggested edits to Advisory Committee staff	Friday, September 14
Advisory Committee staff return proposals to OGA	Friday, September 28
OGA sends materials to Policy Coordination & Liaison Committee (PCLC)	Thursday, October 11
PCLC meeting (In Person)	Thursday, October 25
OGA sends draft proposals to editing and to E&P with Secretariat Briefing Sheet (SBS)	Tuesday, November 6
Editors return edited proposals to OGA; OGA confers with Advisory Committee staff for final approval	Tuesday, November 20
OGA sends final proposals to Secretariat & JC binder (in PDF format also)	Wednesday, November 28
ASU mails JC binders	Wednesday, December 5
JC meeting	Friday, December 14



Policy Coordination and Liaison Committee

2012 RESOURCE MATERIALS



ADMINISTRATIVE OFFICE
OF THE COURTS

OFFICE OF GOVERNMENTAL AFFAIRS

**Judicial Council of California
Administrative Office of the Courts
Office of Governmental Affairs**

**Policy Coordination and Liaison Committee
Resource Materials**

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Policy Coordination and Liaison Committee

The role of the Policy Coordination and Liaison Committee (PCLC) is to represent the council before the legislative and executive branches of government, build consensus with entities and individuals outside the branch and coordinate an annual plan for communication and interaction with other agencies and entities.

The charge and duties of the committee, set forth in California Rules of Court, rule 10.12, including the following:

- 1) Review and make recommendations on all proposals for Judicial Council–sponsored legislation and on an annual legislative agenda after evaluating input from council advisory bodies, the courts, and the Administrative Office of the Courts;
- 2) Review pending legislation and formulate the council’s policy position, if any, after evaluating input from council advisory bodies, the courts, and the Administrative Office of the Courts;
- 3) Advocate positions of the council before the Legislature and other bodies or agencies and act as liaison with other governmental entities, the bar, the media, the judiciary, and the public regarding council-sponsored legislation, pending legislative bills, and the council’s legislative positions and agendas;
- 4) Build consensus on issues of importance to the judicial branch consistent with the council’s strategic plan with entities and individuals outside of the branch; and
- 5) Oversee the development, coordination, and maintenance of communication and relations with other branches and levels of government, components of the justice system, the bar, the media, and the public.

Typical Judicial Council–sponsored Legislation Calendar

Month	Judicial Council
Jan – March	<ul style="list-style-type: none"> Advisory committees, in consultation with Office of Governmental Affairs (OGA) staff, develop proposals for council–sponsored legislation.
April – May	<ul style="list-style-type: none"> Advisory committee, in consultation with OGA staff, circulates draft proposals for council–sponsored legislation to interested and affected parties.
June	<ul style="list-style-type: none"> Deadline for public comment on proposed council–sponsored legislation.
June – August	<ul style="list-style-type: none"> Advisory committee consults with OGA staff regarding responses to comments and further development of proposals for council–sponsored legislation.
September – October	<ul style="list-style-type: none"> Deadline for advisory committee and OGA staff to jointly submit finalized draft proposals for council–sponsored legislation to the Policy Coordination and Liaison Committee.
October	<ul style="list-style-type: none"> PCLC makes recommendations for council action on council–sponsored legislative proposals for upcoming legislative year.
December	<ul style="list-style-type: none"> Judicial Council acts on PCLC recommendations for council–sponsored legislation for upcoming legislative year.

Guidelines for Development of Judicial Council–sponsored Legislation

This summary describes the typical process the Judicial Council follows when developing and approving proposals for sponsored legislation. It also describes how OGA advocates for enactment of these proposals in the Legislature.

I. Judicial Council Process

A. Sources of Legislative Proposals

Because it often takes several months to fully develop a legislative proposal, the process should begin early in the year. (*See the Judicial Council–sponsored Legislation Calendar.*) Judicial Council advisory committees are well situated to identify and develop proposals for statutory change. Committee members have extensive expertise in the committee’s subject area and often have ideas for improving statutory law. In addition, advisory committees may receive requests for council sponsorship of legislative proposals from outside sources.

Suggestions for how an advisory committee may wish to identify proposals for council–sponsored legislation follow:

- The advisory committee chair may devote a portion of one or more meetings each year to identifying legislative proposals for the following year’s legislative session.
- The advisory committee may establish a working group or task force composed of committee members responsible for reviewing the relevant codes, or specific subjects or issues within those codes, to identify potential legislation.
- Advisory committees may receive legislative proposals from outside sources. When a person or organization submits a legislative proposal to the Judicial Council, staff from the Administrative Office of the Courts forwards the proposal to the appropriate advisory committee and OGA staff for consideration.

B. Advisory Committee Process for Developing Proposals

This section describes the steps an advisory committee takes to develop and review legislative proposals for substantive merit. It also lists criteria that an advisory committee should consider in determining whether a legislative proposal appears suitable for council sponsorship.

1. Assess Viability of Proposal – For each legislative proposal, the advisory committee takes the following actions:

- The advisory committee, in consultation with OGA staff, determines a time frame for consideration of the proposal, keeping in mind the

September/October deadline for submission of legislative proposals to the PCLC.

- If the advisory committee rejects a proposal submitted by an outside source, committee staff will notify the proponent of that action.
- If the advisory committee accepts or modifies a proposal from an outside source, or decides to recommend sponsorship of an internally generated proposal, the committee proceeds to the next steps.

2. Coordination with Office of Governmental Affairs Staff – Advisory committee staff will work with OGA staff to coordinate work on all aspects of the proposals.

3. Review and Analyze – Advisory committees review proposals for substantive merit before transmitting them to the PCLC. A typical analysis of a proposal should include:

- A description of the problem to be addressed, including its scope.
- A description of how the problem affects the judicial branch.
- A description of the proposed solution.
- A discussion of any alternative solutions, including an analysis of why the recommended solution is preferable.
- A discussion of any minority viewpoints.
- A description of any foreseeable problems with the proposed solution.
- Draft language for the proposed legislation.
- A determination whether the Judicial Council and/or the Legislature should give the proposal urgent consideration and the reasons for this.

A worksheet that advisory committees use for laying out this analysis and other important considerations can be found on page 15.

4. Evaluate Sponsorship Criteria – Once an advisory committee determines that a particular proposal has merit, the committee should consider certain criteria in assessing whether Judicial Council sponsorship is appropriate and desirable. Limited resources, competing priorities, and political realities impose practical limitations on the council's ability to sponsor every worthwhile legislative proposal presented. The advisory committee and OGA staff should jointly consider each of the following questions:

- Is the proposal within the Judicial Council's jurisdiction?

Council-sponsored measures should involve only those issues that are central to the council's mission and goals as stated in the Judicial Council's Strategic Plan.

- Should the proposal be addressed through the Judicial Council's rulemaking authority rather than by a change in statute?

The council prefers to implement changes through rules of court whenever appropriate.

- Is the Judicial Council the best sponsor?

The advisory committee and OGA staff may determine that a proposal more closely serves the mission or objectives of another organization such as the State Bar. A Judicial Council-sponsored proposal should address issues fundamental to the administration of justice and broadly serve the needs of the courts statewide.

- What political factors are associated with the proposal?

OGA staff are responsible for providing advice about the political factors associated with a proposal.

5. Circulate for Comment – If an advisory committee wishes to circulate a proposal for comment, the committee staff consults with OGA staff. If it is determined that the proposal may be appropriate for circulation, the committee submits the proposal to PCLC for consideration. If PCLC agrees with the advisory committee's recommendation, the proposal may be circulated for public comment. After the comment deadline, committee staff and OGA staff jointly review the comments. Advisory committee staff then summarize and present the comments to the committee. Following consideration of the comments, the advisory committee may modify the proposal based on the comments, recommend adoption of the proposal as originally presented, or recommend non-adoption based on the comments received.

6. Advisory Committee Action – Upon completion of the review procedures and consideration of the evaluation criteria above, the advisory committee may adopt one of the following actions:

- Approve the proposal as submitted.
- Approve the proposal with modifications.

- Reject the proposal. The advisory committee should inform the source of the proposal of this decision.

If the advisory committee approves the proposal, the committee forwards the proposal to PCLC for consideration. Final proposals must be submitted to the PCLC using the template for memos to Judicial Council internal committees by the September/October deadline in order to be considered for Judicial Council sponsorship during the following legislative year. All advisory committee proposals submitted to the PCLC are referred to OGA, which may prepare a separate analysis and recommendation for the PCLC.

C. Policy Coordination and Liaison Committee Action

In October, the PCLC reviews the proposal, the advisory committee recommendation, and any analysis and recommendation prepared by OGA staff. After considering the proposal, the PCLC may recommend it for Judicial Council sponsorship and forward it to the Judicial Council, send it back to the advisory committee for further consideration, or take other action as necessary. If the PCLC modifies or rejects the proposal, OGA staff returns the proposal to the submitting advisory committee. The advisory committee may either accept the PCLC action or request that the full council review the PCLC recommendation.

D. Judicial Council Action

The legislative proposal is presented by the PCLC to the Judicial Council in December for consideration. The Judicial Council reviews the proposal, along with the PCLC recommendation contained in a report prepared by OGA staff. Once the council approves a proposal, it becomes “sponsored” legislation. If the Judicial Council does not approve the proposal for sponsorship, or takes some other action on the proposal, OGA staff will communicate the action to the submitting advisory committee.

E. Delegation of authority to PCLC to sponsor legislative proposals on behalf of the council

The Judicial Council delegated to the PCLC the authority to take positions to sponsor proposals on behalf of the council when time is of the essence. This situation most often will arise in the context of the budget and related “trailer bill language.” Acting under this delegation, PCLC notifies the chairs of the Executive and Planning Committee and the Rules and Projects Committee of any PCLC meetings at which such actions will be considered so that they may participate if available. PCLC is also required to notify all other Judicial Council members, if feasible, of the intended action. After acting under this delegation, PCLC is required to notify the Judicial Council of all actions taken.

II. Advocacy Process

A. Legislative Author

Staff at the Office of Governmental Affairs seek a legislator to introduce the council-sponsored proposal. Ideally, an appropriate author for the bill would be one who:

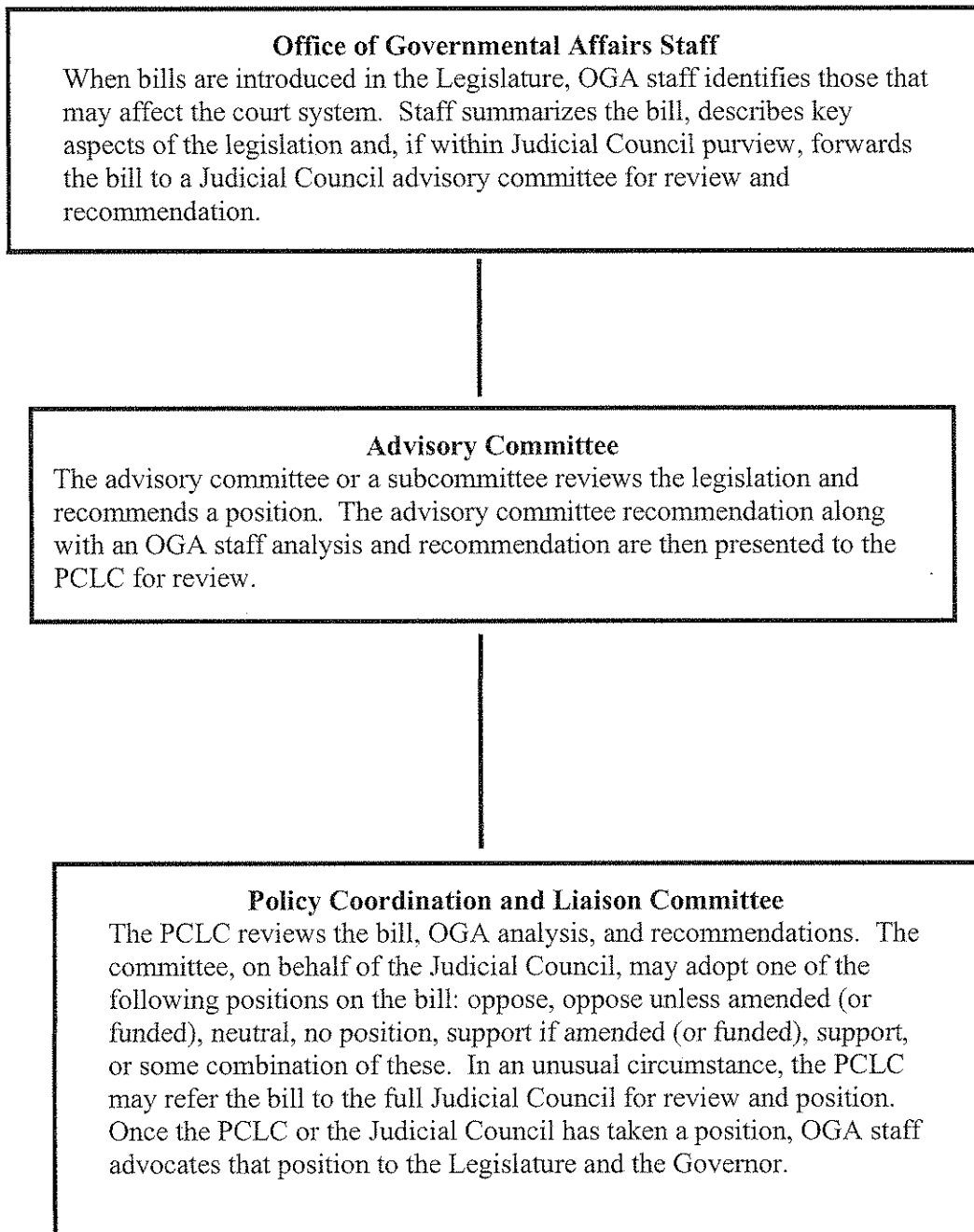
- Has substantial experience with the subject of the bill; often the author is the chair or a member of the policy committee with subject-matter jurisdiction over the bill.
- Understands Judicial Council needs and objectives.
- Has experience with the legislative process.
- Is an effective negotiator with members of both parties.

B. Office of Governmental Affairs Responsibilities

OGA staff members are the primary advocates for Judicial Council-sponsored legislation. Responsibilities include, among other things:

- Preparing background material for the bill, including an analysis for the author. This material includes a description of the problem the bill seeks to address, an explanation of how the bill corrects that problem, the likely supporters and opponents of the bill, questions the bill raises that may need further research, and any other information that explains the issue.
- Communicating information about the bill to every legislative committee that hears the bill. This means working extensively with committee staff and legislators who are members of those committees. In moving through the legislative process, a bill will be heard by a policy committee (such as the Judiciary Committee), and, if appropriate, by a fiscal committee before being debated and voted upon by the full membership on the floor of each house.
- Coordinating with other supporters to build a broad coalition in support of the bill.
- Coordinating the content and timing of correspondence between all supporters, and the Legislature.
- Negotiating with the proposal's opponents to determine whether amendments can eliminate opposition and still achieve the council's objectives.
- Meeting with the Governor and/or his or her staff to advocate that the bill be signed into law.

Formulating a Judicial Council Position on Pending Legislation



Formulating a Position on Pending Legislation

The Judicial Council, acting through the Policy Coordination and Liaison Committee (PCLC), strives to improve the administration of justice by representing the interests of the courts to the Legislature, the executive branch, other entities involved in the legislative process, other entities interested in the judiciary, and the general public.

Following are procedures the Office of Governmental Affairs uses in developing recommendations for and carrying out the PCLC and council directives.

Positions on Legislation

OGA staff review all introduced and amended legislation to determine whether a bill is of interest to the judicial branch. For each bill of interest, OGA staff indicates whether the council is likely to take, or may want to take a position. Appropriate to the subject area, one or more council advisory committees (or subcommittees) review each bill on which the council may want to take a position. The advisory committees either recommend a position or recommend that the council take no position.

OGA staff present bills on which an advisory committee recommends a position to the PCLC for determination of a council position. Staff may also choose to bring a bill before the PCLC on which an advisory committee has recommended no position. The staff present each bill to the PCLC with an analysis that includes a summary of the bill, a recommended position from an advisory committee and, if different, the OGA staff recommendation, the rationale for the recommendation, positions the council has taken on related bills, fiscal and workload impact, and other relevant information.

The council has established several positions the PCLC may take on a bill. These positions do not indicate the relative strength of the council's support or opposition, but the aims of OGA staff's lobbying efforts. The positions are:

1. Oppose. Position taken on a bill that conflicts with established council policies, and for which obvious changes would not resolve the conflict.
2. Oppose unless amended (or unless funded). Position taken on a bill that the council will oppose unless identified amendments are taken to address those provisions that conflict with council policy, or unless funding issues are resolved.
3. Oppose unless amended; support if amended. Position taken on a bill that the council will oppose unless identified amendments are taken. If amendments are taken, the council will support.
4. Neutral. Position taken on a bill the substance of which does not implicate council policy, but on which technical corrections would improve the measure.
5. No position. Position taken on a bill that addresses substantive issues on which the council takes no position, though the measure may affect the courts.

6. Support in concept. Position taken on a bill that, in concept, furthers council policy, but that is not yet drafted in sufficient detail for the council to support.
7. Support if amended (or if funded). Position taken on a bill that, with specified amendments or funding, would further the council's policies. Absent the amendments or necessary funding the council position is neutral.
8. Support. Position taken on a bill that furthers council policy.

PCLC may also combine several of the above positions.

The PCLC Meeting Schedule and Agenda

The PCLC meets regularly during the legislative session, usually by conference call. Beginning in late February or early March, the committee sets a schedule of meetings for a set time every three weeks. If a meeting is not needed, OGA staff notify PCLC members by e-mail. Late in the legislative session, and during budget negotiations, it is sometimes necessary to schedule several meetings on short notice to discuss or resolve late-breaking issues.

OGA staff prepare a written analysis of each bill for the PCLC. OGA staff place bills that do not appear to require discussion or deliberation on the PCLC's consent calendar. The consent calendar saves the committee time by eliminating the need to rearticulate clearly established council policies and positions. However, any committee member may remove an item from the consent calendar to discuss the bill's merits or recommended action.

Bills that are on the discussion agenda include those that appear to require discussion, and those bills on which the OGA staff recommendation differs from the recommendation of an advisory committee. In the latter instance, OGA staff will request that a representative of the advisory committee participate in the PCLC conference call. The guest presents the advisory committee's views, and takes questions from PCLC members. The PCLC may then excuse the guest and deliberate further and then vote on the position.

Legislative Advocacy

Once the PCLC adopts a position on a bill, that position and associated policies become the cornerstone of OGA's advocacy efforts. The information is presented in subsequent negotiating sessions, discussions with interested parties, and meetings with legislators. A letter setting forth the position and policies is sent to the bill's author, to legislative committee members, and other interested parties.

Generally, the PCLC's initial guidance and position suffices to direct OGA staff's advocacy throughout the legislative process. Sometimes, as a bill progresses or is amended, OGA staff require further direction from the PCLC because of a particular bill's significance or complexity, the sensitivity of an issue or the direction taken by the amendments. The PCLC may be asked to reconsider the matter at a subsequent meeting. If legislative events demand an immediate response, the staff may seek direction from a member or subcommittee the PCLC designates on that issue.

Coordination with other groups

The Judicial Council advances its position on legislation most successfully when it allies itself with other entities such as county government representatives, law enforcement, attorneys, and consumer advocates. OGA staff work to develop coalitions on issues of common interest. These coalitions often last for years, effectively supporting and opposing a variety of bills. For example, the council's efforts regarding trial court facilities legislation involved close coordination with the California State Association of Counties. Other groups with which the council has long-standing working coalitions include the Consumer Attorneys of California, the California Defense Counsel, the California Judges Association (CJA), the State Bar of California, and others. These and other working relationships have evolved during many years of cooperative effort.

On most court-related issues, OGA staff maintain close contact with representatives and staff of CJA and the State Bar. Additionally, OGA staff confer regularly with the California Court Association Legislation Committee (CCALC) to discuss or request analytical information about pending legislation with members of the court community. The CCALC members are court employees who provide vital input related to the operational impact of proposed legislation.

Legislative fiscal analysis

During its legislative screening process, OGA staff identify bills that require a fiscal analysis. In the years since the state assumed responsibility for trial court funding, the AOC, through joint efforts of OGA and the Finance Division, has developed a process to ensure that both timely and accurate fiscal analyses are submitted to the Legislature. When reviewing a bill for court-related policy issues, OGA legislative advocates also identify any provisions that may have costs associated with them. The OGA legislative advocate consults with fiscal staff in OGA and the Finance Division who are responsible for the development of fiscal analyses. Fiscal staff confirm the cost issues and, if necessary, work with the advocate to determine an appropriate approach and methodology, identify available resources, and clarify any technical issues affecting the analysis.

There are a variety of resources available to assist in the development of fiscal and workload analyses. Staff of the AOC's Office of Court Research assist in data collection and analysis. OGA staff also work closely with other AOC staff in specific program areas such as civil, criminal, family, and juvenile law; jury service; traffic programs; and the court interpreter program. These staff can provide direct information and referrals to local court staff to assist in the development of fiscal analyses.

Additionally, a process was recently developed to obtain greater input from court staff identified by court executive officers as subject matter experts. The Operational and Budget Impact Working Group of the Court Executives Advisory Committee identified staff in their courts and other courts whom OGA can consult to get input from court designated experts in large, medium, small, urban, and rural courts on the fiscal impact of legislation.

Judicial Council Legislative Policy Guidelines

The Judicial Council Legislative Policy Guidelines provide a historical summary of legislative action. The Guidelines are intended to ensure that council members, advisory committee members, and AOC staff have a common understanding of council policy on issues presented in proposed legislation and are guided by that council policy and practice. The document sets forth concise council policy guidelines regarding court-related legislative proposals. The policy guidelines are organized by topic and further the objectives of the six Judicial Council Strategic Plan goals.

Proposal for Judicial Council–Sponsored Legislation

Advisory Committee: _____

Date: _____

Contact Person: _____

OGA Liaison: _____

1. Problem to be addressed.
2. How does this problem affect the judicial branch?
3. Proposed solution.
4. Alternative solutions. Why is the recommended solution preferable?
5. Minority viewpoints.
6. Any foreseeable problems with the proposed solution?
7. Should the Judicial Council give this proposal urgent consideration?
If so, why?
8. Is the proposal within the Judicial Council’s jurisdiction?
9. Should the proposal be carried out by amending the California Rules of Court instead of statute?
10. Why is the Judicial Council the best sponsor?
11. What political factors are associated with the proposal?

Please attach draft language.

The Office of Governmental Affairs

The mission of the Office of Governmental Affairs is to promote and maintain effective relations with the legislative and executive branches and to present the Judicial Council's recommendations on legislative matters pursuant to constitutional mandate.

(Cal. Const., art. VI, § 6). OGA staff are responsible for the following subject matters:

Subject Matter	Contact
General Advocacy	OGA Director, Donna Hershkowitz
Access to Justice/Self-represented Litigants	Tracy Kenny
Appellate Law	Tracy Kenny, Daniel Pone, TBD
Bench-Bar Coalition	Dia Poole
Budget	OGA Director, Andi Liebenbaum
Civil Procedure	Daniel Pone
Communications Liaison	Dia Poole
Court Facilities	TBD
Court Interpreters	Tracy Kenny
Court Reporters	Donna Hershkowitz
Court Security	Donna Hershkowitz
Criminal Procedure	TBD
Day on the Bench	Dia Poole
Employment Issues (trial court labor, court staff retirement)	Donna Hershkowitz
Family Law	Tracy Kenny
Fiscal Impact of Legislation	Andi Liebenbaum
Judgeships and Subordinate Judicial Officers	Donna Hershkowitz
Judicial Administration Fellowship Program	Dia Poole
Judicial Conduct	TBD
Judicial Education	Tracy Kenny
Judicial Elections	TBD
Judicial Service	Tracy Kenny, Donna Hershkowitz
Jury Issues	TBD
Juvenile Delinquency	Tracy Kenny
Juvenile Dependency	Tracy Kenny
Probate and Mental Health	Daniel Pone
Redistricting/Judicial Redistricting	TBD
State Bar/Practice of Law	Daniel Pone
Traffic Law	TBD

Staff Biographies

Donna Hershkowitz has been the Assistant Director of the Office of Governmental Affairs since joining the AOC in January 2006. She is currently serving as Acting Director of OGA. Prior to joining the AOC, Ms. Hershkowitz most recently served as principal consultant with the Senate Office of Research. Prior to that, she worked for the state Department of Child Support Services, first as senior staff counsel, then deputy director. She also worked for four years as principal consultant to the Assembly Judiciary Committee. Ms. Hershkowitz has a bachelor's degree from Duke University and a juris doctorate from UCLA School of Law.

Katie Asher is an administrative coordinator with the Office of Governmental Affairs. Prior to joining the AOC, Ms. Asher worked for Electronic Data Systems (EDS). While employed with EDS, she worked as a public affairs coordinator for the Office of Governmental Affairs, as an administrative coordinator for Global Marketing Operations, and as a regional coordinator for the Americas Communications division. Ms. Asher has a bachelor's degree in communications from UC Davis.

Luz Bobino is an executive secretary to the director of the Office of Governmental Affairs. She began working at OGA in 2000. Prior to working for OGA, Ms. Bobino was an application support analyst for the Sutter Health Information Technology Center.

Larissa Brothers is a secretary with the Office of Governmental Affairs. Prior to joining the AOC, Ms. Brothers worked in an administrative capacity for Telpro Products, Inc. and Dish Network. For several years, Ms. Brothers ran a home-based confectionery business while pursuing a degree in paralegal studies.

Yvette Casillas is an administrative coordinator with the Office of Governmental Affairs and has been employed by the AOC since 1997. She is responsible for coordinating bill tracking and screening criminal and traffic legislation, as well as supporting the work of three advocates and the PCLC. Ms. Casillas relocated to Sacramento in 1995 from Southern California and attended Sacramento City College, majoring in administration of justice.

Tracy Kenny is an attorney with the Office of Governmental Affairs and has been employed by the AOC since 2001. Prior to joining the AOC, she worked as a fiscal and policy analyst at the Legislative Analyst's Office. Ms. Kenny is responsible for advocacy on family law, domestic violence, court interpreters, access to justice, juvenile dependency and delinquency issues, and judicial retirement. She has a bachelor's degree in history, a master's degree in public policy, and a juris doctorate from the University of California at Berkeley.

Monica LeBlond has been the supervising administrative coordinator in the Office of Governmental Affairs since January 2002. Prior to joining the AOC, she worked as an administrative and quality manager for an environmental consulting firm in Sacramento. Ms. LeBlond has a bachelor of music degree from the State University of New York.

Andi Liebenbaum joined the Office of Governmental Affairs in April 2012 as a senior governmental affairs analyst. She previously served as a senior consultant for Assembly

Member Jared Huffman in the California Legislature. Ms. Liebenbaum served as the president of the Los Angeles League of Conservation Voters, an environmental political action committee, for over a decade, and provided youth, workforce development and environmental policy training for the US Department of State in Central and South America. Ms. Liebenbaum, who is bilingual in English and Spanish, has two bachelors' degrees from Boston University and a juris doctorate from Loyola Law School Los Angeles.

Kate Nitta is a 2012-13 Judicial Administration Fellow at the Office of Governmental Affairs. The Judicial Administration Fellowship program is a graduate professional program administered by the Center for California Studies at California State University, Sacramento, and co-sponsored by the Judicial Council. Ms. Nitta graduated in May 2012 from Golden Gate University School of Law and sat for the July 2012 California Bar Exam. While in law school, she earned specialization certificates in Environmental Law and Public Interest Law. Prior to attending law school, Ms. Nitta worked as a legal secretary for a Sacramento real estate law firm. Ms. Nitta has a bachelor's degree in English from the University of California at Davis.

Daniel Pone is a senior attorney with the Office of Governmental Affairs and has been employed by the AOC since 2001. Prior to joining the AOC, he worked for four years as a principal consultant for the California Assembly Judiciary Committee, working in areas of civil rights, constitutional law, general civil law, contracts, probate, mental health, consumer protection, and privacy. Prior to working in the Assembly, Mr. Pone worked for more than 11 years as a senior attorney for Protection & Advocacy, Inc., specializing in mental health law. Mr. Pone has a bachelor's degree in psychology from the University of Oklahoma and a juris doctorate from University of California at Davis.

Dia Poole joined the Office of Governmental Affairs in January 2004 as a senior governmental affairs analyst. She previously held a four-year appointment as the public affairs director for the California Department of Fair Employment and Housing. Prior to her appointment at DFEH, Ms. Poole served as a policy consultant in several legislative and committee assignments with the California Legislature. Ms. Poole graduated from California State University, San Bernardino and worked for the County of San Bernardino for 13 years before accepting a California State Assembly fellowship and relocating to Sacramento in 1994.

Outreach Activities

The Office of Governmental Affairs seeks to promote effective communications within California's judicial branch and with the legislative and executive branches of government. To enhance these efforts, OGA has established outreach programs that inform the Governor, members of the Legislature, and the legal community about the judicial branch and issues of mutual concern.

State of the Judiciary Address and the Judicial-Legislative-Executive Forum

The Chief Justice of California typically delivers an annual State of the Judiciary address early in the calendar year to a joint session of the Legislature. The address focuses on significant issues and challenges facing the judiciary in the upcoming year. Following the address, a Judicial-Legislative-Executive Forum is conducted, providing an opportunity for members of the Legislature, the executive branch, appellate and trial courts, and the Bench-Bar Coalition to discuss issues and meet informally with the Chief Justice and other judicial branch leaders.

Liaison Program

Working with other groups toward achieving common goals has been a long-standing component of the Office of Governmental Affairs' advocacy work. The liaison program is the office's ongoing effort to maintain contact and work cooperatively with groups involved with the judicial branch, including the California Judges Association, the California State Association of Counties, the California District Attorneys Association, the California Public Defenders Association, the State Bar, civil plaintiffs and defense bars, and others. Where our positions on issues concur, we form alliances to enhance our advocacy efforts. When our positions on issues differ, we negotiate to reach agreements whenever possible. In support of this ongoing liaison effort, the Chief Justice hosts annual meetings with the leadership of several external organizations to discuss issues of mutual concern.

Statewide Bench-Bar Coalition

The Administrative Office of the Courts and the State Bar of California coordinate the statewide Bench-Bar Coalition (BBC). The BBC enhances communication and coordinates the activities of the judicial community with the State Bar; local, minority, and specialty bars; and legal services organizations regarding issues of common interest, particularly in the legislative arena.

Day on the Bench Program

The Day on the Bench program is an event in which a legislator spends a day (or portion of a day) in court with a judge in the legislator's district. This program, cosponsored with the California Judges Association, is designed to give legislators an understanding of the volume, complexity, variety, and difficulty of a trial court judge's daily duties and responsibilities.

California Court Association Legislation Committee

The California Court Association Legislation Committee is composed of professional court staff from various courts throughout the state, including court managers, supervisors, and technical staff. Throughout the legislative session, OGA staff confers with CCALC to exchange information on pending legislation and help inform Judicial Council positions. In November of each year, CCALC and OGA staff jointly conduct the New Laws Workshops to provide court staff throughout the state with information regarding newly-enacted legislation that makes changes to court operations and procedures.

Publications and Information Services

To facilitate communication, staff distributes the following information on current legislative developments.

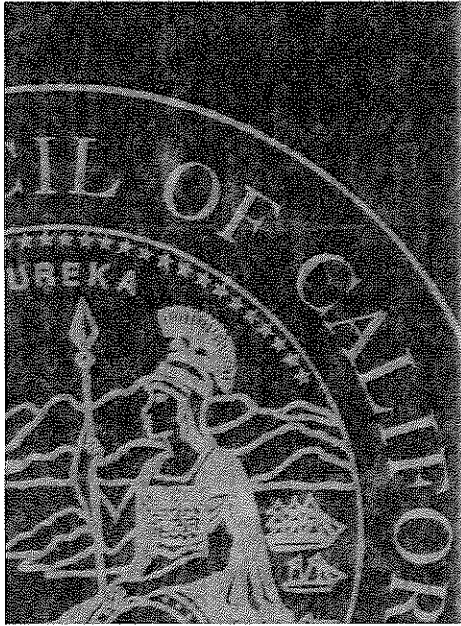
Each year, the Office of Governmental Affairs publishes a comprehensive summary of enacted legislation that affects the courts or is of general interest to the legal community. The Legislative Summary includes brief descriptions of the measures, organized by subject. Current and prior-year summaries can be downloaded from the California Courts Website, Court-related Legislation page: <http://www.courts.ca.gov/4121.htm>

Legislative Status Chart – The Office of Governmental Affairs prepares a chart that provides an easy reference to all council actions on pending legislation, including Judicial Council-Sponsored legislation.

Table of Bills Affecting Appellate Courts – The Office of Governmental Affairs prepares a chart of legislative bills that affect the appellate courts or that respond to California appellate court decisions.

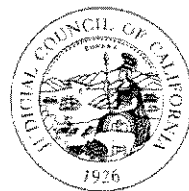
To view bills being tracked by the Office of Governmental Affairs visit the California Courts website at <http://www.courts.ca.gov/4121.htm>

A copy of any legislative measure may be obtained from the Bill Room in the State Capitol building by calling (916) 445-2323. Bills and legislative analyses can also be accessed on the Internet at www.leginfo.ca.gov/bilinfo.html free of charge.



2011 Legislative Policy Guidelines

HISTORICAL SUMMARY OF
LEGISLATIVE ACTIVITY



ADMINISTRATIVE OFFICE
OF THE COURTS

OFFICE OF GOVERNMENTAL AFFAIRS

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JUDICIAL COUNCIL OF CALIFORNIA
ADMINISTRATIVE OFFICE OF THE COURTS
OFFICE OF GOVERNMENTAL AFFAIRS
HISTORICAL SUMMARY OF LEGISLATIVE ACTION

OCTOBER 2011

The Administrative Office of the Courts' Office of Governmental Affairs monitors legislative activity and represents the Judicial Council before the Legislature, the Governor's Office, and executive branch agencies and departments. The following summary of council action sets forth concise policy guidelines regarding court-related legislative proposals. The policy guidelines are organized by topic and further the objectives of the six goals of *Justice in Focus: The Strategic Plan for California's Judicial Branch, 2006–2012*. The table that follows each policy guideline shows actions taken on legislation that illustrate the policy. The table does not include every bill on which a council position was taken.

This document is updated annually. The electronic version of this document contains hyperlinks for viewing the text of the bills.

GENERAL PRINCIPLES

The Judicial Council supports the integrity and independence of the judicial branch and seeks to ensure that judicial procedures enhance efficiency and access to the courts. The council generally takes no position on bills involving substantive law. However, it may take a position on an apparent issue of substantive law if issues of procedure and substance are so inextricably intertwined that they directly affect court administration or judicial discretion or negatively affect existing judicial services by imposing unrealistic burdens on the system.

LEGISLATIVE ACTIVITY

I. COURT OPERATIONS

A. COURT STRUCTURE

The council supports a structure of general jurisdiction to improve court efficiency and flexibility in the use of judicial resources. For specialty calendars (e.g., drug courts, dependency violence courts, etc.) established in the trial courts, the council supports evaluation and development of best practices.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 848</u>	Emmerson	2011	Oppose	Reorganizes the Court of Appeal into seven districts by removing the counties of Riverside, San Bernardino, and Inyo (currently Division Two) from the Fourth Appellate District and creating a new Seventh Appellate District consisting of those counties.	III	
<u>AB 1925</u>	Salas	2010	No position	Authorizes superior courts to develop and implement veterans courts for eligible veterans of the United States military.	N/A	Outside Judicial Council purview
<u>SB 851</u>	Steinberg	2007	Oppose unless amended. Neutral if amended	Authorizes superior courts to establish and implement mental health courts, which may operate a pre-guilty plea program or a deferred entry of judgment program. Authorizes the California Department of Corrections and Rehabilitation to contract with a superior court and county to use mental health courts as a program for parolees with serious mental illnesses who either violate the terms of parole or receive new terms, as an alternative to custody. As proposed to be amended, a parolee's participation in the mental health court program would be voluntary, and the parolee would be required to sign a waiver indicating agreement that participation in the program is in lieu of parole revocation proceedings. Parolees would remain under legal custody of the Department of Corrections and Rehabilitation.	II	Inappropriately creates shared jurisdiction over parolees.
<u>ACA 35</u>	DeVore	2006	Oppose	Provides that the Supreme Court has original jurisdiction, and no other state court has jurisdiction, in any civil action challenging the facial validity of any statewide initiative measure or referendum placed on	II	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

Goal I - Access, Fairness, and Diversity

Goal II - Independence and Accountability

Goal III - Modernization of Management and Administration

Goal IV - Quality of Justice and Service to the Public

Goal V - Education for Branchwide Professional Excellence

Goal VI - Branchwide Infrastructure for Service Excellence

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
				the ballot by signature petition of the voters and approved by the voters at a statewide election. Requires the Supreme Court to issue its decision within 90 days of the filing of the action, and establishes a 90-day statute of limitations for civil actions challenging the facial validity of this type of initiative measure or referendum.		
<u>AB 1453</u>	Daucher	2005	Oppose	Creates new Water Courts to adjudicate cases involving the production of groundwater.	II	Interferes with court administration.
<u>SCA 16</u>	Runner	2005	Oppose	Provides that Los Angeles County shall be divided into judicial districts established by three special masters appointed by the Supreme Court within 30 days after the effective date of the measure. Provides that each district must be geographically compact and contiguous to the extent practicable, and consist of no more than 36 superior court judges. The districts must also comply with the federal Voting Rights Act.	I, III, IV	
<u>AB 2472/</u> <u>SB 1424</u>	Wolk/ Burton	2004 2004	Oppose unless amended; neutral if amended	Creates the California Tax Court, which would replace the State Board Equalization (BOE) as the forum that would hear and determine certain tax appeals. Provides that a taxpayer's option to file an appeal with the California Tax Court would be in lieu of filing an appeal in the California Superior Court. The bills provide further that, within 90 days of the date a determination by the California Tax Court becomes final, a taxpayer or the applicable state agency may appeal the determination of the California Tax Court to the Court of Appeal.	II	Amendments sought to eliminate use of terms court and judge and to allow review by extraordinary writ only.

B. COURT FUNDING

The council supports funding of the courts at a level that will ensure an adequate and stable source of necessary resources. The council generally opposes funding the courts by fees or fines, but departs from this general position in certain circumstances.

L. Budget

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
SB 93	Florez	2005	Neutral	Allows Tulare County to pay any interest and	III	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

Goal I -- Access, Fairness, and Diversity
 Goal II -- Independence and Accountability
 Goal III -- Modernization of Management and Administration

Goal IV -- Quality of Justice and Service to the Public
 Goal V -- Education for Branchwide Professional Excellence
 Goal VI -- Branchwide Infrastructure for Service Excellence

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
				penalties owed to the Trial Court Trust Fund and the Trial Court Improvement Fund over a period of 10 years.		
<u>AB 750</u>	Mullin	2005	Oppose	Authorizes San Mateo County to reduce the amount it is required to remit to the state for funding court operations by 10 percent for 3 years beginning on July, 1 2005.	IV	
<u>SB 324</u>	Florez	2003	Oppose unless amended	Forgives non-remittance of revenues by Tulare County to the Trial Court Trust Fund.	III	Amendment sought to add an appropriation to reimburse the Trial Court Improvement Fund.
<u>SB 1343</u>	Tortakson	2002	Neutral	Forgives retroactive repayment of MOE amounts to the Trial Court Trust Fund.	IV	
<u>SB 1396</u>	Dunn	2002	Support	Clarifies allowable and unallowable costs for court security.	IV	
<u>SB 1153</u>	Johannessen	2001	Oppose	Provides that costs related to court security in counties with a population of less than 103,000 shall be paid by the state.	IV	
<u>AB 2459</u>	Wiggins	2000	No position	Requires the council to adopt rules to provide for public access to budget allocation and expenditure information.	II, IV	

2. *Fees, fines, penalties*

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 221</u>	Simitian	2011	Support	Increases small claims court jurisdiction for actions brought by natural persons from \$7,500 to \$10,000. Delays, until January 1, 2015, operation of jurisdictional increase for bodily injury claims resulting from vehicle accidents.	I	
<u>AB 1826</u>	Beall	2008	Sponsor	Clarifies that the filing fee for filing an action seeking return of seized property in connection with controlled substance offenses is the same as the first paper filing fee in unlimited civil actions.	III	
<u>AB 367</u>	De León	2007	Sponsor	Establishes a task force on criminal court-ordered fines and penalties that will make recommendations for simplifying California's criminal fine and penalty assessment, collection, and distribution system. Reduces the minimum fine required by the Franchise	III	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

- Goal I – Access, Fairness, and Diversity
 Goal II – Independence and Accountability
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 Goal V – Education for Branchwide Professional Excellence
 Goal VI – Branchwide Infrastructure for Service Excellence

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 1248	Evans	2007	Sponsor	Tax Board Court-Ordered Debt Collection Program from \$250 to \$100 and expands the program to include collections for registration, pedestrian, and bicycle violations. Makes technical and clarifying changes to the Uniform Civil Fees and Standard Fee Schedule Act of 2005, clarifies the fine for production of documents pursuant to demand for production, increases the cap on habeas investigations costs paid by the Supreme Court, allows the courts to collect bail forfeitures in installment payments without requiring the individual to make an appearance in court, and changes the date when the Judicial Council must adjust the amount a parent or guardian may be liable for minors' actions.	III, IV	
AB 145	Committee on Budget	2005	Sponsor	Establishes statewide uniform first-paper and first-response paper fees at three graduated levels: the filing fee for limited civil cases where the demand is less than or equal to \$10,000 is \$180; the filing fee for limited civil cases where the demand is greater than \$10,000 but less than \$25,000 is \$300; and the filing fee for unlimited civil cases is \$320.	II, III, IV	
SB 246	Escutia	2004	Sponsor	Allows courts, in addition to counties, to refer delinquent fines to the Franchise Tax Board.	II, III	
AB 934	Reyes	2003	Oppose	Adds a \$25 filing fee for deposit in the Child Abduction Prevention Fund established in the office of the district attorney in Fresno County.	II	
SB 940	Escutia	2003	Sponsor	Requires the Judicial Council to adopt guidelines for a comprehensive collection program, establish a collaborative court-county working group on collections, and report on the effectiveness of collection programs.	II, III	
AB 1819	Robert Pacheco	2002	Support	Removes the \$100 minimum requirement to identify and collect delinquent fines and forfeitures with or without a warrant and provides that any county or court may establish a minimum base fine or forfeiture amount for inclusion in the program.	II, III	
AB 2690	Cardoza	2002	Oppose	Requires each court to submit to the Bureau of State Audits an annual financial statement showing	II, III	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

Goal I – Access, Fairness, and Diversity

Goal IV – Quality of Justice and Service to the Public

Goal II – Independence and Accountability

Goal V – Education for Branchwide Professional Excellence

Goal III – Modernization of Management and Administration

Goal VI – Branchwide Infrastructure for Service Excellence

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
				outstanding delinquent fines.		

C. COURT FACILITIES

The council seeks ways to fund necessary courthouse construction projects on a statewide basis.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SBX2 12</u>	Steinberg	2009	Sponsor	Provides for the continuous appropriation of revenue created by SB 1407 (Stats 2008, ch. 311) to support courthouse construction projects. Creates an expedited authority process for trial court construction projects.	I, II, III, VI	
<u>SB 1407</u>	Perata	2008	Sponsor	Authorizes a \$5 billion program for the construction, rehabilitation, renovation, and replacement of court facilities. Increases civil first paper filing fees and criminal and traffic fees and penalties to generate the revenue to fund future revenue bonds.	I, III, VI	
<u>SB 10</u>	Dunn	2006	Co-sponsor	Revises the Trial Court Facilities Act of 2002 to allow buildings with a seismic level V rating to transfer to the state so long as counties remain liable for earthquake-related damage, replacement, injury, and loss to the same extent that they would have been liable if the responsibility for court facilities had not transferred to the state.	I, III	
<u>SB 1375</u>	Lowenthal	2006	Support if amended	Requires the state to become a party to any public-private partnership agreement entered into by a county that involves a capital lease for construction of replacement court facilities and to become the lessee.	II, III	Amendment sought to remove requirement that the state participate in negotiations with counties and private developers regarding the construction of a new court facility
<u>AB 262</u>	Berg	2005	Oppose	Prohibits the Judicial Council from requiring that a structure proposed for transfer from a county to the state for court occupancy meet a building code stricter than the standard adopted for the county buildings in the county proposing the transfer.	II, III	
<u>AB 1435</u>	Evans	2005	Support	Adds expenditures on "court facilities" to the list of allowable uses of local courthouse construction funds.	III	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

Goal I – Access, Fairness, and Diversity
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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 395</u>	Escutia	2005	Sponsor	States the intent of the Legislature to enact the California Court Facilities Bond Act of 2006 to acquire, construct, and finance court facilities.	I, III, VI	
<u>AB 688</u>	Nakanishi	2003	Oppose	Requires the Amador County courthouse and hospital transfer to the state on January 1, 2004, and relieves Amador County of its responsibility to provide court facilities pursuant to SB 1732 (Escutia), Stats. 2002, ch. 1082.	II	April 28, 2003 amendments provide that in establishing the recommended priorities for funding of projects under the California Court Facilities Construction and Renovation Bond Act of 2004, the Judicial Council shall consider all relevant factors bearing on the priority of each proposed project, including a proposal for matching funds. Council opposition withdrawn.
<u>SB 655</u>	Escutia	2003	Sponsor	Authorizes the issuance of bonds, the proceeds of which would be deposited in the State Court Facilities Construction Fund.	I, III, VI	
<u>SB 1732</u>	Escutia	2002	Cosponsor	Establishes a process for the transfer of responsibility for court facilities from the counties to the state.	I, II, III, VI	

D. COURT MANAGEMENT

1. *Personnel issues* – The council seeks to maintain the ability of the judicial branch to manage relationships between courts and court employees and independent contractors such as court reporters and court interpreters.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1699</u>	Hernandez	2010	Oppose unless amended	Provides that the General Fund and other special funds are to be continuously appropriated in an amount necessary for employee compensation and benefits, so that state employees will be fully paid in the absence of a state budget. The contents of this bill are identical to the provisions of AB 790.	II, III	Inappropriately treats judicial branch employees differently than other public employees.
<u>AB 1749</u>	Lowenthal, Bonnie	2010	Support	Extends the existing provisions of the California Whistleblower Protection Act (CWPA) to the judicial branch.	II	Promotes accountability and transparency.
<u>SB 752</u>	Wiggins	2009	Support	Requires that counties in joint PERS contract with a court, prior to issuing a pension obligation bond (POB) (1) identify court employees as of January 1, 2001 (2) require PERS to complete an actuarial analysis, and (3) reach agreement with the court on	II	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

- Goal I – Access, Fairness, and Diversity
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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 276	Solorio	2007	Oppose	the financial and legal impact of the POB on the court's employer contribution rate. Provides that a limited-term employee is a regular trial court employee if the limited-term employee has completed 180 days of service, and if the assignment, position, or project of the limited-term employee is an integral part of the long-term, regular work of the trial court. This bill would remove the right to bargain with employee organizations over the use of temporary or limited term employees. Eliminates or delays the courts' ability to seek injunctive relief when court employees or when county employees strike and essential court employees will not cross a picket line. Removes a court's ability to seek injunctive relief in superior court for the return of a limited number of employees instead. Requires all injunctive relief to be sought through Public Employment Relations Board.	II, III	
AB 553	Hernandez	2007	Oppose	Increases the fee for the original and copies of court reporter transcripts for 3 consecutive years by a specified amount and then annually by the Consumer Price Index.	I, IV	As amended May 23, 2007 council position changed to take no position on amount of transcript rate increase, if funded, support the uniform transcript standards, and oppose unless amended to address increased costs on low income litigants.
AB 582	Evans	2007	Oppose unless amended and funded	Prohibits use of limited-term for work that is an integral part of the long-term, regular work of the trial court.	II	
AB 1797	Bermudez	2006	Oppose	Requires the assets and liabilities of the Superior Court of Butte County and the County of Butte to be kept in separate accounts within the Public Employees Retirement System fund.	II, III	Amendment sought to delete the requirement that assets and liabilities be split and instead require the Judicial Council to report to the Legislature by January 1, 2006 on how to fairly resolve the issues raised in Butte and Solano counties.
SB 733	Aanestad	2005	Oppose unless amended	Grants to the Public Employment Relations Board authority to process claims involving violations of statutes or rules relating to employment relations between trial courts and recognized employee organizations.	II, III	
AB 782	Keheo	2003	Oppose unless amended			

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 371</u>	Escutia	2002	Support	Establishes the Trial Court Interpreter Employment and Labor Relations Act, providing for the employment and compensation of certified and registered trial court interpreters.	II, III	
<u>SB 2011</u>	Burton	2002	Support	Establishes the Workers' Compensation Fund. Allows the courts to be uninsured for workers' compensation in the same way the state, as an employer, is uninsured.	II, III	
<u>AB 1571</u>	Shelley	2001	Oppose	Eliminates the statutory "at pleasure" status of the Supreme Court and Court of Appeal employees.	II, III	
<u>SB 2140</u>	Burton	2000	Support	Establishes the trial court as the employer of court employees.	III	

2. *Management and administration* – The council closely examines the fiscal and resource implications of any legislative proposal that places additional responsibilities on court administration. When appropriate, the council informs the Legislature of the need for additional resources to carry out new legislatively imposed responsibilities, or seeks to improve the efficiency of the new procedure.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 973</u>	Campos	2011	Support if amended; neutral if not amended.	Requires trial courts, prior to adopting a baseline budget plan for the fiscal year, to accept public input by holding a public hearing where testimony may be presented and by receiving written comments. Requires that, during the current 60-day notice period regarding notice of courtroom closures, or closure or reduction in the hours of clerks' offices, the public be given an opportunity to submit written comments on the court's plan.	II	Support contingent on amendments to provide flexibility to the trial courts on how the opportunity for public comment is provided, rather than mandating a public hearing.
<u>SB 326</u>	Yee	2011	Oppose	Requires the Judicial Council to adopt a rule of court requiring courts to make newly filed or lodged court records available for public inspection at the courthouse no later than the end of the same day on which those records are received by the court.	IV	Unworkable burden on courts.
<u>SB 858</u>	Gaines	2011	Oppose	Provides that the Chief Probation Officer of Nevada County shall be appointed by the Nevada County Board of Supervisors.	II	Codifies a one-sided governance structure that ignores the critical role of the court in probation activities.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 1697	Hall	2010	Oppose	Takes the authority to allocate funding for court security away from the Judicial Council. Directs that the allocation to each sheriff be determined by the Judicial Council's Working Group on Court Security; makes all persons who provide court security services employees of and under the direction of the county sheriff.	II	Inappropriately interferes with Judicial Council governance; inappropriately takes funding authority away from the Judicial Council.
AB 1926	Evans	2010	Sponsor	Authorizes courts to create, maintain, and preserve records in any form or forms—including paper, optical, electronic, magnetic, micrographic, or photographic media or other technology—that satisfies standards or guidelines established by the Judicial Council.	VI	Promotes efficient management of court records.
AB 273	Anderson	2009	Oppose	Requires the superior courts to submit all unpaid court-ordered debt to the Franchise Tax Board, regardless of the amount, if the debt is at least 90 days delinquent. Allows the Franchise Tax Board to include in the total amount owed by the debtor that is subject to collection, the "actual and reasonable cost of collection."	II	
AB 1338	Anderson	2009	Oppose unless funded	Authorizes the presiding judge of the superior court, or a judge designated by the presiding judge, together with the district attorney and the public defender, to establish and conduct an arraignment court program. Also authorizes the presiding judge of the superior court to establish extended hours for the operation of an arraignment court program.	III	Unnecessary. Interferes with court management.
AB 2357	Duvall	2008	Oppose unless amended	Requires the Judicial Council to develop and implement policies and procedures for the protection of personal information maintained by a superior court and processed or stored by private service providers, consistent with the best interests of the public. Requires the council, as part of the process of developing these policies and procedures, to consider, among other things, the effect and advisability of prohibiting the outsourcing of data entry services outside the United States.	III, IV	Sought amendment to direct the Judicial Council to take a comprehensive look at protecting personal information and to develop policies and procedures that are in the best interests of the public.
AB 112	Wolk	2007	Oppose	Designates a segment of State Highway Route 12 in Solano and San Joaquin Counties as a Safety Enhancement-Double Fine Zone upon approval of specified county resolutions and until January 1, 2012.	III	

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 117</u>	Beall	2007	Oppose	Provides that, until January 1, 2010, a county may choose to levy an additional assessment for a highway traffic violation in the amount of \$2 for every \$10 or fraction thereof, upon each base fine, excluding other penalty assessments, fees, or additions. Requires that the collected assessment be deposited in a Traffic Safety Committee Network fund, and that the monies be allocated so that, after deducting administrative costs, 85 percent shall be used in traffic safety programs approved by the county board of supervisors, and 15 percent shall be deposited in the county's courthouse construction fund.	III	
<u>SB 57</u>	Alarcon	2005	Oppose	Authorizes a county board of supervisors to levy a \$2 penalty assessment for every \$10 in base fine, for seat belt, speed limit, DUI and domestic violence offenses.	III	Imposed undue burden on court case-management systems.
<u>SB 324</u>	Florez	2004	Oppose unless amended to include an appropriation to the Trial Court Improvement Fund	Validates the incorrect distribution of fines, forfeitures, and penalties made by the County of Tulare to the State Treasurer for deposit in the Trial Court Improvement Fund in the 1996-97 to 1999-2000 fiscal years.	II, IV	
<u>SB 1801</u>	Flores	2004	Oppose	Prohibits any state or local agency or court that accepts a credit card or debit card as a payment from imposing any processing fee or charge for the use of that card that is not also imposed upon persons who pay by cash or check.	II, III	
<u>AB 3036</u>	Corbett	2002	Oppose unless funded	Increases the accountability of guardians by assisting courts in overseeing guardianship cases and helps ensure proper care and treatment for wards.	II, III	
<u>AB 1421</u>	Thomson	2001	Oppose unless funded	Authorizes a new involuntary outpatient treatment scheme for certain mentally ill persons. Sets forth new court duties for implementing this program.	III	

E. COURT HOURS

The council seeks to maintain adequate access to the courts.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 996</u>	Anderson	2009	Oppose	Authorizes the courts to operate on a continuous and ongoing basis, 24 hours per day, seven days per week.	II, III	
<u>AB 1641</u>	Keene	2003	Sponsor	Improves procedures authorizing the Chief Justice to issue orders during an emergency.	I, II, IV	

II. THE JUDICIARY

A. JUDGESHIPS

The council is committed to ensuring adequate judicial resources in the courts. The council advocates creation of additional trial and appellate court judgeships in order of most severe need, and pursuant to an orderly statewide review.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 159</u>	Jones	2007	Sponsor	Authorizes the creation of the second set of 50 judgeships, to be allocated pursuant to the council's allocated methodology.	I, II, III, IV	
<u>SB 56</u>	Dunn	2005	Sponsor	Authorizes 50 additional judges based upon the uniform criteria and allocation approved by the Judicial Council pursuant to the Judicial Needs Study. Requires the Judicial Council to report to the Legislature biannually on the continuing need for new judgeships and their allocation based on the same uniform criteria.	I, II, III, IV	
<u>SB 1857</u>	Burton and Hertzberg	2000	Support	Authorizes 20 new trial court judgeships and 12 appellate justice positions	I, II, III, IV	

B. JUDICIAL SERVICE

To ensure the branch's ability to attract and retain highly qualified judges, the council supports appropriate increases to judicial salaries, and an adequate, fully funded judicial retirement plan. The council also seeks ways to improve the administration of justice in areas related to judicial retention, including (1) benefits, wellness subsidies, professional development allowances, personal leave, and supplemental life, disability, or liability insurance; (2) health-care benefits, including services and programs; (3) compensation and retirement; (4) "quality of judicial life" resources and programs; (5) mentorship programs; and (6) special needs of and programs for new and retired judges.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
				JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES		
				Goal IV - Quality of Justice and Service to the Public		
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Goal I - Access, Fairness, and Diversity

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 503</u>	Vargas	2011	Cosponsor	Allows JRS II members who previously served as subordinate judicial officers (SJOs) to purchase JRS II service credit for a fraction of their SJO years.	I	
<u>SB 1425/ AB 1987</u>	Simitian/ Ma	2010	Oppose unless amended to allow exclusion of judges and SJOs from separation requirement	Prohibits the practice of "pension spiking" by excluding from the calculation of pension benefits out of the ordinary compensation increases paid for the principal purpose of enhancing individuals' pension benefits. Prohibits "double dipping" by requiring at least six months separation before any employee may return to service.	II, III	Fails to address the unique circumstances of the judicial branch. By failing to exclude judges from the double dipping provision, it interferes with the assigned judges program's ability to retain newly retired judges, and the ability to hire retired commissioners while a court awaits a judicial appointment to a converted commissioner position.
<u>AB 32</u>	Lieu	2009	Support	Enhances Internet privacy protections for judicial officers.	II, III	
<u>AB 545</u>	Walters	2008	Support	Amends the Judges' Retirement System II (JRS II) statute to allow a judge who is on leave from the bench because of active duty service in the military to elect to purchase retirement service credit by repaying his or her missed contributions to JRS II.	II, III	
<u>SB 1187</u>	Ackerman	2006	Sponsor	Permits a judge in the Judges' Retirement System II who leaves judicial office after five or more years of service and is not eligible to retire to elect to receive the amount in his or her retirement account as an annuity.	II, III	
<u>SB 1364</u>	Battin	2006	Support	Protects privacy of judicial officers.	II, III	
<u>AB 1035</u>	Spitzer	2005	Support	Prohibits any state or local agency from hosting or providing service to an Internet web site that posts a public safety official's home address or telephone number.	II, III	
<u>AB 1595</u>	Evans	2005	Support	Prohibits selling or trading for value on the Internet the home address or telephone number of any elected or appointed official has made a written demand to not disclose his or her home address or telephone number.	II, III	
<u>SB 506</u>	Poochigian	2005	Support	Extends existing voter registration confidentiality programs to include a public safety official.	II, III	
<u>SB 528</u>	Ackerman and Dunn	2005	Co-sponsor	Declares the Legislature's intent to evaluate the impact of trial court unification on the judges'	II, III	

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 2905	Spitzer	2004	Support	retirement systems and the resulting increase in the judges' age at the start of their judicial service. Requires that an employing governmental entity reimburse moving and relocation expenses if it is necessary to move because a judge or court commissioner has received a credible threat that a life threatening action may be taken against him or her or his or her immediate family as a result of his or her employment	II, III	Improve quality of judicial service.
AB 2688	Alquist	2002	Support	Establishes a burial benefit in the amount of \$7,500, subject to cost-of-living increases, for all active and retired judges.	III	

C. SELECTION AND ELECTION OF JUDGES

The council seeks to avoid politicizing the election process, and supports a process that is fair and clear to candidates and informative to voters.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 362	Lowenthal	2011	Support	Revises the number of signatures needed for placing an uncontested judicial election on the ballot for a potential write-in contest. Requires that a write-in candidate for the office of superior court judge include on the statement of intent to run his or her compliance with eligibility requirements for a judge of a court of record.	I, II	
ACA 1	Nation	2001	Oppose	Eliminates elections to fill judicial vacancies, providing instead that the governor shall fill vacancies. Provides that all judges appear on the ballot uncontested, with the question presented whether the candidate shall be elected.	II, III	

D. COMMISSIONERS, REFEREES, AND TEMPORARY JUDGES

The council supports clarification of the status, powers, and duties of commissioners, referees, and hearing officers.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 405</u>	Corbett	2011	Sponsor	Ratifies the authority of the Judicial Council to convert 10 additional subordinate judicial officer positions to judgeships in FY 2011-2012 where the conversion will result in a judge being assigned to a family law or juvenile law assignment previously presided over by a subordinate judicial officer.	I, II, IV	
<u>AB 2763</u>	Committee on Judiciary	2010	Support	Permits the conversion of up to 10 additional subordinate judicial officer (SJO) positions to judgeships each year. Allows the additional conversions if the conversion would result in a judge being assigned to a family law or juvenile law calendar previously assigned to an SJO.	I, II, IV	Allows the council to expedite the conversion of eligible SJO positions.
<u>AB 159</u>	Jones	2007	Sponsor	Authorizes the conversion of 162 subordinate Judicial Officer positions to judgeships upon vacancy.	I, II, IV	

III. PROCEDURAL LAW

A. CIVIL PROCEDURE

The council supports measures that reduce delay and make court operations more efficient. The council seeks to protect the exercise of judicial discretion in matters of civil litigation. The council generally supports judicial arbitration and other alternative dispute resolution (ADR) programs and procedures that are likely to assist in the equitable disposition of cases, but advocates for limits on the use of court-ordered discovery references to exceptional circumstances.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 5</u>	Evans	2009	Sponsor	Amends the Civil Discovery Act to expressly authorize the discovery of electronically stored information, and authorizes the "copying, testing or sampling" of such information. Allows a party to specify the form in which electronically stored information is to be produced, and if no form is specified, the responding party must produce the information in the form or forms in which it is ordinarily maintained or in a form that is reasonably usable. Establishes procedures for motions to compel and motions for protective orders relating to	III, IV	Improves administration of justice.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 839</u>	Emmerson	2009	Support	<p>the discovery of electronically stored information. Sets forth a procedure for handling disputes over the production of electronically stored information that is subject to claims of privilege or attorney work-product protection.</p> <p>Requires Medi-Cal service providers with a complaint or grievance concerning the processing or payment of money that the provider alleges is payable under the Medi-Cal program to follow specified Department of Health Care Services complaint procedures. In lieu of allowing providers to seek "appropriate judicial remedies" to appeal the department's decision, instead specifies that the provider who has complied with these procedures may, within the time period prescribed in existing law, file a petition for a writ of mandate pursuant to Section 1085 of the Code of Civil Procedure in the superior court.</p>	III, IV	Improves administration of justice.
<u>SB 259</u>	Benoit	2009	Oppose	Provides that, if a court voids any results of a homeowners' association election for one or more Common Interest Development (CID) board members, the court shall not invalidate a decision of the board that was reached after the board was seated pursuant to that election unless the court finds that the action of the board was contrary to law or the governing documents.	II	Interferes with court discretion.
<u>AB 225</u>	Beall	2008	Support	Re-enacts the elder abuse protective orders statute, and expands its scope to allow the court, in its discretion, on a showing of good cause, to extend the protection to include the petitioner's named family or household members, as well as the petitioner's conservator. Provides that a petitioner shall not be required to pay a fee for law enforcement to serve a protective order issued pursuant to the bill's provisions.	III, IV	Enhances court's ability to provide protection to elder abuse victims, and improves access to justice.
<u>AB 2193</u>	Tran	2008	Support	Enacts the Interstate and International Depositions and Discovery Act. Creates a process for the resolution of a dispute regarding discovery conducted in California in connection with an out-of-	IV	Improves administration of justice and enhances court administration.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 2379</u>	Evans	2008	Oppose	state proceeding, and provides that a request for relief in this regard would be filed in the superior court in the county in which the discovery is sought, with payment of specified fees. Permits a party to appeal court orders in connection with a dispute by extraordinary writ to the appropriate court of appeal. Provides that an appeal from an order granting or denying a motion to seal or unseal a court record may be made by filing an extraordinary writ petition or notice of appeal. If a party seeks an appeal, requires that the record relating to the matter and the opening brief be filed within 30 days of notice of entry of the trial court's order. Requires the clerk of the reviewing court to set the appeal for a hearing on the first available court date.	II	Interferes with appellate court calendaring authority.
SB 1608	Corbett, Harman, Steinberg, Runner and Calderon	2008	Neutral	Requires a court, in civil actions involving construction-related accessibility claims, to issue an order, upon request, that grants a 90-day stay of the action and schedules a mandatory early evaluation conference (EEC) if the defendant has satisfied certain requirements relating to inspection of the site at issue by a certified access specialist. Provides that the court must schedule an EEC between 21 and 50 days after issuance of the stay order, and requires that EECs be conducted by a superior court judge or commissioner, or a court early evaluation conference officer, as defined.	IV	Encourages early resolution of these cases.
<u>AB 500</u>	Lieu	2007	Support	Specifies generally that a party may appear by telephone in all general civil cases at case management conferences, and other specified conferences, hearings and proceedings. Provides that a court may require a party to appear in person at such hearings, conferences, or proceedings if the court determines, on a hearing-by-hearing basis, that a personal appearance would materially assist in the determination of the proceedings or in the effective management or resolution of the particular case.	I, IV	Improves access to the courts and conserves resources.
<u>AB 1264</u>	Eng	2007	Neutral	Prohibits delay reduction rules from requiring the severance of unnamed defendants prior to the	IV	Improves administration of justice.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 2303	Committee on Judiciary	2006	Sponsor (of specified provisions)	conclusion of the introduction of evidence at trial, except upon stipulation or motion of the parties. Clarifies the procedures governing a change of name; makes service times for elder abuse protective orders consistent with other protective orders; authorizes courts to receive notice to appear citations for non-parking Vehicle Code violations electronically if the court has the ability to receive the information and reproduce it in a printed form; and extends the sunset date on existing statutory authority for courts to impose modest monetary sanctions upon jurors who fail to respond to a jury summons.	IV	Improves administration of justice and enhances court administration.
SB 1116	Scott	2006	Support	Increases court oversight of moves of conservatees and the sale of their homes.	IV	Improves the court's ability to provide oversight of these cases.
SB 1550	Figueroa	2006	Support	Enacts the Professional Fiduciaries Act, which establishes in the Department of Consumer Affairs a new licensure scheme governing professional conservators, guardians, and other fiduciaries.	IV	Improves the court's oversight of these cases.
AB 355	Tran	2005	Oppose	Authorizes the court in any action involving joint and several liability to "instruct the jury on the effect of finding any party, including, but not limited to, the State of California, partially liable."	II, III	Would create confusion; interferes with judicial function.
AB 496	Aghazarian	2005	Support if amended	Requires the clerk to maintain the original summons in the court file.	III	Improves court administration and conserves resources.
AB 1322	Evans	2005	Co-sponsor	Modifies grounds for disqualification to require more than casual discussions regarding prospective employment with providers of alternative dispute resolution services.	II, IV	Avoids unnecessary disqualifications of judges.
AB 1742	Committee on Judiciary	2005	Sponsor	Deletes the sunset on CCP section 128.7, thereby continuing the courts' ability to impose sanctions for the filing of frivolous lawsuits. Clarifies and streamlines small claims court procedures, extends the sunset of the security fee, and requires that acceptance of an offer to compromise a lawsuit must be in writing.	III, IV	Improves administration of justice and enhances court administration.
SB 575	Torlakson	2005	Oppose unless amended	Establishes calendar preference for actions to enforce provisions of the Anti-NIMBY law.	II, III	Interferes with court administration.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 3078</u>	Committee on Judiciary	2004	Sponsor	Makes several non-controversial changes to the statute governing the times for service and filing of motion papers, as well as clarifying the cutoff date for discovery in civil cases. Also clarifies standing of emancipated minors in small claims court, and clarifies to whom a clerk must provide notice when a check for filing fees has been returned for non-payment.	III, IV	Improves administration of justice and enhances court administration.
<u>SB 1249</u>	Morrow	2004	Oppose	Provides that the word "hearing," when applied to any demurrer, motion, or order to show cause, signifies oral argument by moving and opposing parties on a record amenable to written transcription which shall be had unless affirmatively waived by the parties.	II, IV	Unnecessary; interferes with judicial function.
<u>AB 2321</u>	Hertzberg	2002	Sponsor	Clarifies the process for tort claims filed against judicial branch entities.	III	Eliminates confusion and streamlines the handling of cases.
<u>AB 3027</u>	Committee on Judiciary	2002	Sponsor	Makes various improvements to civil procedure.	III	Improves administration of justice and enhances court administration.

1. *Alternative dispute resolution*

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 202</u>	Harman	2005	Support	Provides that filing a petition to compel arbitration pursuant to Code of Civil Procedure section 1281.2 is the exclusive means by which a party to an arbitration agreement may seek to compel arbitration of a controversy alleged to be subject to that arbitration agreement.	III, IV	Would conserve judicial resources by eliminating unnecessary side litigation over issue.

2. *Disqualification Motions (170.6)*

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1894</u>	Monning	2010	Support	Extends, for civil cases only, the time period for moving to disqualify a judge from 10 to 15 days and requires the moving party to notify all other parties within 5 days of making the motion.	II, IV	Clarifies timeline for bringing motions, which should help avoid confusion.

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2. Miscellaneous

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 2119	Tran	2010	Support	Provides that when any law governing civil procedure requires an act to be performed no later than a specified number of days before a hearing date, the last day to perform that act shall be determined by counting backward from the hearing date, excluding the date of the hearing.	IV	
AB 2284	Evans	2010	Support	Establishes the Expedited Jury Trials Act. Among other things, defines expedited jury trial as a binding jury trial before a reduced jury panel and judicial officer. Requires the Judicial Council, by January 1, 2011, to adopt implementing rules and forms. Makes the Act operative until January 1, 2016	I, III, IV	
SB 1274	Committee on Judiciary	2010	Sponsor	Authorizes service by electronic notification by defining electronic service to include both electronic transmission and electronic notification. Authorizes electronic service of all types of documents and expands the courts ability to serve certain documents electronically.	III, IV	

4. Small claims – The council advocates a small claims court system that provides a speedy, fair, and inexpensive alternative for resolving conflicts of low monetary value. The council supports adequate funding for small claims human resources in all counties.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 712	Evans	2009	Support	Specifies that a small claims court has jurisdiction over an action for an injunction or other equitable relief when a statute expressly authorizes a small claims court to award that relief. Expressly provides that this legislation does not expand and is not encouraging the expansion of the jurisdiction of the small claims court.	I, IV	Improves administration of justice.
AB 1873	Lieu	2008	Sponsor	Clarifies that a court is authorized to charge the same fees for post-judgment motions related to the enforcement of a small claims judgment as a court charges for the enforcement of a regular civil judgment. Authorizes a court to charge and collect a nonrefundable postponement fee of \$10 from either	III, IV	Improves administration of justice and enhances court administration.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 2846	Feuer	2008	Support	Provides that if a dispute exists between the owner of a separate interest and a homeowners' association regarding any disputed charge or sum levied by the association, and the amount in dispute does not exceed the jurisdictional limits of the small claims court, the owner of the separate interest may pay under protest the disputed amount and all other amounts levied, including certain fees, costs, and other specified amounts, and commence an action in small claims court.	I, IV	Improves access to the courts.
SB 1432	Margett	2008	Support	Increases the jurisdiction of the small claims court from \$4,000 to \$6,500 for any action brought by a natural person against a defendant guarantor that charges a fee for its guarantor or surety services.	I, IV	Improves access to the courts.
AB 2455	Nakanishi	2006	Support	Provides that the small claims court has jurisdiction in an action brought by a natural person against the Registrar of the Contractors State License Board as the defendant guarantor holding a contractor's cash deposit if the amount of the demand does not exceed \$7,500.	I, IV	Enhances access to the courts.
AB 1459/ SB 422	Canciamilla	2005	Oppose unless amended, support if amended	Increases the jurisdiction in small claims court from \$5,000 to \$7,500 for actions brought by <i>natural persons</i> .	I, III, IV	Enhances access to the courts by raising jurisdictional amount to \$7500, opposition to proposal to expand jurisdiction to \$10,000 because too much complexity for small claims.

5. Summary adjudication/summary judgment

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
SB 384	Evans	2011	Support	Authorizes a motion for summary adjudication of a legal issue or claim of damages, other than punitive damages, that does not completely dispose of a cause of action, an affirmative defense, or an issue of duty. It does this upon stipulation of the parties whose	III, IV	

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				claims or defenses are put at issue by the motion, and a prior determination by the court, that the motion will further the interests of judicial economy by reducing the time required for trial or increasing the ability of the parties to settle. Clarifies the law governing fees in complex civil cases.		
<u>AB 2961</u>	Wayne	2002	Oppose	Authorizes a motion for summary adjudication of a legal issue or claim of damages other than punitive damages that does not completely dispose of a cause of action, an affirmative defense, or an issue of duty, if brought upon stipulation of the parties whose claims or defenses are put at issue by the motion.	II	Interferes with court's management of litigation.

6. Unlawful detainer – The council supports efforts to reduce delays and abuses in unlawful detainer actions, and seeks to ensure that processes are not overly burdensome to the courts.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1126</u>	Eng	2007	Support	Provides that in unlawful detainer actions and other specified summary proceedings involving the possession of real property, a discovery motion may be made at any time upon giving five days notice. Requires the Judicial Council to adopt rules prescribing the time for the filing and service of opposition and reply papers relating to specified motions filed in connection with the above summary proceedings.	II, IV	Improves administration of justice.
<u>AB 664</u>	Jones	2005	Support	Allows the court to list legal service providers not funded by the federal Legal Services Corporation on unlawful detainer notices.	I, IV	Ensures best information on legal service providers for UD defendants.
<u>SB 345</u>	Kuchi	2003	Oppose unless amended	Denies access to unlawful detainer records until 60 days following the date final judgment has been entered in favor of the landlord after a trial or summary judgment motion.	III	Administrative record keeping requirements unduly burdensome on the courts.

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B. CRIMINAL PROCEDURE

1. *Criminal and capital case processing* – The council seeks to expedite the resolution of criminal cases at the trial and appellate level. The council seeks to maintain the courts' ability to efficiently and effectively manage the procedures and administration of the court system while improving the delivery of justice to the public, and to protect the exercise of the judicial discretion in criminal cases.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 109	Committee on Budget	2011	No position	Enacts broad changes to the criminal justice system by realigning postrelease supervision of inmates from the state to the county and redefining felony to be punishable, with specified exceptions, in county jail instead of state prison.	IV	The Judicial Council took no position on the policy as outside the council's purview, but due to the magnitude of the realignment and impacts on the courts, the council directed staff to submit a letter to the Governor and Legislature on behalf of the Judicial Council expressing grave concerns about the concept of shifting parole jurisdiction to the judicial branch and the critical need to provide adequate resources.
AB 1284	Hagman	2011	Oppose	Permits the court, in lieu of revoking probation, to allow the defendant to post bond to secure appearance at any future hearing regarding a violation of the court-imposed conditions of probation. Requires the court to notify the defendant, the surety, and the bail agent of the probation revocation hearing.	I, II	
AB 447	Nestande	2010	Oppose	Makes mandatory on the court and defendant several provisions permissive under current law relating to the court's determination of a defendant's ability to pay for counsel.	II, III	Imposes enormous unnecessary workload; existing law and practices are effective.
AB 2056	Miller	2010	Oppose	Adds cases involving assault with the intent to commit rape to the list of types of cases that are categorically eligible for a good cause continuance in criminal proceedings when the prosecuting attorney assigned to the case has another trial, preliminary hearing, or motion to suppress in progress in another case.	II	Inappropriately interferes with the court's function to have the court determine whether there is good cause for a continuance on a case-by-case basis.
AB 2505	Strickland	2010	Support	Allows an oath by an affiant seeking a search warrant to be made using a telephone and computer server, in addition to a fax machine or email, and allows the affiant's signature to be in the form of an electronic signature.	III	

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<u>SB 1449</u>	Leno	2010	Support	Reclassifies from a misdemeanor to an infraction simple possession and possession while driving of not more than 28.5 grams of marijuana.	III, IV	Increases court efficiency.
<u>SCA 27</u>	Harman	2010	Support	Authorizes the Supreme Court to transfer a case to a court of appeal when a judgment of death has been pronounced and requires the Supreme Court to review the resulting decision of the court of appeal affirming or reversing that judgment.	IV	
<u>AB 250</u>	Miller	2009	Support	Requires a criminal defendant's withdrawal of a waiver of his or her speedy trial time limits to be done in open court.	III, IV	Improves court efficiency by ensuring all parties have notice of change in case status.
<u>SB 431</u>	Benoit	2009	Support	Improves probation transfer procedures.	III, IV	
<u>SB 678</u>	Leno and Benoit	2009	Support in concept	Creates the California Community Corrections Performance Incentive Act to provide sustainable funding for improved, evidence-based probation supervision practices and capacities to improve public safety outcomes among adult felons who are on probation.	IV	Further Judicial Council goals to improve sentencing practices and outcomes.
<u>AB 2166</u>	Tran	2008	Support	Clarifies appellate jurisdiction in bail forfeiture proceedings by allocating these cases between the Courts of Appeal and the superior court appellate divisions the same way they were allocated before unification of the municipal and superior courts. Bases jurisdiction of a bail forfeiture appeal on the underlying criminal charge and the stage of the proceeding at which bail was forfeited.	III, IV	
<u>SB 1257</u>	Morrow	2006	Oppose	Revises and regulates the capital appeals process.	II	
<u>SB 330</u>	Cedillo	2005	Support	Requires a criminal action to be dismissed if a defendant in a misdemeanor or infraction case is not brought to trial within 30 days after the date of the reinstatement of criminal proceedings pursuant to the provisions of law governing the mental competency of defendants.	III	Allows for more efficient case management.
<u>AB 2011</u>	Firebaugh	2004	Oppose	When determining whether to allow a defendant who has pleaded guilty or no contest to be admitted to or remain out on bail, requires a court to consider the same factors that must be considered after a verdict has been rendered against a defendant.	II	Unnecessary, will result in lengthy hearings.

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<u>AB 2173</u>	Parra	2004	Oppose unless amended	Provides that the court must require a person convicted of a DUI to sign and date a statement that indicates that the person is aware that individuals who drive under the influence pose a serious threat to the lives of innocent persons. Requires the court to include on the abstract of judgment that the person has signed and dated the statement, or attach the statement to the abstract.	III	Will significantly lengthen court proceedings. Neutral if amended to provide defendant with information more efficiently.
<u>SB 58</u>	Johnson	2004	Support in concept	Directs courts and district attorneys to establish means of protecting confidentiality of information in police reports.	IV	Protects local control; clarifies authority to establish procedures.
<u>SB 977</u>	Johnson	2004	Oppose	Prohibits the live or delayed broadcasting of any criminal action until a verdict is rendered.	II, IV	Unnecessary; interferes with judicial function.
<u>AB 1306</u>	Leno	2003	Sponsor	Provides that if a person is sentenced pursuant Proposition 36, probation jurisdiction shall be transferred to the defendant's county of permanent residence at the discretion of the sentencing judge.	III, IV	
<u>AB 1435</u>	Koretz	2003	No position	Authorizes a court in a criminal case to order a party who has violated discovery disclosure requirements or any lawful court order to pay a monetary sanction.	N/A	Unnecessary; judges currently have this authority.
<u>AB 1653</u>	Mullin	2003	Oppose	Allows an attorney for a party to a criminal proceeding to appeal a sanction order or finding of contempt against him or her to the court authorized to hear an appeal of the judgment in the main action. Requires the court to stay the execution of the order or imposition of punishment pending appeal.	II	Unnecessary; interferes with judicial function.
<u>SB 761</u>	McPherson	2003	Oppose unless amended	Prohibits accepting an undertaking of bail if any summary judgment entered against an undertaking issued by the bail agent or agency remains unpaid.	II, III	April 30, 2003 amendments eliminate requirement that the court determine solvency of bail agency. Opposition withdrawn.
<u>AB 2159</u>	Cardoza	2002	Oppose unless amended	Requires courts, after arraignment, upon conviction, and when a judgment has been pronounced, to determine if a defendant has custody of any child under the age of 18 years, and inquire as to the proper care of that child if the defendant is in custody or remanded to custody.	II, III	Inefficient; ineffective; significantly lengthens court proceedings.
<u>AB 2211</u>	Horton	2002	Oppose	Provides that a representative of the community affected by a crime may submit a Community Impact Statement.	II, III	Unnecessary; results in lengthy hearings.

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<u>AB 2563</u>	Vargas	2002	Oppose	Requires the agency discharging a person who posts bail on charges of domestic violence to serve that person with a protective order, without court involvement but enforceable as a court order.	II	Interferes with judicial functions.
<u>AB 241</u>	Dickerson	2001	Oppose	Prohibits the court from striking prior convictions in DUI cases.	II	Interferes with judicial functions.
<u>AB 299</u>	Rod Pacheco	2001	Support	Grants a court exercising jurisdiction over multiple offenses involving criminal sexual acts and stalking that occurred in more than one jurisdictional territory jurisdiction over properly joinable offenses.	II	Streamlines court procedures.

2. *Sentencing and other judicial decisionmaking* – The council seeks to preserve judicial discretion and the independence of the judicial function in sentencing matters. The council does not take positions on the length or severity of sentences for crimes, but supports efforts to simplify the criminal sentencing structure.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 520</u>	Amiano	2011	Oppose	Provides that the court may not impose an upper term based on aggravating facts unless facts were first presented to the fact-finder and the fact-finder found the facts to be true.	II, IV	
<u>AB 1264</u>	Hagman	2011	Oppose	Repeals the requirement that the superior court adopt a uniform countywide schedule of bail and instead establishes a Statewide Bail Commission. Requires the commission to revise annually a statewide bail schedule for all bailable felony, misdemeanor, and infraction offenses except Vehicle Code infractions.	I, II	
<u>AB 908</u>	Berryhill, T.	2009	Oppose	Requires the court, if probation is granted, to order the payment of the reasonable costs of any probation supervision or conditional sentence as a condition of probation.	II, III	Introduces inappropriate issues into judge's sentencing decision.
<u>SB 59</u>	Huff	2009	Oppose	Adds cases involving the California Street Terrorism Enforcement and Prevention Act to the list of types of cases that are categorically eligible for a good cause continuance in criminal proceedings when the prosecuting attorney assigned to the case has another trial, preliminary hearing, or motion to suppress in progress in another case.	II	
<u>AB 2609</u>	Davis	2008	Oppose	Requires, when appropriate and feasible, that a court	II	Sought amendment to give the court sufficient

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			unless amended	order a defendant convicted of vandalism to clean up, repair, and replace the damaged property or keep the damaged property or another property in the community free of graffiti for up to one year.		flexibility to ensure that the required sanction will be imposed when appropriate and feasible.
<u>AB 1660</u>	La Malfa	2007	Oppose	Deletes the court's authority to exclude a victim or a designated victim's representative from a criminal proceeding.	II	Inappropriately interferes with court's authority.
<u>AB 1551</u>	Runner	2005	Oppose unless amended	Among other things, prohibits a court from striking an allegation, admission, or finding of a prior conviction pursuant to Penal Code section 1385 for defendants who are convicted of certain sex offenses.	II	Sought amendment to strike the provision eliminating the court's authority under Penal Code section 1385 to dismiss an action in the furtherance of justice.
<u>AB 623</u>	Lieber	2003	No position	Requires the judge in a toxics case to consider whether the defendant has expressed remorse for the acts and whether the defendant has made an appropriate public apology that reflects that nature of the violation and the number of potential victims.	N/A	Outside purview.
<u>SB 1497</u>	Polanco	2002	Oppose	Sets up a one-time review of the custody status of life prisoners who have been in prison beyond a date specified in certain regulatory matrices.	II	Impossible to implement.

C. TRAFFIC LAW

The council advocates use of simplified procedures in minor traffic cases to guarantee expedited disposition. The council supports development of statewide uniform rules, procedures, and forms to provide efficient handling of traffic cases.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 2499</u>	Portantino	2010	Support	Consolidates all traffic violator school programs under the licensing authority of the Department of Motor Vehicles. Requires courts to transmit to DMV abstracts of judgment for convictions of traffic violations rather than the court dismissing the case upon completion of the IVS program.	III, IV	Relieves judicial branch of inappropriate regulatory role. Provides DMV better ability to enforce driver safety program.
<u>AB 758</u>	Plescia	2007	Support	Requires the Department of Motor Vehicles, on or before July 1, 2008, to submit a report to the Legislature containing a comprehensive plan with specified components by which the licensing of all driving instruction programs offered to traffic violators may be consolidated under the authority of	III, IV	

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AB 1464	Benoit	2007	Sponsor	the department. Allows the court, after proper notice to the owner/violator, to report a failure to appear on an unsigned citation issued for an owner-responsibility offense to the Department of Motor Vehicles for a hold to be placed on the registration of the vehicle involved in the offense.	III, IV	
AB 1932	Benoit	2006	Support	Provides for the licensing and regulation of home study-based traffic violator schools by the Department of Motor Vehicles and declares the intent of the Legislature to have the Department of Motor Vehicles uniformly regulate all traffic violator schools.	II	Appropriately places regulatory function with the Executive Branch.
SB 1697	Torlakson	2004	Support	Consolidates administration of all sanctions related to the driving privilege imposed as a result of a driving-under-the influence conviction with the Department of Motor Vehicles.	IV	Increases efficiency; provides better service to the public.

D. JURY SYSTEM

The council supports efforts to ensure adequate numbers of jurors, achieve full use of jurors once they are summoned, ensure fair representation of the community served by the court, and provide adequate compensation of jurors. The council seeks to maintain plain-English jury instructions that accurately convey the law using language that is understandable to jurors.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 141	Fuentes	2011	Support	Requires the court, when admonishing the jury against conversing about a trial, to clearly explain that the prohibition applies to all forms of communication, including electronic and wireless devices. Provides that violation of this admonishment constitutes criminal and civil contempt of court.	I	
SB 319	Harman	2009	Sponsor	Eliminates the sunset and reporting requirement on provisions allowing courts to impose monetary sanctions for failure to appear in response to a jury summons. Decreases the amount of time that must	III, IV	

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				elapse before a compliance action may be initiated.		
<u>AB 1769</u>	Galgiani	2008	Oppose	Exempts all peace officers from jury duty in civil and criminal matters.	IV	Fundamentally opposed to categorically exempting individuals from jury duty.
<u>AB 1828</u>	Huff	2008	Oppose	Excuses from jury service, upon request, a prospective juror who has served as a precinct officer or precinct board member on a statewide or local election during the previous 12 months.	IV	
<u>AB 1557</u>	Feuer	2007	Support	Reduces peremptory challenges to 6 per side in all misdemeanor cases, rather than only those misdemeanors resulting in imprisonment for 90 days or less.	IV	
<u>SB 171</u>	Alquist	2006	Oppose	Requires that any custodial interrogation of an individual relating to a felony offense be electronically recorded, and codifies a jury instruction to be used verbatim if a court finds that a defendant was subjected to an unlawful custodial interrogation.	I, IV	
<u>SB 1281</u>	Romero	2006	Support	Prohibits a state agency from entering into a contract for the acquisition of goods or services with a contractor who does not have and adhere to a written policy providing his or her employees with not less than five days of regular pay for actual jury service.	IV	
<u>AB 1180</u>	Harman	2003	Sponsor	Clarifies that when a person is summoned but fails to appear for jury service the court may impose reasonable monetary sanctions on the prospective juror following an order to show cause hearing.	III, IV	Strengthen courts' ability to enforce orders.
<u>AB 2925</u>	Migden	2002	Support	Eliminates reimbursement for the first day of travel to the court for jury duty; increases reimbursement rate for second and subsequent days from 15 cents to 34 cents per mile, one way.	IV	Part of larger effort to improve jury system.

E. INTERPRETERS

To ensure access to justice, the council seeks to attract quality interpreters and meet the courts' caseload demands. The council supports increased compensation and standardized payment practices and procedure for court interpreters.

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<u>AB 618</u>	Furutani	2011	Oppose	Requires the court to provide separate interpreters for defendants and witnesses, and for codefendants in specified proceedings.	I	Strains court's ability to provide interpreters.
<u>AB 663</u>	Jones	2009	Sponsor interpreter related provisions; no position on legal aid provision	Requires the Judicial Council to establish a working group to develop best practices to expand the use of interpreters and a pilot project to test the workability of the developed best practices.	I, III, IV	
<u>AB 2227</u>	Chiu	2006	Support	Requires the Judicial Council to establish the Blue Ribbon Panel on Language Access in the Courts. Requires the panel to report to the Legislature and the Judicial Council on the existing interpreter certification system.	I, IV	
<u>AB 2302</u>	Committee on Judiciary	2006	Support if funded	Requires that an interpreter be present whenever needed in any civil matter, including family law and probate, or in any court-ordered or court-provided alternative dispute resolution, including mediation and arbitration. Specifies the priority for use of funding and interpreters provided for civil matters.	I, IV	
<u>SB 927</u>	Escutia	2001	Oppose unless funded	Requires that a certified or registered court interpreter be provided at court expense in any family law proceeding that involves allegations of domestic violence.	I, IV	

IV. SUBSTANTIVE LAW

A. JUVENILE DELINQUENCY

The council supports legislation to ensure that judges have sufficient discretion and placement and treatment options to fulfill their obligations to promote the rehabilitation and reintegration of juvenile offenders, the safety of the community, and accountability to victims.

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<u>AB 2212</u>	Fuentes	2010	Support	Sets forth procedures for adjudicating the competency of a juvenile in a delinquency matter.	I	Clarifies procedures for competency proceeding in juvenile delinquency matters.
<u>AB 1547</u>	Beall	2007	Support	Authorizes the juvenile court to order the probation department to provide a variety of services to a delinquent ward approaching the age of majority.	II, IV	
<u>AB 2496</u>	Steinberg	2002	Oppose unless amended	Requires that the minor, the minor's counsel, and a probation officer personally appear before the court during each periodic review of the minor's detention.	II, III	Will significantly increase length of proceedings; neutral if amended to achieve goals in more efficient way.

B. JUVENILE DEPENDENCY

The council supports timely and expeditious determinations in dependency matters, as well as measures to enhance the available placement options for dependent children. The council supports efforts to clarify the procedures for declaring a child a dependent of the court. The council also supports maintaining judicial discretion to terminate dependency.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 73</u>	Feuer	2011	Support	States the intent of the Legislature to enact legislation providing that juvenile court hearings in juvenile dependency matters be presumptively open to the public unless the court finds that admitting the public would not be in a child's best interest.	I	Promotes public trust in juvenile court.
<u>AB 743</u>	Portantino	2010	Support	Modifies the standard for sibling visitation to require that if siblings are not placed together the social worker must explain why placement together would be contrary to the safety or well-being of any sibling. Requires a social worker considering a change of placement that will result in sibling separation to notify the attorney for the child being moved as well as the attorney for any affected sibling.	IV	Assists court in keeping siblings together.
<u>AB 1852</u>	Portantino	2010	Support	Requires the county welfare department to document in the reports it provides to the court at the disposition hearing its efforts to locate and contact relative and non-relative extended family members of a dependent child to establish permanent familial connections between the child	IV	Improves ability of court to find permanency for dependent children.

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				and his or her family.		
<u>SB 962</u>	Liu	2010	Support	Allows incarcerated parents to participate in specified court proceedings concerning parental rights via videoconferencing or teleconferencing if the technology is available	I	Reduces need to continue dependency proceedings for an incarcerated parent's absence.
<u>AB 12</u>	Beall	2009	Co-Sponsor	Implements federal foster care reform legislation to provide federally subsidized relative guardianships and extend foster care jurisdiction to age 21.	IV	
<u>AB 131</u>	Evans	2009	Sponsor	Authorizes the Judicial Council to implement a cost recovery program to collect reimbursement from parents for the cost of dependency counsel, and directs that the recovered funds be used to reduce caseloads for attorneys.	I, IV	Promotes fairness outcomes in dependency proceedings.
<u>AB 938</u>	Committee on Judiciary	2009	Sponsor	Requires that social workers immediately investigate the identity and location of all adult grandparents and other relatives of a child after the child is detained, and notify the relatives that the child has been removed from his or her parents, and the means by which the relative might participate in the care of the child.	IV	Engages relatives in dependency court to promote best interests of child.
<u>AB 1405</u>	Maze	2008	Support	Provides that information obtained from a minor during an assessment to determine the appropriate status of a minor who meets the definition of both a dependent and a delinquent ward cannot be used against the minor in other proceedings.	II, IV	Ensures court obtains necessary information.
<u>AB 3051</u>	Jones	2008	Support	Requires the court to determine whether a child age 10 or older who is not present was given an opportunity to attend the hearing. Provides that the court may make any orders reasonably necessary to ensure that the child has an opportunity to attend.	I, IV	Ensures that children can participate in proceedings.
<u>AB 2130</u>	DeVore	2006	Oppose	Requires the court to consider the religious, cultural, moral, and ethnic values of a child or of his or her birth parents, before placing a dependent child for adoption.	I, II	Inappropriately limits judicial discretion.

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<u>AB 2480</u>	Evans	2006	Support if funded	Requires the appointment of appellate counsel to represent a dependent child if the child is an appellant, or if the court of appeal determines that the child would benefit from the appointment of separate counsel.	IV	
<u>SB 1667</u>	Kuehl	2006	Support	Requires that the social worker provide foster parents with a caregiver information form and information on how to submit it to the court. Provides rights for caregivers to receive notice of post-permanency planning hearings.	IV	Ensures that court receives all relevant information regarding dependent children.
<u>AB 519</u>	Leno	2005	Sponsor	Allows the juvenile court to issue ex parte protective orders for parents and caretakers even without regard to the child's need for a protective order.	IV	Allows the juvenile court to protect families in an efficient individualized manner.
<u>AB 129</u>	Pacheco	2004	Sponsor	Authorizes counties to implement dual status (dependency and delinquency) protocol for children in juvenile court.	IV	Ensures adequate oversight for dual need children.
<u>AB 524</u>	Haynes	2003	Oppose	Requires that a child who has been removed from his or her parents' custody be returned within five working days in certain circumstances.	III	March 26, 2003 amendments eliminated provisions related to criminal proceedings. Council opposition withdrawn.
<u>SB 59</u>	Escutia	2003	No position, but seek amendments	Provides expedited appellate review of disputed placement orders in juvenile dependency cases.	N/A	June 11, 2003 amendments conform the writ process to the one established in Welfare and Institutions Code section 366.26(1).
<u>AB 2336</u>	Negrete McLeod	2002	Support	Requires that orders for the temporary removal of a prisoner to attend a hearing pertaining to parental rights must be issued at least 12 days before it is to be executed.	I, IV	Ensures access to proceedings for affected parties.
<u>AB 2160</u>	Schiff	2000	Sponsor	Creates a presumption that children in dependency proceedings would benefit from the appointment of counsel.	I, IV	Improves ability of court to fulfill role in dependency cases.

C. FAMILY LAW

The council supports legislation consistent with its goal of increasing access to the courts. The council supports efforts to provide adequate assistance to pro per litigants in family law cases, as well as litigants who face language barriers. The council seeks to maintain judicial discretion to make family law decisions based on the best interest of the child. The council also seeks to clarify the process the court should follow and the factors the court can appropriately consider in family law cases.

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

- Goal I – Access, Fairness, and Diversity
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- Goal VI – Branchwide Infrastructure for Service Excellence

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 939</u>	Committee on Judiciary	2010	Support	Makes numerous changes to provisions in the Family Code consistent with the recommendations of the Elkins Family Law Task Force.	I, IV	
<u>AB 1050</u>	Ma	2010	Support	Creates a presumption that a child is of sufficient maturity to provide input to the court on a child custody or visitation issue at age 14 and requires the court to permit the child to address the court unless the court finds that testimony is not in the child's best interests and states its reasons on the record.	IV	Ensures courts can appropriately consider input of child.
<u>AB 2475</u>	Beall	2010	Oppose	Provides that the doctrine of judicial or quasi-judicial immunity shall not apply to any private third party engaged by the court for his or her expertise in family law matters in an advisory capacity.	II	Interferes with ability of court to obtain expert information.
<u>AB 612</u>	Beall	2009	Oppose	Prohibits the consideration of a "nonscientific theory" in a child custody matter, as defined, and disallows the admission into evidence of any child custody evaluation report which includes a nonscientific theory.	II, IV	Creates inconsistent and unworkable evidentiary standard.
<u>AB 1822</u>	Beall	2008	Oppose	Requires the court, in any proceeding to establish or modify spousal support, to deny spousal support to a party convicted of a sexual offense against a minor.	II	Inappropriately limits judicial discretion.
<u>SB 1255</u>	Harman	2008	Support	Extends until January 1, 2013, the authority of the family court to order a person seeking custody or visitation of a child to undergo testing for drug or alcohol abuse in specified circumstances.	II, IV	Ensures that court has relevant information in custody cases.
<u>SB 1015</u>	Murray	2006	Oppose	Requires the court to redact specified financial information from family law files.	II	Lessens public trust in court and imposes unnecessary administrative burdens.
<u>SB 1482</u>	Romero	2006	Oppose	Provides that a custodial parent has a presumptive right to change the residence of his or her child subject to the power of the court to restrain a change of residence. Requires the non-custodial parent to make a prima facie showing of harm to the child that would result from the relocation, necessitating a change in custody, but would disallow consideration of the normal incident of moving.	II	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1307</u>	Dymally	2005	Oppose	Creates a rebuttable presumption that equal custody share is in the best interest of child.	II	Unduly limits court's ability to make custody orders on a case-by-case basis.
<u>SB 544</u>	Battin	2005	Oppose	Prohibits parents convicted of certain offenses from having unsupervised contact with their children.	II	Overly restricts court's ability to make custody orders in the best interest of child.
<u>AB 2148</u>	Diaz	2004	Oppose	Restricts the court from holding custody or visitation proceedings until after it has ruled on an application for attorney's fees.	II	Limits ability of court to act in best interest of children.
<u>AB 2228</u>	Garcia	2004	Support	Requires information sharing in cases pertaining to custody of children.	III, IV	Ensures well informed court regarding child custody.
<u>SB 730</u>	Burton	2004	Oppose	Establishes presumptive right for a custodial parent to relocate with a child.	II	Unduly limits discretion of court to act in best interest.
<u>SB 1616</u>	Knight	2004	Oppose	Requires the court to state its reasons for making any spousal support order on the record and in writing.	II	Unnecessary and resource intensive.
<u>SB 734</u>	Ortiz	2003	Oppose	Restricts courts discretion to grant visitation.	II	Unduly restricts individual discretion.
<u>SB 174</u>	Kuehl	2002	No position	Requires the Judicial Council to select four non-confidential mediation courts to implement a model with initial confidential mediation, with the allowance for subsequent recommending mediation if performed by a different mediator. Implementation contingent on funding.	N/A	
<u>SB 1406</u>	Kuehl	2002	Oppose unless amended	Requires that all child custody mediation be confidential, and prohibits the mediator from communicating with the court on any matter.	II, III, IV	Interferes with administration of family cases.
<u>SB 1791</u>	Rainey	2000	Oppose	Shifts responsibility for hearing Title IV-D related child support actions to DSS administrative law judges.	I, II, IV	Inappropriately shifts judicial function to non-judicial officers

D. DOMESTIC VIOLENCE

The council supports efforts to improve court procedures in domestic violence cases and the way courts review allegations of domestic violence in family law proceedings. The council also supports measures that seek to simplify the process for obtaining a restraining order, and the process for making it enforceable.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1596</u>	Hayashi	2010	Sponsor	Contains numerous technical changes to create more consistency in protective order statutes.	IV	Promotes consistent administration of law in protective order matters.

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 104</u>	Cohn	2005	Oppose	Requires a hearing on a motion to modify or dismiss a DVPA order to be held by the judicial officer that issued the order, if available.	II, III	Undue interference with court calendaring process.
<u>AB 106</u>	Cohn	2005	Oppose	Requires every trial court to establish a one time amnesty program for fines and fees imposed for spousal abuse convictions or as a condition of probation for domestic violence offenses.	II, III	Contrary to the Judicial Council's enhanced collections strategy.
<u>SB 1627</u>	Kuehl	2002	Support	Clarifies procedures for entry of service of process for DVPA orders into DVROS by requiring the court to either enter the information into DVROS directly, or transmit proof of service to law enforcement for entry within one business day.	III, IV	Makes court orders more likely to be enforced.
<u>SB 1780</u>	Escutia	2002	Oppose unless funded	Requires the court to provide interpreters for specified parties in family law proceedings involving allegations of domestic violence at court expense.	I, IV	

E. CONSERVATORSHIP AND PROBATE LAW

The council supports clarification of conservators' duties and formulation of guidelines about conservatorships.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 458</u>	Atkins	2011	Sponsor	Prohibits a court from appointing a minor's parent as a guardian of the person of the minor, except as specified. Establishes requirements for transferring a proceeding to another court in circumstances in which a proceeding that concerns custody or visitation of a minor child is pending in one or more counties at the time the petition for guardianship is filed. Specifies circumstances under which the court in a guardianship proceeding would maintain exclusive jurisdiction to determine issues of custody or visitation.	I, III	
<u>AB 2271</u>	Silva	2010	Support	Adds temporary trustees to the list of persons who may be appointed by the court during an appeal of certain probate orders.	II, IV	
<u>SB 1041</u>	Harman	2010	Support	Among other things, provides that evidence of a statement made by a declarant who is unavailable as a witness that he or she has or has not established or revoked a revocable trust, or that identifies his or her	II, IV	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1163</u>	Tran	2009	Support	<p>revocable trust, is not made inadmissible by the hearsay rule because the declarant is unavailable as a witness.</p> <p>Clarifies that the attorney-client privilege is held by a deceased client's personal representative appointed for subsequent estate administration after the original personal representative has been discharged. Provides that no attorney-client privilege exists for communications relevant to issues between parties who all claim through a deceased client in a non-probate transfer.</p>	I, IV	Improves administration of justice.
<u>AB 1340</u>	Jones	2008	Support	Requires a guardian or conservator, in a first accounting filed with the court, to provide all account statements showing the account balance as of, rather than through, the closing date of the first court accounting. Requires notice be given 5 court days prior to a hearing on the appointment of a temporary guardian or temporary conservator. Prohibits a court from permitting a person without a valid professional fiduciary's license to continue to carry out the duties of a professional fiduciary.	IV	Improves court's oversight of these cases.
<u>AB 1880</u>	Tran	2008	Oppose	Requires a guardian or conservator to post a separate recovery bond for the benefit of the ward or conservatee and any person interested in the guardianship or conservatorship estate who may bring a surcharge action against the guardian or conservator for breach of duty.	III, IV	Multiple bonds are more difficult to administer, and they would impair the court's ability to provide proper oversight.
<u>AB 2014</u>	Tran	2008	Support	Requires a guardian or conservator to use ordinary care and diligence to determine whether the ward or conservatee owns real property in a foreign jurisdiction and to preserve and protect that property.	IV	Improves court's oversight of these cases.
<u>AB 2247</u>	Spitzer	2008	Oppose unless amended, neutral if amended	Requires a guardian or conservator to file an investment plan with a court not more than six months after the issuance of letters of guardianship or conservatorship. Revises and expands the list of obligations and securities in which a guardian or conservator may invest funds of the estate without court authorization.	IV	Interferes with the ability of the court to protect conservatees' assets.

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 1264</u>	Harman	2008	Support	Beginning January 1, 2010, revises, recasts, and clarifies the law governing no contest clauses in wills and trust instruments. Limits the enforceability of no contest clauses to direct contests brought without reasonable cause, transfers of property, or creditor claims as specified. Defines direct contest and probable cause for these purposes. Eliminates provisions regarding the authority of a beneficiary to apply to a court for a determination regarding a no contest clause.	I, IV	Improves access to the courts and enhances court administration.
<u>AB 1727</u>	Committee on Judiciary	2007	Support	Enhances a court investigator's access to confidential medical information. Prohibits a conservatorship of the person or of the estate from being granted unless the court makes an express finding that the granting of the conservatorship is the least restrictive alternative needed for the protection of the conservatee. Creates new requirements on courts when guardianships and conservatorships are transferred from other jurisdictions.	II, IV	Improves court's ability to provide oversight of these cases.
<u>SB 340</u>	Ackerman	2007	Co-sponsor	Broadens list of agencies entitled to receive criminal history reports to include probate court conservatorship and guardianship investigators.	II, IV	Improves the court's ability to provide oversight in guardianship and conservatorship cases.
<u>AB 1363</u>	Jones	2006	Support if funded	Makes a number of reforms to the probate conservatorship system, including enhanced court reviews of conservatorships primarily through increasing the frequency and scope of court investigations.	II, IV	Improves court's ability to provide oversight of these cases.
<u>SB 1116</u>	Scott	2006	Support	Increases court oversight of moves of conservatees and the sale of their homes.	II, IV	Improves the court's ability to provide oversight of these cases.
<u>SB 1550</u>	Figueroa	2006	Support	Enacts the Professional Fiduciaries Act, which establishes in the Department of Consumer Affairs a new licensure scheme governing professional conservators, guardians, and other fiduciaries.	II, IV	Improves the courts oversight in these cases.
<u>SB 1716</u>	Bowen	2006	Support if funded	Authorizes the court to take action in response to ex parte communications regarding a guardian's or conservator's performance of his or her fiduciary duties.	II, IV	Improves the court's oversight of these cases.
<u>AB 541</u>	Harman	2005	Support	Allows the court to test prospective guardians for drugs or alcohol and exempts guardians of the person	II, IV	Enhances court's discretion and improves court's ability to oversee these cases.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
				only from having to register with the Statewide Registry.		
<u>AB 1152</u>	Liu	2004	Support	Requires the Judicial Council to adopt a rule of court that specifies the qualification and educational requirements of private professional conservators and private professional guardians.	II, IV	Improves court's ability to oversee these cases.
<u>AB 1851</u>	Harman	2004	Support	Revises and recasts the law concerning the court's responsibility to approve compromises of claims of minors, and settlements or actions or disposition of judgments in favor of minors or "incompetent persons." Permits the court to establish a special needs trust for a disabled minor that will continue under court supervision after the minor reaches age 18.	IV	Improves the court's ability to administer these cases.
<u>AB 1883</u>	Harman	2004	Support	Prevents routine waivers but allows court discretion in waiving bond requirement where it is warranted.	II, IV	Enhances court's discretion.
<u>AB 1784</u>	Harman	2002	Support	Implements the recommendations of the California Law Revision Commission for clarification of Probate Code provisions regarding the construction of trusts and other instruments.	III, IV	Promotes clarity and consistency in the handling of these cases.

V. MISCELLANEOUS

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1208</u>	Calderon	2011	Oppose	Significantly lessens the role of the Judicial Council in determining the allocation of funds to trial courts and allocating funds in a manner to support implementation of statewide policies and initiatives. Reduces the council's role in ensuring the stability of trial court operations and providing management or oversight of trial court budgets.	I, II, III, IV	
<u>SB 1417</u>	Cox	2010	Support	Modifies the process for formation of Societies for the Prevention of Cruelty to Animals and for the appointment of humane officers.	III, IV	Provides clear court process.
<u>AB 2301</u>	Assembly Judiciary Committee	2006	Support	Provides the State Bar with the authority to collect voluntary financial support from its membership to support organizations that provide free legal services to those of limited means.	I, IV	

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
SCA 3	Lowenthal	2006	No position	Shifts redistricting responsibility from the Legislature to an 11-member Independent Redistricting Commission to reapportion legislative and congressional districts. Provides that the California Supreme Court has original and exclusive jurisdiction over all challenges to a redistricting plan adopted by the Commission. Requires the Judicial Council to appoint a panel of ten retired justices of the state courts of appeal, and for that panel to establish a pool of 50 candidates for the Independent Redistricting Commission.	N/A	
SB 1246	Burton	2004	No position	Requires the Supreme Court and the State Bar to develop standards and rules of professional conduct governing the propriety of an attorney appearing before a court where that individual previously served as a judicial officer.	N/A	Outside purview.

A. ACCESS TO JUSTICE

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 590	Feuer	2009	Support	Creates a pilot project to provide legal representation to indigent litigants in specified civil case types including domestic violence, civil harassment, probate conservatorship, elder abuse, child custody matters in which one parent is seeking sole legal or physical custody, and housing-related cases, beginning July 2011, with the revenue from recently enacted increases to a number of miscellaneous civil court fees.	I, IV	Improves access to justice for unrepresented litigants.
AB 2448	Feuer	2008	Sponsor	Revises and redrafts the existing statute governing court fee waivers to ensure that indigent litigants have an opportunity to access the courts in a timely manner, and to provide for recovery of those fees in appropriate cases.	I, III, IV	
AB 171	Beall	2007	Support	Establishes the Assumption Program for Loans for Law in the Public Interest, to provide up to \$1,000 in loan assumption benefits over a four-year period to public interest attorneys.	I	

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 1723	Committee on Judiciary	2007	Support	Requires banks that hold interest on lawyer trust accounts (IOLTA) to allow those accounts to participate in higher-paying investment products, or receive an interest rate that is comparable to the rates paid by those investment products (referred to as IOLTA comparability).	1	

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ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC REALIGNMENT

DATE	10/1/2012
PREPARED BY	Curt Child
OFFICE NAME	<u>Office of Governmental Affairs</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	144
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts that attorney resources in the AOC be utilized to best leverage and draw on subject matter expertise, which may assist OGA as legislative demands require.
SEC RECOMMENDATION	The Administrative Director should direct that attorney resources in the AOC be utilized to best leverage and draw on subject matter expertise, which may assist OGA as legislative demands may require.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>The SEC Report notes in its recommendation that it is unclear how overall attorney resources are prioritized in the AOC and that OGA would benefit from the use of leveraged resources. It has long been the OGA practice to utilize OGC attorneys and others with subject matter expertise on budgetary and policy issues. All OGA advocates routinely and frequently utilize other AOC staff including OGC counsel and have been advised to do so in the future. This recommendation was also discussed with Mary Roberts and she will continue to ensure that OGC attorneys will be available to assist OGA.</p> <p>A memorandum was distributed to all Office of Governmental Affairs (OGA) staff on October 1, 2012 to advise staff of the recommendation adopted by the Judicial Council regarding the utilization of subject matter expertise outside of OGA to assist in legislative advocacy.</p>	
 <p>E&P Recomm 09282012.pdf Adobe Acrobat Document 4.11 MB</p>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<input type="button" value="File Attachment"/>	

Other:

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE

Immediately and ongoing.

RESOURCES REQUIRED FOR IMPLEMENTATION

No additional resources needed. It is expected that this recommendation be implemented within existing AOC resources.

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

PROCEDURES/ POLICIES UPDATED OR DEVELOPED

This recommendation called for ensuring that OGA leverage existing subject matter experts and counsel within AOC to assist in their advocacy. OGA staff were reminded and invited to continue utilizing existing subject matter resources in their advocacy work as they have done in the past.

 File Attachment

TRAINING UPDATED OR DEVELOPED

No additional training was developed.

 File Attachment

SAVINGS

No savings identified.

 File Attachment

COST

No costs identified.

 File Attachment

EFFICIENCIES

Continued use by OGA advocates of available resources within the AOC will ensure that subject matter experts are being utilized and therefore maximize OGA resources.


 File Attachment

SERVICE LEVEL IMPACT

Continued use by OGA advocates of available resources within the AOC will ensure that subject matter experts are being utilized and therefore maximize OGA resources.

 File Attachment

Continued use by OGA advocates of available resources within the AOC will

<input checked="" type="checkbox"/> OTHER	ensure that subject matter experts are being utilized and therefore maximize OGA resources.
	 File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC RESPONSE	<input checked="" type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date: 10/5/2012	<input type="checkbox"/> The ADOC does not approve and returns this to lead office for additional clarification or information. Date:
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INFORMATION ON NEXT STEPS	Issues to be addressed: <i>ADOC will provide info on issues to be addressed.</i> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> Please review and return to the ADOC by: <i>{ADOC will insert due date.}</i> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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RESPONSE TO ADOC	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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SUBSEQUENT ADOC RESPONSE	<input type="checkbox"/> The ADOC approves for submission to the Executive and Planning Committee. Date:	<input type="checkbox"/> The ADOC does not approve and returns this to the lead office to respond to the following issues/concerns: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> by <div style="border: 1px solid black; width: 100px; height: 20px;"></div> Date:
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EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW	Executive and Planning Review Date: 10/19/2012
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ADDITIONAL REVIEW NOTES:	
 File Attachment	




Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

OFFICE OF GOVERNMENTAL AFFAIRS

770 L Street, Suite 1240 • Sacramento, California 95814-3368
Telephone 916-323-3121 • Fax 916-323-4347 • TDD 415-865-4272

MEMORANDUM

Date	Action Requested
September 28, 2012	Please Review
To	Deadline
Office of Governmental Affairs Staff	None
From	Contact
Curtis Child  Director, Office of Governmental Affairs	Curtis L. Child Office of Governmental Affairs 916-323-3121 phone 916-323-4347 fax curtis.child@jud.ca.gov
Subject	
Executive and Planning Committee Recommendations	

As you are aware, on August 27, 2012, the Judicial Council adopted recommendations proposed by the Executive and Planning Committee (E&P) after considering the recommendations contained in the May 2012 Strategic Evaluation Committee (SEC) report. The specific recommendations that were adopted are outlined in Attachment 1 to the August 27, 2012, E&P report to the Judicial Council and track, for the most part, the SEC recommendations.

There are four recommendations adopted by the Judicial Council that relate to the Office of Governmental Affairs (OGA): No. 23 (identify legislative requirements that impose unnecessary reporting and other mandates on the courts and the AOC and seek revision or repeal of the requirements); No. 61 (direct that legislative proposals follow the process established by the Policy Coordination and Liaison Committee (PCLC)); No. 143 (direct that OGA should represent the interests of the judicial branch on the clear direction from PCLC and ensure that PCLC is fully apprised of the views of the courts before determining legislative positions); and, No. 144 (OGA should draw upon other attorney resources in the AOC to assist OGA with legislative

demand)¹. Of these four recommendations three are existing OGA requirements that OGA should ensure are part of their ongoing responsibilities. The fourth, No. 23-relief from statutory mandating requirements, will require additional analysis and a report and Judicial Council action to complete.

The purpose of this memo is to note the recommendations adopted by the Judicial Council regarding legislative advocacy on behalf of the branch and to repeat the need to ensure they are part of OGA advocacy practice. Continued adherence to these recommendations will make certain that OGA advocacy on behalf of the branch will be consistent with Judicial Council direction as informed by branch stakeholders. It is my intent to report to the Judicial Council for its October 26, 2012, meeting that the three recommendations noted above have been implemented, are ongoing, and will be monitored by the Administrative Director of the Courts.

Recommendation 61: E&P recommends to the Judicial Council that any legislative proposals generated by the AOC must follow the process established by PCLC.

The corresponding SEC report recommendation for this recommendation (No. 7-6) called for ensuring that legislative proposals generated by the Center for Families, Children and the Courts are limited to those required by court decisions and statutory mandates and approved by the Judicial Council Advisory Committees. E&P's recommendation looks more broadly toward ensuring that any legislative proposals generated by the AOC on behalf of the Judicial Council follow the process established by PCLC. That process is set forward in the PCLC Resource materials provided to PCLC as part of their orientation and to the new Judicial Council members as part of theirs. The orientation materials for this upcoming year and Legislative Policy Guidelines are attached. Also, early in the calendar year Justice Baxter provided a memorandum to the Advisory Committee chairs and staff advising them of the timelines and process for developing Judicial Council-sponsored legislation. The memo that went out on February 2, 2012, is also attached and a reminder to the committee chairs with timelines went out a few weeks ago.

As you work with your Advisory Committees on legislative proposals, whether they be timely developed proposals or on proposals with more urgent need, please continue to remind the Advisory Committees of the PCLC process and the need to track the process to the greatest extent possible to ensure that legislative proposals are fully developed so that PCLC can make comprehensive and informed recommendations for Judicial Council-sponsored legislation. Importantly, please remind Advisory Committee staff of the process and continue working with

¹ A fifth recommendation, No. 142—AOC organizational staffing changes including the reporting line of responsibility for OGA, was adopted by the Judicial Council at its August 31, 2012, meeting. That action established a revised organization structure for the AOC which placed OGA as a direct report to the Administrative Director of the Courts.

them to coordinate all aspects of the proposal. This will ensure that legislative proposals are fully vetted prior to submission to PCLC.

Additionally, when exigent circumstances or legislative positions are being formulated as part of the budget process which requires Judicial Council support we need to continue to bring those proposals to Justice Baxter and PCLC for decisions.

Recommendation 143: E&P recommends that the Judicial Council direct the Administrative Director of the Courts that OGA should represent the interests of the judicial branch on the clear direction of its PCLC and take steps to ensure that the PCLC is apprised fully of varying viewpoints of the courts, court executive officers, and judges before determining legislative positions or proposals.

While the SEC report and recommendation on this issue (No. 7-81) is not specific on the problem that needs to be addressed, the report does serve as an important reminder that the fiscal and policy impacts of legislation on both the trial and appellate courts need to continue to be an important issue for PCLC in making their decisions. Historically, OGA has sought court participation on policy and impacts through multiple sources. Legislative proposals that impact the trial courts have been vetted through the relevant subject matter Advisory Committees and/or Trial Courts Presiding Judges Advisory Committee/Court Executives Advisory Committee Joint Legislative Working Group and with the TCPJAC leadership. On fiscal issues the Operational and Budget Impact Working Group of CEAC has designated experts in large, medium, small, urban, and rural courts on the fiscal impact of legislation. OGA staff working on fiscal analyses has also, working directly with Finance Division staff, sought fiscal impacts from judges and staff in individual courts. In the appellate courts we directly work with the Administrative Presiding Justices Advisory Committee and the California Appellate Court Clerk's Association (CACCA) on both legislative and fiscal issues to inform PCLC.

The SEC report noted that some courts perceive that OGA does not effectively represent their interests in Sacramento on certain issues. While there is no detail that would better inform us on implementing this recommendation it is important that OGA cast its input net as broadly as possible in seeking both trial and appellate court impacts, including the fiscal impacts of proposed legislation. The SEC report does note, importantly, that it may not be feasible to represent the *individual* interests of particular courts because those interests vary from court to court. The report correctly notes that the varied interests of the courts should be considered in establishing a legislative agenda.

Thus, in implementing this recommendation OGA advocates should ensure that they seek both the formal and informal participation of the trial and appellate courts on the impact legislative and budget proposals have on their courts through the existing committee structure. All PCLC reports should continue to include in them the efforts made to obtain the courts' impact analysis

September 28, 2012

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and clearly state that impact on the courts. Advocates should continue the practice of inviting advisory committee representatives to participate in PCLC meetings when deemed appropriate by the Chair.

Finally, although there are no findings in the SEC report regarding the participation of other branch stakeholders on legislation and budgetary issues, advocates should continue to assist the appropriate Advisory Committees to ensure that other stakeholder impacts and interests are appropriately considered and presented to PCLC in their reports.

Recommendation 144: E&P recommends that the Judicial Council direct the Administrative Director of the Courts that attorney resources in the AOC be utilized to best leverage and draw on subject matter expertise, which may assist OGA as legislative demand may require.

The SEC Report notes in its recommendation that it is unclear how overall attorney resources are prioritized in the AOC and that OGA would benefit from the use of leveraged resources. It has long been OGA practice to utilize attorneys and others with subject matter experts on budgetary and policy issues; with such prominent examples as SB 1407, the Public Contracts Code, public records legislation, fee and fine increases, traffic, civil practice, etc. I have reported that all advocates routinely and frequently utilize other AOC staff including OGC counsel and will continue to do so in the future. I have also discussed this recommendation with Mary Roberts and she, of course, will continue to assure that her attorneys will be available to assist OGA, resources permitting. Please continue to call upon OGC and other subject matter experts within the AOC as you do your advocacy work.

Conclusion

While it may understandably feel like these recommendations are self-evident it is important to remind ourselves of the importance of the underlying substance behind these recommendations in making sure that our work effectively represents the judicial branch in the legislative and executive branches of government. It is fortunate that we can note that the above recommendations have been completed while we provide assurances that we will be diligent in meeting the goals in the E&P recommendations. Thank you all for the professional and diligent manner in which you advocate on behalf of the judicial branch.

Bobino, Luz

From: Casillas, Yvette
Sent: Thursday, February 02, 2012 10:53 AM
To: AOC JC Adv. Comm and TF Coordinators; AOC JC Policy Coord. Committee; AOC Directors - All; AOC Comm Comm
Subject: Memo from Justice Baxter to Advisory Committees: re: developing proposals for sponsored legislation
Attachments: JC-sponsored_legislation_calendar.doc; Baxteradviscommreminder020212.doc

Colleagues:

Please see attached memo from Justice Baxter regarding the development of legislative proposals for possible Judicial Council sponsorship in 2013, together with the timeline for this year.

If you have any questions, please feel free to contact Dan Pone, daniel.pone@jud.ca.gov, or Donna Hershkowitz, donna.hershkowitz@jud.ca.gov or by phone at 916-323-3121.

Thank you.

Yvette Casillas
Administrative Coordinator
Office of Governmental Affairs
Judicial Council of California -- Administrative Office of the Courts
770 L Street, Suite 700
Sacramento, CA 95814
916-323-3121, Fax 916-323-4347, yvette.casillas@jud.ca.gov
www.courts.ca.gov

"Serving the courts for the benefit of all Californians"



Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

OFFICE OF GOVERNMENTAL AFFAIRS

770 L Street, Suite 700 • Sacramento, California 95814-3393
Telephone 916-323-3121 • Fax 916-323-4347 • TDD 415-865-4272

MEMORANDUM

Date	Action Requested
February 2, 2012	Please review
To	Deadline
Advisory Committee Chairs and Staff	N/A
From	Contact
Hon. Marvin R. Baxter, Chair Policy Coordination and Liaison Committee	Donna S. Hershkowitz, Assistant Director Office of Governmental Affairs 916-323-3121 phone donna.hershkowitz@jud.ca.gov
Subject	
Deadlines for Judicial Council-Sponsored Legislation	

As Chair of the Judicial Council's Policy Coordination and Liaison Committee, I am writing to advise you of the timelines and process for developing potential proposals for Judicial Council-sponsored legislation. Each year, the council sponsors bills that seek to improve the administration of justice in California and assist, where needed, in accomplishing branchwide goals and objectives. Judicial Council advisory committees are ideally positioned to identify and develop proposals for statutory change given committee members' extensive expertise in the committee's subject area.

In order to meet the deadlines for developing, refining, circulating, and revising proposals for possible Judicial Council sponsorship in 2013, your committee should be developing proposals in January - March of this year. The timeline for the development of sponsored legislation is attached for your reference. Please contact your advisory committee staff, or Donna Hershkowitz in the Office of Governmental Affairs at 916-323-3121, if you have any questions. Thank you.

Calendar for Judicial Council–Sponsored Legislation

	Advisory committee staff due date
<p>Proposal development Advisory committee, in consultation with OGA staff, develops proposals for Judicial Council–sponsored legislation.</p>	January–March 2012
<p>Proposals to OGA Staff Advisory committee staff forwards draft Invitations to Comment to OGA staff for review before submission to PCLC.</p> <p>OGA staff, in consultation with advisory committee staff, finalizes Invitations for Comment and submits them to PCLC.</p>	<p>March 19, 2012</p> <p>April 5, 2012</p>
<p>PCLC meeting to review Invitations to Comment PCLC determines if proposals may be circulated for public comment.</p>	April 12, 2012
<p>Comment period Advisory committee staff, in consultation with OGA staff, circulates draft Judicial Council–sponsored legislation proposals to interested and affected parties.</p>	April 17–June 15, 2012
<p>Staff consultation Advisory committee staff consults with OGA staff regarding responses to comments and further development of proposals for Judicial Council–sponsored legislation.</p>	June–August 2012
<p>Final Proposals for council-sponsorship sent to PCLC</p>	October 12, 2012
<p>PCLC meeting to review proposals for possible council-sponsorship</p>	October 25, 2012
<p>Judicial Council meeting Judicial Council takes action on proposals for Judicial Council–sponsored legislation for upcoming legislative year.</p>	December 14, 2012

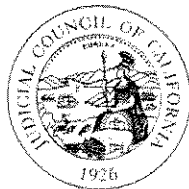
Judicial Council-sponsored Legislation Schedule: August - December 2012

	Due Dates
Leg proposals from Advisory Committees due to OGA (in JC report format)	Friday, September 7
OGA returns proposals with suggested edits to Advisory Committee staff	Friday, September 14
Advisory Committee staff return proposals to OGA	Friday, September 28
OGA sends materials to Policy Coordination & Liaison Committee (PCLC)	Thursday, October 11
PCLC meeting (In Person)	Thursday, October 25
OGA sends draft proposals to editing and to E&P with Secretariat Briefing Sheet (SBS)	Tuesday, November 6
Editors return edited proposals to OGA; OGA confers with Advisory Committee staff for final approval	Tuesday, November 20
OGA sends final proposals to Secretariat & JC binder (in PDF format also)	Wednesday, November 28
ASU mails JC binders	Wednesday, December 5
JC meeting	Friday, December 14



Policy Coordination and Liaison Committee

2012 RESOURCE MATERIALS



ADMINISTRATIVE OFFICE
OF THE COURTS

OFFICE OF GOVERNMENTAL AFFAIRS

**Judicial Council of California
Administrative Office of the Courts
Office of Governmental Affairs**

**Policy Coordination and Liaison Committee
Resource Materials**

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Policy Coordination and Liaison Committee

The role of the Policy Coordination and Liaison Committee (PCLC) is to represent the council before the legislative and executive branches of government, build consensus with entities and individuals outside the branch and coordinate an annual plan for communication and interaction with other agencies and entities.

The charge and duties of the committee, set forth in California Rules of Court, rule 10.12, including the following:

- 1) Review and make recommendations on all proposals for Judicial Council–sponsored legislation and on an annual legislative agenda after evaluating input from council advisory bodies, the courts, and the Administrative Office of the Courts;
- 2) Review pending legislation and formulate the council’s policy position, if any, after evaluating input from council advisory bodies, the courts, and the Administrative Office of the Courts;
- 3) Advocate positions of the council before the Legislature and other bodies or agencies and act as liaison with other governmental entities, the bar, the media, the judiciary, and the public regarding council-sponsored legislation, pending legislative bills, and the council’s legislative positions and agendas;
- 4) Build consensus on issues of importance to the judicial branch consistent with the council’s strategic plan with entities and individuals outside of the branch; and
- 5) Oversee the development, coordination, and maintenance of communication and relations with other branches and levels of government, components of the justice system, the bar, the media, and the public.

Typical Judicial Council–sponsored Legislation Calendar

Month	Judicial Council
Jan – March	<ul style="list-style-type: none"> • Advisory committees, in consultation with Office of Governmental Affairs (OGA) staff, develop proposals for council–sponsored legislation.
April – May	<ul style="list-style-type: none"> • Advisory committee, in consultation with OGA staff, circulates draft proposals for council–sponsored legislation to interested and affected parties.
June	<ul style="list-style-type: none"> • Deadline for public comment on proposed council–sponsored legislation.
June – August	<ul style="list-style-type: none"> • Advisory committee consults with OGA staff regarding responses to comments and further development of proposals for council–sponsored legislation.
September – October	<ul style="list-style-type: none"> • Deadline for advisory committee and OGA staff to jointly submit finalized draft proposals for council–sponsored legislation to the Policy Coordination and Liaison Committee.
October	<ul style="list-style-type: none"> • PCLC makes recommendations for council action on council–sponsored legislative proposals for upcoming legislative year.
December	<ul style="list-style-type: none"> • Judicial Council acts on PCLC recommendations for council–sponsored legislation for upcoming legislative year.

Guidelines for Development of Judicial Council–sponsored Legislation

This summary describes the typical process the Judicial Council follows when developing and approving proposals for sponsored legislation. It also describes how OGA advocates for enactment of these proposals in the Legislature.

I. Judicial Council Process

A. Sources of Legislative Proposals

Because it often takes several months to fully develop a legislative proposal, the process should begin early in the year. (*See the Judicial Council–sponsored Legislation Calendar.*) Judicial Council advisory committees are well situated to identify and develop proposals for statutory change. Committee members have extensive expertise in the committee’s subject area and often have ideas for improving statutory law. In addition, advisory committees may receive requests for council sponsorship of legislative proposals from outside sources.

Suggestions for how an advisory committee may wish to identify proposals for council–sponsored legislation follow:

- The advisory committee chair may devote a portion of one or more meetings each year to identifying legislative proposals for the following year’s legislative session.
- The advisory committee may establish a working group or task force composed of committee members responsible for reviewing the relevant codes, or specific subjects or issues within those codes, to identify potential legislation.
- Advisory committees may receive legislative proposals from outside sources. When a person or organization submits a legislative proposal to the Judicial Council, staff from the Administrative Office of the Courts forwards the proposal to the appropriate advisory committee and OGA staff for consideration.

B. Advisory Committee Process for Developing Proposals

This section describes the steps an advisory committee takes to develop and review legislative proposals for substantive merit. It also lists criteria that an advisory committee should consider in determining whether a legislative proposal appears suitable for council sponsorship.

1. Assess Viability of Proposal – For each legislative proposal, the advisory committee takes the following actions:

- The advisory committee, in consultation with OGA staff, determines a time frame for consideration of the proposal, keeping in mind the

September/October deadline for submission of legislative proposals to the PCLC.

- If the advisory committee rejects a proposal submitted by an outside source, committee staff will notify the proponent of that action.
- If the advisory committee accepts or modifies a proposal from an outside source, or decides to recommend sponsorship of an internally generated proposal, the committee proceeds to the next steps.

2. Coordination with Office of Governmental Affairs Staff – Advisory committee staff will work with OGA staff to coordinate work on all aspects of the proposals.

3. Review and Analyze – Advisory committees review proposals for substantive merit before transmitting them to the PCLC. A typical analysis of a proposal should include:

- A description of the problem to be addressed, including its scope.
- A description of how the problem affects the judicial branch.
- A description of the proposed solution.
- A discussion of any alternative solutions, including an analysis of why the recommended solution is preferable.
- A discussion of any minority viewpoints.
- A description of any foreseeable problems with the proposed solution.
- Draft language for the proposed legislation.
- A determination whether the Judicial Council and/or the Legislature should give the proposal urgent consideration and the reasons for this.

A worksheet that advisory committees use for laying out this analysis and other important considerations can be found on page 15.

4. Evaluate Sponsorship Criteria – Once an advisory committee determines that a particular proposal has merit, the committee should consider certain criteria in assessing whether Judicial Council sponsorship is appropriate and desirable. Limited resources, competing priorities, and political realities impose practical limitations on the council's ability to sponsor every worthwhile legislative proposal presented. The advisory committee and OGA staff should jointly consider each of the following questions:

- Is the proposal within the Judicial Council's jurisdiction?

Council-sponsored measures should involve only those issues that are central to the council's mission and goals as stated in the Judicial Council's Strategic Plan.

- Should the proposal be addressed through the Judicial Council's rulemaking authority rather than by a change in statute?

The council prefers to implement changes through rules of court whenever appropriate.

- Is the Judicial Council the best sponsor?

The advisory committee and OGA staff may determine that a proposal more closely serves the mission or objectives of another organization such as the State Bar. A Judicial Council-sponsored proposal should address issues fundamental to the administration of justice and broadly serve the needs of the courts statewide.

- What political factors are associated with the proposal?

OGA staff are responsible for providing advice about the political factors associated with a proposal.

5. Circulate for Comment – If an advisory committee wishes to circulate a proposal for comment, the committee staff consults with OGA staff. If it is determined that the proposal may be appropriate for circulation, the committee submits the proposal to PCLC for consideration. If PCLC agrees with the advisory committee's recommendation, the proposal may be circulated for public comment. After the comment deadline, committee staff and OGA staff jointly review the comments. Advisory committee staff then summarize and present the comments to the committee. Following consideration of the comments, the advisory committee may modify the proposal based on the comments, recommend adoption of the proposal as originally presented, or recommend non-adoption based on the comments received.

6. Advisory Committee Action – Upon completion of the review procedures and consideration of the evaluation criteria above, the advisory committee may adopt one of the following actions:

- Approve the proposal as submitted.
- Approve the proposal with modifications.

- Reject the proposal. The advisory committee should inform the source of the proposal of this decision.

If the advisory committee approves the proposal, the committee forwards the proposal to PCLC for consideration. Final proposals must be submitted to the PCLC using the template for memos to Judicial Council internal committees by the September/October deadline in order to be considered for Judicial Council sponsorship during the following legislative year. All advisory committee proposals submitted to the PCLC are referred to OGA, which may prepare a separate analysis and recommendation for the PCLC.

C. Policy Coordination and Liaison Committee Action

In October, the PCLC reviews the proposal, the advisory committee recommendation, and any analysis and recommendation prepared by OGA staff. After considering the proposal, the PCLC may recommend it for Judicial Council sponsorship and forward it to the Judicial Council, send it back to the advisory committee for further consideration, or take other action as necessary. If the PCLC modifies or rejects the proposal, OGA staff returns the proposal to the submitting advisory committee. The advisory committee may either accept the PCLC action or request that the full council review the PCLC recommendation.

D. Judicial Council Action

The legislative proposal is presented by the PCLC to the Judicial Council in December for consideration. The Judicial Council reviews the proposal, along with the PCLC recommendation contained in a report prepared by OGA staff. Once the council approves a proposal, it becomes “sponsored” legislation. If the Judicial Council does not approve the proposal for sponsorship, or takes some other action on the proposal, OGA staff will communicate the action to the submitting advisory committee.

E. Delegation of authority to PCLC to sponsor legislative proposals on behalf of the council

The Judicial Council delegated to the PCLC the authority to take positions to sponsor proposals on behalf of the council when time is of the essence. This situation most often will arise in the context of the budget and related “trailer bill language.” Acting under this delegation, PCLC notifies the chairs of the Executive and Planning Committee and the Rules and Projects Committee of any PCLC meetings at which such actions will be considered so that they may participate if available. PCLC is also required to notify all other Judicial Council members, if feasible, of the intended action. After acting under this delegation, PCLC is required to notify the Judicial Council of all actions taken.

II. Advocacy Process

A. Legislative Author

Staff at the Office of Governmental Affairs seek a legislator to introduce the council-sponsored proposal. Ideally, an appropriate author for the bill would be one who:

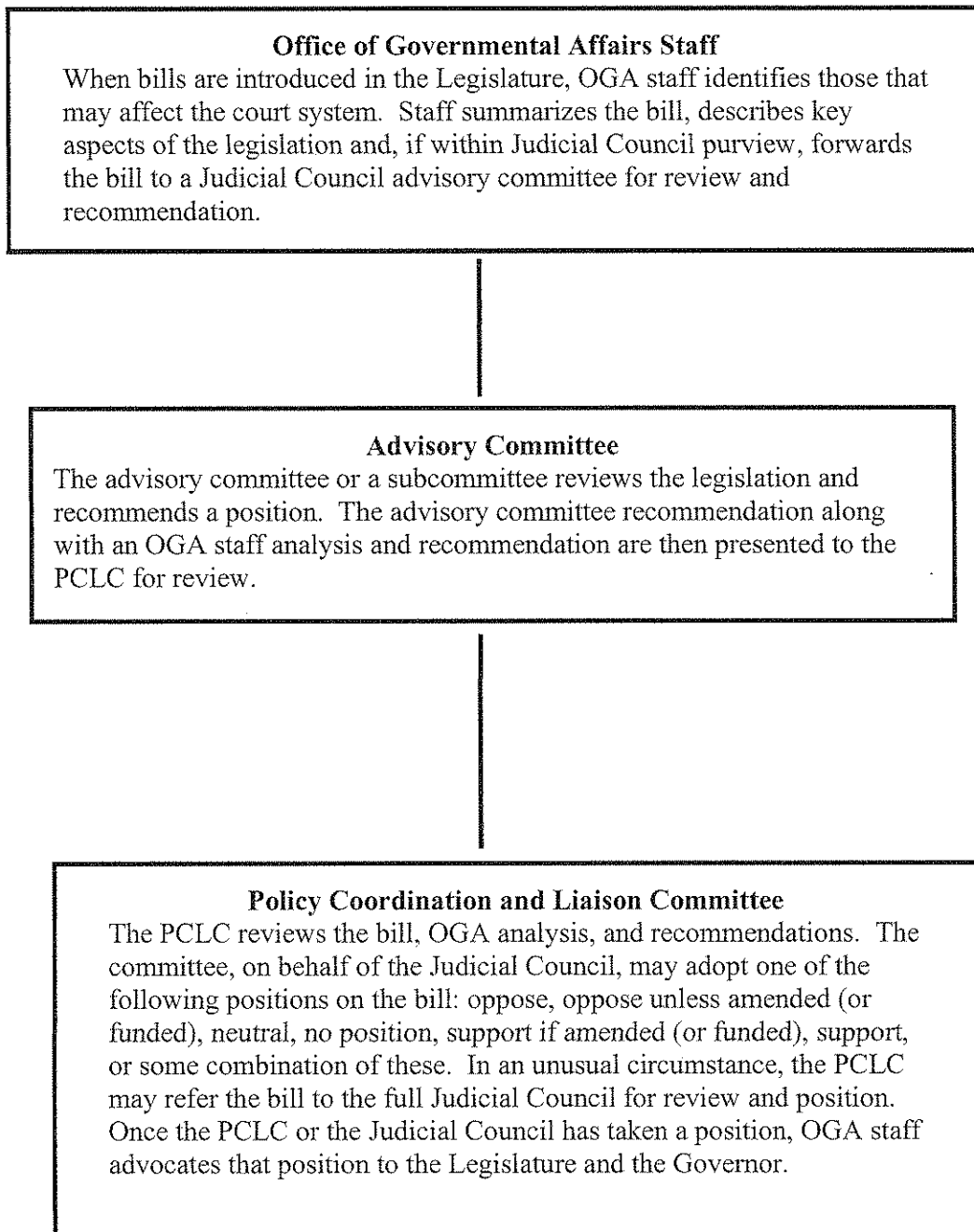
- Has substantial experience with the subject of the bill; often the author is the chair or a member of the policy committee with subject-matter jurisdiction over the bill.
- Understands Judicial Council needs and objectives.
- Has experience with the legislative process.
- Is an effective negotiator with members of both parties.

B. Office of Governmental Affairs Responsibilities

OGA staff members are the primary advocates for Judicial Council-sponsored legislation. Responsibilities include, among other things:

- Preparing background material for the bill, including an analysis for the author. This material includes a description of the problem the bill seeks to address, an explanation of how the bill corrects that problem, the likely supporters and opponents of the bill, questions the bill raises that may need further research, and any other information that explains the issue.
- Communicating information about the bill to every legislative committee that hears the bill. This means working extensively with committee staff and legislators who are members of those committees. In moving through the legislative process, a bill will be heard by a policy committee (such as the Judiciary Committee), and, if appropriate, by a fiscal committee before being debated and voted upon by the full membership on the floor of each house.
- Coordinating with other supporters to build a broad coalition in support of the bill.
- Coordinating the content and timing of correspondence between all supporters, and the Legislature.
- Negotiating with the proposal's opponents to determine whether amendments can eliminate opposition and still achieve the council's objectives.
- Meeting with the Governor and/or his or her staff to advocate that the bill be signed into law.

Formulating a Judicial Council Position on Pending Legislation



Formulating a Position on Pending Legislation

The Judicial Council, acting through the Policy Coordination and Liaison Committee (PCLC), strives to improve the administration of justice by representing the interests of the courts to the Legislature, the executive branch, other entities involved in the legislative process, other entities interested in the judiciary, and the general public.

Following are procedures the Office of Governmental Affairs uses in developing recommendations for and carrying out the PCLC and council directives.

Positions on Legislation

OGA staff review all introduced and amended legislation to determine whether a bill is of interest to the judicial branch. For each bill of interest, OGA staff indicates whether the council is likely to take, or may want to take a position. Appropriate to the subject area, one or more council advisory committees (or subcommittees) review each bill on which the council may want to take a position. The advisory committees either recommend a position or recommend that the council take no position.

OGA staff present bills on which an advisory committee recommends a position to the PCLC for determination of a council position. Staff may also choose to bring a bill before the PCLC on which an advisory committee has recommended no position. The staff present each bill to the PCLC with an analysis that includes a summary of the bill, a recommended position from an advisory committee and, if different, the OGA staff recommendation, the rationale for the recommendation, positions the council has taken on related bills, fiscal and workload impact, and other relevant information.

The council has established several positions the PCLC may take on a bill. These positions do not indicate the relative strength of the council's support or opposition, but the aims of OGA staff's lobbying efforts. The positions are:

1. *Oppose*. Position taken on a bill that conflicts with established council policies, and for which obvious changes would not resolve the conflict.
2. *Oppose unless amended (or unless funded)*. Position taken on a bill that the council will oppose unless identified amendments are taken to address those provisions that conflict with council policy, or unless funding issues are resolved.
3. *Oppose unless amended; support if amended*. Position taken on a bill that the council will oppose unless identified amendments are taken. If amendments are taken, the council will support.
4. *Neutral*. Position taken on a bill the substance of which does not implicate council policy, but on which technical corrections would improve the measure.
5. *No position*. Position taken on a bill that addresses substantive issues on which the council takes no position, though the measure may affect the courts.

6. Support in concept. Position taken on a bill that, in concept, furthers council policy, but that is not yet drafted in sufficient detail for the council to support.
7. Support if amended (or if funded). Position taken on a bill that, with specified amendments or funding, would further the council's policies. Absent the amendments or necessary funding the council position is neutral.
8. Support. Position taken on a bill that furthers council policy.

PCLC may also combine several of the above positions.

The PCLC Meeting Schedule and Agenda

The PCLC meets regularly during the legislative session, usually by conference call. Beginning in late February or early March, the committee sets a schedule of meetings for a set time every three weeks. If a meeting is not needed, OGA staff notify PCLC members by e-mail. Late in the legislative session, and during budget negotiations, it is sometimes necessary to schedule several meetings on short notice to discuss or resolve late-breaking issues.

OGA staff prepare a written analysis of each bill for the PCLC. OGA staff place bills that do not appear to require discussion or deliberation on the PCLC's consent calendar. The consent calendar saves the committee time by eliminating the need to rearticulate clearly established council policies and positions. However, any committee member may remove an item from the consent calendar to discuss the bill's merits or recommended action.

Bills that are on the discussion agenda include those that appear to require discussion, and those bills on which the OGA staff recommendation differs from the recommendation of an advisory committee. In the latter instance, OGA staff will request that a representative of the advisory committee participate in the PCLC conference call. The guest presents the advisory committee's views, and takes questions from PCLC members. The PCLC may then excuse the guest and deliberate further and then vote on the position.

Legislative Advocacy

Once the PCLC adopts a position on a bill, that position and associated policies become the cornerstone of OGA's advocacy efforts. The information is presented in subsequent negotiating sessions, discussions with interested parties, and meetings with legislators. A letter setting forth the position and policies is sent to the bill's author, to legislative committee members, and other interested parties.

Generally, the PCLC's initial guidance and position suffices to direct OGA staff's advocacy throughout the legislative process. Sometimes, as a bill progresses or is amended, OGA staff require further direction from the PCLC because of a particular bill's significance or complexity, the sensitivity of an issue or the direction taken by the amendments. The PCLC may be asked to reconsider the matter at a subsequent meeting. If legislative events demand an immediate response, the staff may seek direction from a member or subcommittee the PCLC designates on that issue.

Coordination with other groups

The Judicial Council advances its position on legislation most successfully when it allies itself with other entities such as county government representatives, law enforcement, attorneys, and consumer advocates. OGA staff work to develop coalitions on issues of common interest. These coalitions often last for years, effectively supporting and opposing a variety of bills. For example, the council's efforts regarding trial court facilities legislation involved close coordination with the California State Association of Counties. Other groups with which the council has long-standing working coalitions include the Consumer Attorneys of California, the California Defense Counsel, the California Judges Association (CJA), the State Bar of California, and others. These and other working relationships have evolved during many years of cooperative effort.

On most court-related issues, OGA staff maintain close contact with representatives and staff of CJA and the State Bar. Additionally, OGA staff confer regularly with the California Court Association Legislation Committee (CCALC) to discuss or request analytical information about pending legislation with members of the court community. The CCALC members are court employees who provide vital input related to the operational impact of proposed legislation.

Legislative fiscal analysis

During its legislative screening process, OGA staff identify bills that require a fiscal analysis. In the years since the state assumed responsibility for trial court funding, the AOC, through joint efforts of OGA and the Finance Division, has developed a process to ensure that both timely and accurate fiscal analyses are submitted to the Legislature. When reviewing a bill for court-related policy issues, OGA legislative advocates also identify any provisions that may have costs associated with them. The OGA legislative advocate consults with fiscal staff in OGA and the Finance Division who are responsible for the development of fiscal analyses. Fiscal staff confirm the cost issues and, if necessary, work with the advocate to determine an appropriate approach and methodology, identify available resources, and clarify any technical issues affecting the analysis.

There are a variety of resources available to assist in the development of fiscal and workload analyses. Staff of the AOC's Office of Court Research assist in data collection and analysis. OGA staff also work closely with other AOC staff in specific program areas such as civil, criminal, family, and juvenile law; jury service; traffic programs; and the court interpreter program. These staff can provide direct information and referrals to local court staff to assist in the development of fiscal analyses.

Additionally, a process was recently developed to obtain greater input from court staff identified by court executive officers as subject matter experts. The Operational and Budget Impact Working Group of the Court Executives Advisory Committee identified staff in their courts and other courts whom OGA can consult to get input from court designated experts in large, medium, small, urban, and rural courts on the fiscal impact of legislation.

Judicial Council Legislative Policy Guidelines

The Judicial Council Legislative Policy Guidelines provide a historical summary of legislative action. The Guidelines are intended to ensure that council members, advisory committee members, and AOC staff have a common understanding of council policy on issues presented in proposed legislation and are guided by that council policy and practice. The document sets forth concise council policy guidelines regarding court-related legislative proposals. The policy guidelines are organized by topic and further the objectives of the six Judicial Council Strategic Plan goals.

Proposal for Judicial Council–Sponsored Legislation

Advisory Committee: _____

Date: _____

Contact Person: _____

OGA Liaison: _____

1. Problem to be addressed.
2. How does this problem affect the judicial branch?
3. Proposed solution.
4. Alternative solutions. Why is the recommended solution preferable?
5. Minority viewpoints.
6. Any foreseeable problems with the proposed solution?
7. Should the Judicial Council give this proposal urgent consideration?
If so, why?
8. Is the proposal within the Judicial Council’s jurisdiction?
9. Should the proposal be carried out by amending the California Rules of Court instead of statute?
10. Why is the Judicial Council the best sponsor?
11. What political factors are associated with the proposal?

Please attach draft language.

The Office of Governmental Affairs

The mission of the Office of Governmental Affairs is to promote and maintain effective relations with the legislative and executive branches and to present the Judicial Council's recommendations on legislative matters pursuant to constitutional mandate.

(Cal. Const., art. VI, § 6). OGA staff are responsible for the following subject matters:

Subject Matter	Contact
General Advocacy	OGA Director, Donna Hershkowitz
Access to Justice/Self-represented Litigants	Tracy Kenny
Appellate Law	Tracy Kenny, Daniel Pone, TBD
Bench-Bar Coalition	Dia Poole
Budget	OGA Director, Andi Liebenbaum
Civil Procedure	Daniel Pone
Communications Liaison	Dia Poole
Court Facilities	TBD
Court Interpreters	Tracy Kenny
Court Reporters	Donna Hershkowitz
Court Security	Donna Hershkowitz
Criminal Procedure	TBD
Day on the Bench	Dia Poole
Employment Issues (trial court labor, court staff retirement)	Donna Hershkowitz
Family Law	Tracy Kenny
Fiscal Impact of Legislation	Andi Liebenbaum
Judgeships and Subordinate Judicial Officers	Donna Hershkowitz
Judicial Administration Fellowship Program	Dia Poole
Judicial Conduct	TBD
Judicial Education	Tracy Kenny
Judicial Elections	TBD
Judicial Service	Tracy Kenny, Donna Hershkowitz
Jury Issues	TBD
Juvenile Delinquency	Tracy Kenny
Juvenile Dependency	Tracy Kenny
Probate and Mental Health	Daniel Pone
Redistricting/Judicial Redistricting	TBD
State Bar/Practice of Law	Daniel Pone
Traffic Law	TBD

Staff Biographies

Donna Hershkowitz has been the Assistant Director of the Office of Governmental Affairs since joining the AOC in January 2006. She is currently serving as Acting Director of OGA. Prior to joining the AOC, Ms. Hershkowitz most recently served as principal consultant with the Senate Office of Research. Prior to that, she worked for the state Department of Child Support Services, first as senior staff counsel, then deputy director. She also worked for four years as principal consultant to the Assembly Judiciary Committee. Ms. Hershkowitz has a bachelor's degree from Duke University and a juris doctorate from UCLA School of Law.

Katie Asher is an administrative coordinator with the Office of Governmental Affairs. Prior to joining the AOC, Ms. Asher worked for Electronic Data Systems (EDS). While employed with EDS, she worked as a public affairs coordinator for the Office of Governmental Affairs, as an administrative coordinator for Global Marketing Operations, and as a regional coordinator for the Americas Communications division. Ms. Asher has a bachelor's degree in communications from UC Davis.

Luz Bobino is an executive secretary to the director of the Office of Governmental Affairs. She began working at OGA in 2000. Prior to working for OGA, Ms. Bobino was an application support analyst for the Sutter Health Information Technology Center.

Larissa Brothers is a secretary with the Office of Governmental Affairs. Prior to joining the AOC, Ms. Brothers worked in an administrative capacity for Telpro Products, Inc. and Dish Network. For several years, Ms. Brothers ran a home-based confectionery business while pursuing a degree in paralegal studies.

Yvette Casillas is an administrative coordinator with the Office of Governmental Affairs and has been employed by the AOC since 1997. She is responsible for coordinating bill tracking and screening criminal and traffic legislation, as well as supporting the work of three advocates and the PCLC. Ms. Casillas relocated to Sacramento in 1995 from Southern California and attended Sacramento City College, majoring in administration of justice.

Tracy Kenny is an attorney with the Office of Governmental Affairs and has been employed by the AOC since 2001. Prior to joining the AOC, she worked as a fiscal and policy analyst at the Legislative Analyst's Office. Ms. Kenny is responsible for advocacy on family law, domestic violence, court interpreters, access to justice, juvenile dependency and delinquency issues, and judicial retirement. She has a bachelor's degree in history, a master's degree in public policy, and a juris doctorate from the University of California at Berkeley.

Monica LeBlond has been the supervising administrative coordinator in the Office of Governmental Affairs since January 2002. Prior to joining the AOC, she worked as an administrative and quality manager for an environmental consulting firm in Sacramento. Ms. LeBlond has a bachelor of music degree from the State University of New York.

Andi Liebenbaum joined the Office of Governmental Affairs in April 2012 as a senior governmental affairs analyst. She previously served as a senior consultant for Assembly

Member Jared Huffman in the California Legislature. Ms. Liebenbaum served as the president of the Los Angeles League of Conservation Voters, an environmental political action committee, for over a decade, and provided youth, workforce development and environmental policy training for the US Department of State in Central and South America. Ms. Liebenbaum, who is bilingual in English and Spanish, has two bachelors' degrees from Boston University and a juris doctorate from Loyola Law School Los Angeles.

Kate Nitta is a 2012-13 Judicial Administration Fellow at the Office of Governmental Affairs. The Judicial Administration Fellowship program is a graduate professional program administered by the Center for California Studies at California State University, Sacramento, and co-sponsored by the Judicial Council. Ms. Nitta graduated in May 2012 from Golden Gate University School of Law and sat for the July 2012 California Bar Exam. While in law school, she earned specialization certificates in Environmental Law and Public Interest Law. Prior to attending law school, Ms. Nitta worked as a legal secretary for a Sacramento real estate law firm. Ms. Nitta has a bachelor's degree in English from the University of California at Davis.

Daniel Pone is a senior attorney with the Office of Governmental Affairs and has been employed by the AOC since 2001. Prior to joining the AOC, he worked for four years as a principal consultant for the California Assembly Judiciary Committee, working in areas of civil rights, constitutional law, general civil law, contracts, probate, mental health, consumer protection, and privacy. Prior to working in the Assembly, Mr. Pone worked for more than 11 years as a senior attorney for Protection & Advocacy, Inc., specializing in mental health law. Mr. Pone has a bachelor's degree in psychology from the University of Oklahoma and a juris doctorate from University of California at Davis.

Dia Poole joined the Office of Governmental Affairs in January 2004 as a senior governmental affairs analyst. She previously held a four-year appointment as the public affairs director for the California Department of Fair Employment and Housing. Prior to her appointment at DFEH, Ms. Poole served as a policy consultant in several legislative and committee assignments with the California Legislature. Ms. Poole graduated from California State University, San Bernardino and worked for the County of San Bernardino for 13 years before accepting a California State Assembly fellowship and relocating to Sacramento in 1994.

Outreach Activities

The Office of Governmental Affairs seeks to promote effective communications within California's judicial branch and with the legislative and executive branches of government. To enhance these efforts, OGA has established outreach programs that inform the Governor, members of the Legislature, and the legal community about the judicial branch and issues of mutual concern.

State of the Judiciary Address and the Judicial-Legislative-Executive Forum

The Chief Justice of California typically delivers an annual State of the Judiciary address early in the calendar year to a joint session of the Legislature. The address focuses on significant issues and challenges facing the judiciary in the upcoming year. Following the address, a Judicial-Legislative-Executive Forum is conducted, providing an opportunity for members of the Legislature, the executive branch, appellate and trial courts, and the Bench-Bar Coalition to discuss issues and meet informally with the Chief Justice and other judicial branch leaders.

Liaison Program

Working with other groups toward achieving common goals has been a long-standing component of the Office of Governmental Affairs' advocacy work. The liaison program is the office's ongoing effort to maintain contact and work cooperatively with groups involved with the judicial branch, including the California Judges Association, the California State Association of Counties, the California District Attorneys Association, the California Public Defenders Association, the State Bar, civil plaintiffs and defense bars, and others. Where our positions on issues concur, we form alliances to enhance our advocacy efforts. When our positions on issues differ, we negotiate to reach agreements whenever possible. In support of this ongoing liaison effort, the Chief Justice hosts annual meetings with the leadership of several external organizations to discuss issues of mutual concern.

Statewide Bench-Bar Coalition

The Administrative Office of the Courts and the State Bar of California coordinate the statewide Bench-Bar Coalition (BBC). The BBC enhances communication and coordinates the activities of the judicial community with the State Bar; local, minority, and specialty bars; and legal services organizations regarding issues of common interest, particularly in the legislative arena.

Day on the Bench Program

The Day on the Bench program is an event in which a legislator spends a day (or portion of a day) in court with a judge in the legislator's district. This program, cosponsored with the California Judges Association, is designed to give legislators an understanding of the volume, complexity, variety, and difficulty of a trial court judge's daily duties and responsibilities.

California Court Association Legislation Committee

The California Court Association Legislation Committee is composed of professional court staff from various courts throughout the state, including court managers, supervisors, and technical staff. Throughout the legislative session, OGA staff confers with CCALC to exchange information on pending legislation and help inform Judicial Council positions. In November of each year, CCALC and OGA staff jointly conduct the New Laws Workshops to provide court staff throughout the state with information regarding newly-enacted legislation that makes changes to court operations and procedures.

Publications and Information Services

To facilitate communication, staff distributes the following information on current legislative developments.

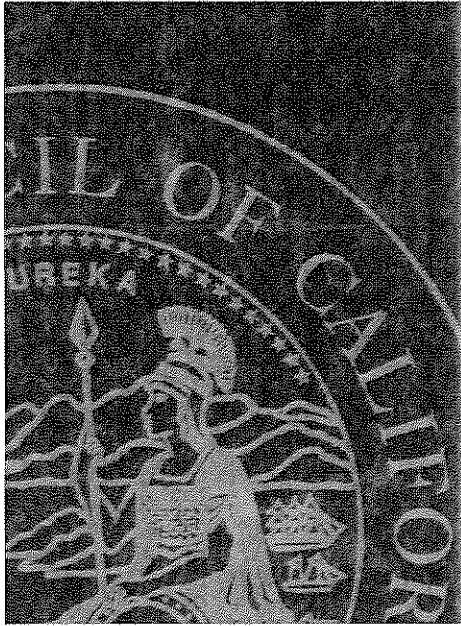
Each year, the Office of Governmental Affairs publishes a comprehensive summary of enacted legislation that affects the courts or is of general interest to the legal community. The Legislative Summary includes brief descriptions of the measures, organized by subject. Current and prior-year summaries can be downloaded from the California Courts Website, Court-related Legislation page: <http://www.courts.ca.gov/4121.htm>

Legislative Status Chart – The Office of Governmental Affairs prepares a chart that provides an easy reference to all council actions on pending legislation, including Judicial Council-Sponsored legislation.

Table of Bills Affecting Appellate Courts – The Office of Governmental Affairs prepares a chart of legislative bills that affect the appellate courts or that respond to California appellate court decisions.

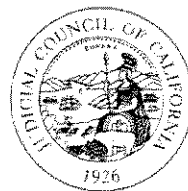
To view bills being tracked by the Office of Governmental Affairs visit the California Courts website at <http://www.courts.ca.gov/4121.htm>

A copy of any legislative measure may be obtained from the Bill Room in the State Capitol building by calling (916) 445-2323. Bills and legislative analyses can also be accessed on the Internet at www.leginfo.ca.gov/bilinfo.html free of charge.



2011 Legislative Policy Guidelines

HISTORICAL SUMMARY OF
LEGISLATIVE ACTIVITY



ADMINISTRATIVE OFFICE
OF THE COURTS

OFFICE OF GOVERNMENTAL AFFAIRS

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JUDICIAL COUNCIL OF CALIFORNIA
ADMINISTRATIVE OFFICE OF THE COURTS
OFFICE OF GOVERNMENTAL AFFAIRS
HISTORICAL SUMMARY OF LEGISLATIVE ACTION

OCTOBER 2011

The Administrative Office of the Courts' Office of Governmental Affairs monitors legislative activity and represents the Judicial Council before the Legislature, the Governor's Office, and executive branch agencies and departments. The following summary of council action sets forth concise policy guidelines regarding court-related legislative proposals. The policy guidelines are organized by topic and further the objectives of the six goals of *Justice in Focus: The Strategic Plan for California's Judicial Branch, 2006–2012*. The table that follows each policy guideline shows actions taken on legislation that illustrate the policy. The table does not include every bill on which a council position was taken.

This document is updated annually. The electronic version of this document contains hyperlinks for viewing the text of the bills.

GENERAL PRINCIPLES

The Judicial Council supports the integrity and independence of the judicial branch and seeks to ensure that judicial procedures enhance efficiency and access to the courts. The council generally takes no position on bills involving substantive law. However, it may take a position on an apparent issue of substantive law if issues of procedure and substance are so inextricably intertwined that they directly affect court administration or judicial discretion or negatively affect existing judicial services by imposing unrealistic burdens on the system.

LEGISLATIVE ACTIVITY

I. COURT OPERATIONS

A. COURT STRUCTURE

The council supports a structure of general jurisdiction to improve court efficiency and flexibility in the use of judicial resources. For specialty calendars (e.g., drug courts, dependency violence courts, etc.) established in the trial courts, the council supports evaluation and development of best practices.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 848</u>	Emmerson	2011	Oppose	Reorganizes the Court of Appeal into seven districts by removing the counties of Riverside, San Bernardino, and Inyo (currently Division Two) from the Fourth Appellate District and creating a new Seventh Appellate District consisting of those counties.	III	
<u>AB 1925</u>	Salas	2010	No position	Authorizes superior courts to develop and implement veterans courts for eligible veterans of the United States military.	N/A	Outside Judicial Council purview
<u>SB 851</u>	Steinberg	2007	Oppose unless amended. Neutral if amended	Authorizes superior courts to establish and implement mental health courts, which may operate a pre-guilty plea program or a deferred entry of judgment program. Authorizes the California Department of Corrections and Rehabilitation to contract with a superior court and county to use mental health courts as a program for parolees with serious mental illnesses who either violate the terms of parole or receive new terms, as an alternative to custody. As proposed to be amended, a parolee's participation in the mental health court program would be voluntary, and the parolee would be required to sign a waiver indicating agreement that participation in the program is in lieu of parole revocation proceedings. Parolees would remain under legal custody of the Department of Corrections and Rehabilitation.	II	Inappropriately creates shared jurisdiction over parolees.
<u>ACA 35</u>	DeVore	2006	Oppose	Provides that the Supreme Court has original jurisdiction, and no other state court has jurisdiction, in any civil action challenging the facial validity of any statewide initiative measure or referendum placed on	II	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

Goal I - Access, Fairness, and Diversity

Goal II - Independence and Accountability

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Goal VI - Branchwide Infrastructure for Service Excellence

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
				the ballot by signature petition of the voters and approved by the voters at a statewide election. Requires the Supreme Court to issue its decision within 90 days of the filing of the action, and establishes a 90-day statute of limitations for civil actions challenging the facial validity of this type of initiative measure or referendum.		
<u>AB 1453</u>	Daucher	2005	Oppose	Creates new Water Courts to adjudicate cases involving the production of groundwater.	II	Interferes with court administration.
<u>SCA 16</u>	Runner	2005	Oppose	Provides that Los Angeles County shall be divided into judicial districts established by three special masters appointed by the Supreme Court within 30 days after the effective date of the measure. Provides that each district must be geographically compact and contiguous to the extent practicable, and consist of no more than 36 superior court judges. The districts must also comply with the federal Voting Rights Act.	I, III, IV	
<u>AB 2472/</u> <u>SB 1424</u>	Wolk/ Burton	2004 2004	Oppose unless amended; neutral if amended	Creates the California Tax Court, which would replace the State Board Equalization (BOE) as the forum that would hear and determine certain tax appeals. Provides that a taxpayer's option to file an appeal with the California Tax Court would be in lieu of filing an appeal in the California Superior Court. The bills provide further that, within 90 days of the date a determination by the California Tax Court becomes final, a taxpayer or the applicable state agency may appeal the determination of the California Tax Court to the Court of Appeal.	II	Amendments sought to eliminate use of terms court and judge and to allow review by extraordinary writ only.

B. COURT FUNDING

The council supports funding of the courts at a level that will ensure an adequate and stable source of necessary resources. The council generally opposes funding the courts by fees or fines, but departs from this general position in certain circumstances.

L. Budget

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
SB 93	Florez	2005	Neutral	Allows Tulare County to pay any interest and	III	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

Goal I -- Access, Fairness, and Diversity
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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
				penalties owed to the Trial Court Trust Fund and the Trial Court Improvement Fund over a period of 10 years.		
<u>AB 750</u>	Mullin	2005	Oppose	Authorizes San Mateo County to reduce the amount it is required to remit to the state for funding court operations by 10 percent for 3 years beginning on July, 1 2005.	IV	
<u>SB 324</u>	Florez	2003	Oppose unless amended	Forgives non-remittance of revenues by Tulare County to the Trial Court Trust Fund.	III	Amendment sought to add an appropriation to reimburse the Trial Court Improvement Fund.
<u>SB 1343</u>	Tortakson	2002	Neutral	Forgives retroactive repayment of MOE amounts to the Trial Court Trust Fund.	IV	
<u>SB 1396</u>	Dunn	2002	Support	Clarifies allowable and unallowable costs for court security.	IV	
<u>SB 1153</u>	Johannessen	2001	Oppose	Provides that costs related to court security in counties with a population of less than 103,000 shall be paid by the state.	IV	
<u>AB 2459</u>	Wiggins	2000	No position	Requires the council to adopt rules to provide for public access to budget allocation and expenditure information.	II, IV	

2. *Fees, fines, penalties*

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 221</u>	Simitian	2011	Support	Increases small claims court jurisdiction for actions brought by natural persons from \$7,500 to \$10,000. Delays, until January 1, 2015, operation of jurisdictional increase for bodily injury claims resulting from vehicle accidents.	I	
<u>AB 1826</u>	Beall	2008	Sponsor	Clarifies that the filing fee for filing an action seeking return of seized property in connection with controlled substance offenses is the same as the first paper filing fee in unlimited civil actions.	III	
<u>AB 367</u>	De León	2007	Sponsor	Establishes a task force on criminal court-ordered fines and penalties that will make recommendations for simplifying California's criminal fine and penalty assessment, collection, and distribution system. Reduces the minimum fine required by the Franchise	III	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1248</u>	Evans	2007	Sponsor	Tax Board Court-Ordered Debt Collection Program from \$250 to \$100 and expands the program to include collections for registration, pedestrian, and bicycle violations. Makes technical and clarifying changes to the Uniform Civil Fees and Standard Fee Schedule Act of 2005, clarifies the fine for production of documents pursuant to demand for production, increases the cap on habeas investigations costs paid by the Supreme Court, allows the courts to collect bail forfeitures in installment payments without requiring the individual to make an appearance in court, and changes the date when the Judicial Council must adjust the amount a parent or guardian may be liable for minors' actions.	III, IV	
<u>AB 145</u>	Committee on Budget	2005	Sponsor	Establishes statewide uniform first-paper and first-response paper fees at three graduated levels: the filing fee for limited civil cases where the demand is less than or equal to \$10,000 is \$180; the filing fee for limited civil cases where the demand is greater than \$10,000 but less than \$25,000 is \$300; and the filing fee for unlimited civil cases is \$320.	II, III, IV	
<u>SB 246</u>	Escutia	2004	Sponsor	Allows courts, in addition to counties, to refer delinquent fines to the Franchise Tax Board.	II, III	
<u>AB 934</u>	Reyes	2003	Oppose	Adds a \$25 filing fee for deposit in the Child Abduction Prevention Fund established in the office of the district attorney in Fresno County.	II	
<u>SB 940</u>	Escutia	2003	Sponsor	Requires the Judicial Council to adopt guidelines for a comprehensive collection program, establish a collaborative court-county working group on collections, and report on the effectiveness of collection programs.	II, III	
<u>AB 1819</u>	Robert Pacheco	2002	Support	Removes the \$100 minimum requirement to identify and collect delinquent fines and forfeitures with or without a warrant and provides that any county or court may establish a minimum base fine or forfeiture amount for inclusion in the program.	II, III	
<u>AB 2690</u>	Cardoza	2002	Oppose	Requires each court to submit to the Bureau of State Audits an annual financial statement showing	II, III	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

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Goal VI – Branchwide Infrastructure for Service Excellence

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
				outstanding delinquent fines.		

C. COURT FACILITIES

The council seeks ways to fund necessary courthouse construction projects on a statewide basis.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SBX2 12</u>	Steinberg	2009	Sponsor	Provides for the continuous appropriation of revenue created by SB 1407 (Stats 2008, ch. 311) to support courthouse construction projects. Creates an expedited authority process for trial court construction projects.	I, II, III, VI	
<u>SB 1407</u>	Perata	2008	Sponsor	Authorizes a \$5 billion program for the construction, rehabilitation, renovation, and replacement of court facilities. Increases civil first paper filing fees and criminal and traffic fees and penalties to generate the revenue to fund future revenue bonds.	I, III, VI	
<u>SB 10</u>	Dunn	2006	Co-sponsor	Revises the Trial Court Facilities Act of 2002 to allow buildings with a seismic level V rating to transfer to the state so long as counties remain liable for earthquake-related damage, replacement, injury, and loss to the same extent that they would have been liable if the responsibility for court facilities had not transferred to the state.	I, III	
<u>SB 1375</u>	Lowenthal	2006	Support if amended	Requires the state to become a party to any public-private partnership agreement entered into by a county that involves a capital lease for construction of replacement court facilities and to become the lessee.	II, III	Amendment sought to remove requirement that the state participate in negotiations with counties and private developers regarding the construction of a new court facility
<u>AB 262</u>	Berg	2005	Oppose	Prohibits the Judicial Council from requiring that a structure proposed for transfer from a county to the state for court occupancy meet a building code stricter than the standard adopted for the county buildings in the county proposing the transfer.	II, III	
<u>AB 1435</u>	Evans	2005	Support	Adds expenditures on "court facilities" to the list of allowable uses of local courthouse construction funds.	III	

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 395</u>	Escutia	2005	Sponsor	States the intent of the Legislature to enact the California Court Facilities Bond Act of 2006 to acquire, construct, and finance court facilities.	I, III, VI	
<u>AB 688</u>	Nakanishi	2003	Oppose	Requires the Amador County courthouse and hospital transfer to the state on January 1, 2004, and relieves Amador County of its responsibility to provide court facilities pursuant to SB 1732 (Escutia), Stats. 2002, ch. 1082.	II	April 28, 2003 amendments provide that in establishing the recommended priorities for funding of projects under the California Court Facilities Construction and Renovation Bond Act of 2004, the Judicial Council shall consider all relevant factors bearing on the priority of each proposed project, including a proposal for matching funds. Council opposition withdrawn.
<u>SB 655</u>	Escutia	2003	Sponsor	Authorizes the issuance of bonds, the proceeds of which would be deposited in the State Court Facilities Construction Fund.	I, III, VI	
<u>SB 1732</u>	Escutia	2002	Cosponsor	Establishes a process for the transfer of responsibility for court facilities from the counties to the state.	I, II, III, VI	

D. COURT MANAGEMENT

1. *Personnel issues* – The council seeks to maintain the ability of the judicial branch to manage relationships between courts and court employees and independent contractors such as court reporters and court interpreters.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1699</u>	Hernandez	2010	Oppose unless amended	Provides that the General Fund and other special funds are to be continuously appropriated in an amount necessary for employee compensation and benefits, so that state employees will be fully paid in the absence of a state budget. The contents of this bill are identical to the provisions of AB 790.	II, III	Inappropriately treats judicial branch employees differently than other public employees.
<u>AB 1749</u>	Lowenthal, Bonnie	2010	Support	Extends the existing provisions of the California Whistleblower Protection Act (CWPA) to the judicial branch.	II	Promotes accountability and transparency.
<u>SB 752</u>	Wiggins	2009	Support	Requires that counties in joint PERS contract with a court, prior to issuing a pension obligation bond (POB) (1) identify court employees as of January 1, 2001 (2) require PERS to complete an actuarial analysis, and (3) reach agreement with the court on	II	

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 276	Solorio	2007	Oppose	the financial and legal impact of the POB on the court's employer contribution rate. Provides that a limited-term employee is a regular trial court employee if the limited-term employee has completed 180 days of service, and if the assignment, position, or project of the limited-term employee is an integral part of the long-term, regular work of the trial court. This bill would remove the right to bargain with employee organizations over the use of temporary or limited term employees. Eliminates or delays the courts' ability to seek injunctive relief when court employees or when county employees strike and essential court employees will not cross a picket line. Removes a court's ability to seek injunctive relief in superior court for the return of a limited number of employees instead. Requires all injunctive relief to be sought through Public Employment Relations Board.	II, III	
AB 553	Hernandez	2007	Oppose	Increases the fee for the original and copies of court reporter transcripts for 3 consecutive years by a specified amount and then annually by the Consumer Price Index.	I, IV	As amended May 23, 2007 council position changed to take no position on amount of transcript rate increase, if funded, support the uniform transcript standards, and oppose unless amended to address increased costs on low income litigants.
AB 582	Evans	2007	Oppose unless amended and funded	Prohibits use of limited-term for work that is an integral part of the long-term, regular work of the trial court.	II	
AB 1797	Bermudez	2006	Oppose	Requires the assets and liabilities of the Superior Court of Butte County and the County of Butte to be kept in separate accounts within the Public Employees Retirement System fund.	II, III	Amendment sought to delete the requirement that assets and liabilities be split and instead require the Judicial Council to report to the Legislature by January 1, 2006 on how to fairly resolve the issues raised in Butte and Solano counties.
SB 733	Aanestad	2005	Oppose unless amended	Grants to the Public Employment Relations Board authority to process claims involving violations of statutes or rules relating to employment relations between trial courts and recognized employee organizations.	II, III	
AB 782	Keheo	2003	Oppose unless amended			

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 371</u>	Escutia	2002	Support	Establishes the Trial Court Interpreter Employment and Labor Relations Act, providing for the employment and compensation of certified and registered trial court interpreters.	II, III	
<u>SB 2011</u>	Burton	2002	Support	Establishes the Workers' Compensation Fund. Allows the courts to be uninsured for workers' compensation in the same way the state, as an employer, is uninsured.	II, III	
<u>AB 1571</u>	Shelley	2001	Oppose	Eliminates the statutory "at pleasure" status of the Supreme Court and Court of Appeal employees.	II, III	
<u>SB 2140</u>	Burton	2000	Support	Establishes the trial court as the employer of court employees.	III	

2. *Management and administration* – The council closely examines the fiscal and resource implications of any legislative proposal that places additional responsibilities on court administration. When appropriate, the council informs the Legislature of the need for additional resources to carry out new legislatively imposed responsibilities, or seeks to improve the efficiency of the new procedure.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 973</u>	Campos	2011	Support if amended; neutral if not amended.	Requires trial courts, prior to adopting a baseline budget plan for the fiscal year, to accept public input by holding a public hearing where testimony may be presented and by receiving written comments. Requires that, during the current 60-day notice period regarding notice of courtroom closures, or closure or reduction in the hours of clerks' offices, the public be given an opportunity to submit written comments on the court's plan.	II	Support contingent on amendments to provide flexibility to the trial courts on how the opportunity for public comment is provided, rather than mandating a public hearing.
<u>SB 326</u>	Yee	2011	Oppose	Requires the Judicial Council to adopt a rule of court requiring courts to make newly filed or lodged court records available for public inspection at the courthouse no later than the end of the same day on which those records are received by the court.	IV	Unworkable burden on courts.
<u>SB 858</u>	Gaines	2011	Oppose	Provides that the Chief Probation Officer of Nevada County shall be appointed by the Nevada County Board of Supervisors.	II	Codifies a one-sided governance structure that ignores the critical role of the court in probation activities.

JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 1697	Hall	2010	Oppose	Takes the authority to allocate funding for court security away from the Judicial Council. Directs that the allocation to each sheriff be determined by the Judicial Council's Working Group on Court Security; makes all persons who provide court security services employees of and under the direction of the county sheriff.	II	Inappropriately interferes with Judicial Council governance; inappropriately takes funding authority away from the Judicial Council.
AB 1926	Evans	2010	Sponsor	Authorizes courts to create, maintain, and preserve records in any form or forms—including paper, optical, electronic, magnetic, micrographic, or photographic media or other technology—that satisfies standards or guidelines established by the Judicial Council.	VI	Promotes efficient management of court records.
AB 273	Anderson	2009	Oppose	Requires the superior courts to submit all unpaid court-ordered debt to the Franchise Tax Board, regardless of the amount, if the debt is at least 90 days delinquent. Allows the Franchise Tax Board to include in the total amount owed by the debtor that is subject to collection, the "actual and reasonable cost of collection."	II	
AB 1338	Anderson	2009	Oppose unless funded	Authorizes the presiding judge of the superior court, or a judge designated by the presiding judge, together with the district attorney and the public defender, to establish and conduct an arraignment court program. Also authorizes the presiding judge of the superior court to establish extended hours for the operation of an arraignment court program.	III	Unnecessary. Interferes with court management.
AB 2357	Duvall	2008	Oppose unless amended	Requires the Judicial Council to develop and implement policies and procedures for the protection of personal information maintained by a superior court and processed or stored by private service providers, consistent with the best interests of the public. Requires the council, as part of the process of developing these policies and procedures, to consider, among other things, the effect and advisability of prohibiting the outsourcing of data entry services outside the United States.	III, IV	Sought amendment to direct the Judicial Council to take a comprehensive look at protecting personal information and to develop policies and procedures that are in the best interests of the public.
AB 112	Wolk	2007	Oppose	Designates a segment of State Highway Route 12 in Solano and San Joaquin Counties as a Safety Enhancement-Double Fine Zone upon approval of specified county resolutions and until January 1, 2012.	III	

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 117</u>	Beall	2007	Oppose	Provides that, until January 1, 2010, a county may choose to levy an additional assessment for a highway traffic violation in the amount of \$2 for every \$10 or fraction thereof, upon each base fine, excluding other penalty assessments, fees, or additions. Requires that the collected assessment be deposited in a Traffic Safety Committee Network fund, and that the monies be allocated so that, after deducting administrative costs, 85 percent shall be used in traffic safety programs approved by the county board of supervisors, and 15 percent shall be deposited in the county's courthouse construction fund.	III	
<u>SB 57</u>	Alarcon	2005	Oppose	Authorizes a county board of supervisors to levy a \$2 penalty assessment for every \$10 in base fine, for seat belt, speed limit, DUI and domestic violence offenses.	III	Imposed undue burden on court case-management systems.
<u>SB 324</u>	Florez	2004	Oppose unless amended to include an appropriation to the Trial Court Improvement Fund	Validates the incorrect distribution of fines, forfeitures, and penalties made by the County of Tulare to the State Treasurer for deposit in the Trial Court Improvement Fund in the 1996-97 to 1999-2000 fiscal years.	II, IV	
<u>SB 1801</u>	Flores	2004	Oppose	Prohibits any state or local agency or court that accepts a credit card or debit card as a payment from imposing any processing fee or charge for the use of that card that is not also imposed upon persons who pay by cash or check.	II, III	
<u>AB 3036</u>	Corbett	2002	Oppose unless funded	Increases the accountability of guardians by assisting courts in overseeing guardianship cases and helps ensure proper care and treatment for wards.	II, III	
<u>AB 1421</u>	Thomson	2001	Oppose unless funded	Authorizes a new involuntary outpatient treatment scheme for certain mentally ill persons. Sets forth new court duties for implementing this program.	III	

E. COURT HOURS

The council seeks to maintain adequate access to the courts.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 996</u>	Anderson	2009	Oppose	Authorizes the courts to operate on a continuous and ongoing basis, 24 hours per day, seven days per week.	II, III	
<u>AB 1641</u>	Keene	2003	Sponsor	Improves procedures authorizing the Chief Justice to issue orders during an emergency.	I, II, IV	

II. THE JUDICIARY

A. JUDGESHIPS

The council is committed to ensuring adequate judicial resources in the courts. The council advocates creation of additional trial and appellate court judgeships in order of most severe need, and pursuant to an orderly statewide review.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 159</u>	Jones	2007	Sponsor	Authorizes the creation of the second set of 50 judgeships, to be allocated pursuant to the council's allocated methodology.	I, II, III, IV	
<u>SB 56</u>	Dunn	2005	Sponsor	Authorizes 50 additional judges based upon the uniform criteria and allocation approved by the Judicial Council pursuant to the Judicial Needs Study. Requires the Judicial Council to report to the Legislature biannually on the continuing need for new judgeships and their allocation based on the same uniform criteria.	I, II, III, IV	
<u>SB 1857</u>	Burton and Hertzberg	2000	Support	Authorizes 20 new trial court judgeships and 12 appellate justice positions	I, II, III, IV	

B. JUDICIAL SERVICE

To ensure the branch's ability to attract and retain highly qualified judges, the council supports appropriate increases to judicial salaries, and an adequate, fully funded judicial retirement plan. The council also seeks ways to improve the administration of justice in areas related to judicial retention, including (1) benefits, wellness subsidies, professional development allowances, personal leave, and supplemental life, disability, or liability insurance; (2) health-care benefits, including services and programs; (3) compensation and retirement; (4) "quality of judicial life" resources and programs; (5) mentorship programs; and (6) special needs of and programs for new and retired judges.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
				JUDICIAL COUNCIL OF CALIFORNIA - GUIDING PRINCIPLES		
				Goal IV - Quality of Justice and Service to the Public		
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Goal III - Modernization of Management and Administration

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 503</u>	Vargas	2011	Cosponsor	Allows JRS II members who previously served as subordinate judicial officers (SJOs) to purchase JRS II service credit for a fraction of their SJO years.	I	
<u>SB 1425/ AB 1987</u>	Simitian/ Ma	2010	Oppose unless amended to allow exclusion of judges and SJOs from separation requirement	Prohibits the practice of "pension spiking" by excluding from the calculation of pension benefits out of the ordinary compensation increases paid for the principal purpose of enhancing individuals' pension benefits. Prohibits "double dipping" by requiring at least six months separation before any employee may return to service.	II, III	Fails to address the unique circumstances of the judicial branch. By failing to exclude judges from the double dipping provision, it interferes with the assigned judges program's ability to retain newly retired judges, and the ability to hire retired commissioners while a court awaits a judicial appointment to a converted commissioner position.
<u>AB 32</u>	Lieu	2009	Support	Enhances Internet privacy protections for judicial officers.	II, III	
<u>AB 545</u>	Walters	2008	Support	Amends the Judges' Retirement System II (JRS II) statute to allow a judge who is on leave from the bench because of active duty service in the military to elect to purchase retirement service credit by repaying his or her missed contributions to JRS II.	II, III	
<u>SB 1187</u>	Ackerman	2006	Sponsor	Permits a judge in the Judges' Retirement System II who leaves judicial office after five or more years of service and is not eligible to retire to elect to receive the amount in his or her retirement account as an annuity.	II, III	
<u>SB 1364</u>	Battin	2006	Support	Protects privacy of judicial officers.	II, III	
<u>AB 1035</u>	Spitzer	2005	Support	Prohibits any state or local agency from hosting or providing service to an Internet web site that posts a public safety official's home address or telephone number.	II, III	
<u>AB 1595</u>	Evans	2005	Support	Prohibits selling or trading for value on the Internet the home address or telephone number of any elected or appointed official has made a written demand to not disclose his or her home address or telephone number.	II, III	
<u>SB 506</u>	Poochigian	2005	Support	Extends existing voter registration confidentiality programs to include a public safety official.	II, III	
<u>SB 528</u>	Ackerman and Dunn	2005	Co-sponsor	Declares the Legislature's intent to evaluate the impact of trial court unification on the judges'	II, III	

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 2905	Spitzer	2004	Support	retirement systems and the resulting increase in the judges' age at the start of their judicial service. Requires that an employing governmental entity reimburse moving and relocation expenses if it is necessary to move because a judge or court commissioner has received a credible threat that a life threatening action may be taken against him or her or his or her immediate family as a result of his or her employment	II, III	Improve quality of judicial service.
AB 2688	Alquist	2002	Support	Establishes a burial benefit in the amount of \$7,500, subject to cost-of-living increases, for all active and retired judges.	III	

C. SELECTION AND ELECTION OF JUDGES

The council seeks to avoid politicizing the election process, and supports a process that is fair and clear to candidates and informative to voters.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 362	Lowenthal	2011	Support	Revises the number of signatures needed for placing an uncontested judicial election on the ballot for a potential write-in contest. Requires that a write-in candidate for the office of superior court judge include on the statement of intent to run his or her compliance with eligibility requirements for a judge of a court of record.	I, II	
ACA 1	Nation	2001	Oppose	Eliminates elections to fill judicial vacancies, providing instead that the governor shall fill vacancies. Provides that all judges appear on the ballot uncontested, with the question presented whether the candidate shall be elected.	II, III	

D. COMMISSIONERS, REFEREES, AND TEMPORARY JUDGES

The council supports clarification of the status, powers, and duties of commissioners, referees, and hearing officers.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>SB 405</u>	Corbett	2011	Sponsor	Ratifies the authority of the Judicial Council to convert 10 additional subordinate judicial officer positions to judgeships in FY 2011-2012 where the conversion will result in a judge being assigned to a family law or juvenile law assignment previously presided over by a subordinate judicial officer.	I, II, IV	
<u>AB 2763</u>	Committee on Judiciary	2010	Support	Permits the conversion of up to 10 additional subordinate judicial officer (SJO) positions to judgeships each year. Allows the additional conversions if the conversion would result in a judge being assigned to a family law or juvenile law calendar previously assigned to an SJO.	I, II, IV	Allows the council to expedite the conversion of eligible SJO positions.
<u>AB 159</u>	Jones	2007	Sponsor	Authorizes the conversion of 162 subordinate Judicial Officer positions to judgeships upon vacancy.	I, II, IV	

III. PROCEDURAL LAW

A. CIVIL PROCEDURE

The council supports measures that reduce delay and make court operations more efficient. The council seeks to protect the exercise of judicial discretion in matters of civil litigation. The council generally supports judicial arbitration and other alternative dispute resolution (ADR) programs and procedures that are likely to assist in the equitable disposition of cases, but advocates for limits on the use of court-ordered discovery references to exceptional circumstances.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 5</u>	Evans	2009	Sponsor	Amends the Civil Discovery Act to expressly authorize the discovery of electronically stored information, and authorizes the "copying, testing or sampling" of such information. Allows a party to specify the form in which electronically stored information is to be produced, and if no form is specified, the responding party must produce the information in the form or forms in which it is ordinarily maintained or in a form that is reasonably usable. Establishes procedures for motions to compel and motions for protective orders relating to	III, IV	Improves administration of justice.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 839</u>	Emmerson	2009	Support	<p>the discovery of electronically stored information. Sets forth a procedure for handling disputes over the production of electronically stored information that is subject to claims of privilege or attorney work-product protection.</p> <p>Requires Medi-Cal service providers with a complaint or grievance concerning the processing or payment of money that the provider alleges is payable under the Medi-Cal program to follow specified Department of Health Care Services complaint procedures. In lieu of allowing providers to seek "appropriate judicial remedies" to appeal the department's decision, instead specifies that the provider who has complied with these procedures may, within the time period prescribed in existing law, file a petition for a writ of mandate pursuant to Section 1085 of the Code of Civil Procedure in the superior court.</p>	III, IV	Improves administration of justice.
<u>SB 259</u>	Benoit	2009	Oppose	Provides that, if a court voids any results of a homeowners' association election for one or more Common Interest Development (CID) board members, the court shall not invalidate a decision of the board that was reached after the board was seated pursuant to that election unless the court finds that the action of the board was contrary to law or the governing documents.	II	Interferes with court discretion.
<u>AB 225</u>	Beall	2008	Support	Re-enacts the elder abuse protective orders statute, and expands its scope to allow the court, in its discretion, on a showing of good cause, to extend the protection to include the petitioner's named family or household members, as well as the petitioner's conservator. Provides that a petitioner shall not be required to pay a fee for law enforcement to serve a protective order issued pursuant to the bill's provisions.	III, IV	Enhances court's ability to provide protection to elder abuse victims, and improves access to justice.
<u>AB 2193</u>	Tran	2008	Support	Enacts the Interstate and International Depositions and Discovery Act. Creates a process for the resolution of a dispute regarding discovery conducted in California in connection with an out-of-	IV	Improves administration of justice and enhances court administration.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 2379</u>	Evans	2008	Oppose	state proceeding, and provides that a request for relief in this regard would be filed in the superior court in the county in which the discovery is sought, with payment of specified fees. Permits a party to appeal court orders in connection with a dispute by extraordinary writ to the appropriate court of appeal. Provides that an appeal from an order granting or denying a motion to seal or unseal a court record may be made by filing an extraordinary writ petition or notice of appeal. If a party seeks an appeal, requires that the record relating to the matter and the opening brief be filed within 30 days of notice of entry of the trial court's order. Requires the clerk of the reviewing court to set the appeal for a hearing on the first available court date.	II	Interferes with appellate court calendaring authority.
SB 1608	Corbett, Harman, Steinberg, Runner and Calderon	2008	Neutral	Requires a court, in civil actions involving construction-related accessibility claims, to issue an order, upon request, that grants a 90-day stay of the action and schedules a mandatory early evaluation conference (EEC) if the defendant has satisfied certain requirements relating to inspection of the site at issue by a certified access specialist. Provides that the court must schedule an EEC between 21 and 50 days after issuance of the stay order, and requires that EECs be conducted by a superior court judge or commissioner, or a court early evaluation conference officer, as defined.	IV	Encourages early resolution of these cases.
<u>AB 500</u>	Lieu	2007	Support	Specifies generally that a party may appear by telephone in all general civil cases at case management conferences, and other specified conferences, hearings and proceedings. Provides that a court may require a party to appear in person at such hearings, conferences, or proceedings if the court determines, on a hearing-by-hearing basis, that a personal appearance would materially assist in the determination of the proceedings or in the effective management or resolution of the particular case.	I, IV	Improves access to the courts and conserves resources.
<u>AB 1264</u>	Eng	2007	Neutral	Prohibits delay reduction rules from requiring the severance of unnamed defendants prior to the	IV	Improves administration of justice.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 2303	Committee on Judiciary	2006	Sponsor (of specified provisions)	conclusion of the introduction of evidence at trial, except upon stipulation or motion of the parties. Clarifies the procedures governing a change of name; makes service times for elder abuse protective orders consistent with other protective orders; authorizes courts to receive notice to appear citations for non-parking Vehicle Code violations electronically if the court has the ability to receive the information and reproduce it in a printed form; and extends the sunset date on existing statutory authority for courts to impose modest monetary sanctions upon jurors who fail to respond to a jury summons.	IV	Improves administration of justice and enhances court administration.
SB 1116	Scott	2006	Support	Increases court oversight of moves of conservatees and the sale of their homes.	IV	Improves the court's ability to provide oversight of these cases.
SB 1550	Figueroa	2006	Support	Enacts the Professional Fiduciaries Act, which establishes in the Department of Consumer Affairs a new licensure scheme governing professional conservators, guardians, and other fiduciaries.	IV	Improves the court's oversight of these cases.
AB 355	Tran	2005	Oppose	Authorizes the court in any action involving joint and several liability to "instruct the jury on the effect of finding any party, including, but not limited to, the State of California, partially liable."	II, III	Would create confusion; interferes with judicial function.
AB 496	Aghazarian	2005	Support if amended	Requires the clerk to maintain the original summons in the court file.	III	Improves court administration and conserves resources.
AB 1322	Evans	2005	Co-sponsor	Modifies grounds for disqualification to require more than casual discussions regarding prospective employment with providers of alternative dispute resolution services.	II, IV	Avoids unnecessary disqualifications of judges.
AB 1742	Committee on Judiciary	2005	Sponsor	Deletes the sunset on CCP section 128.7, thereby continuing the courts' ability to impose sanctions for the filing of frivolous lawsuits. Clarifies and streamlines small claims court procedures, extends the sunset of the security fee, and requires that acceptance of an offer to compromise a lawsuit must be in writing.	III, IV	Improves administration of justice and enhances court administration.
SB 575	Torfakson	2005	Oppose unless amended	Establishes calendar preference for actions to enforce provisions of the Anti-NIMBY law.	II, III	Interferes with court administration.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 3078</u>	Committee on Judiciary	2004	Sponsor	Makes several non-controversial changes to the statute governing the times for service and filing of motion papers, as well as clarifying the cutoff date for discovery in civil cases. Also clarifies standing of emancipated minors in small claims court, and clarifies to whom a clerk must provide notice when a check for filing fees has been returned for non-payment.	III, IV	Improves administration of justice and enhances court administration.
<u>SB 1249</u>	Morrow	2004	Oppose	Provides that the word "hearing," when applied to any demurrer, motion, or order to show cause, signifies oral argument by moving and opposing parties on a record amenable to written transcription which shall be had unless affirmatively waived by the parties.	II, IV	Unnecessary; interferes with judicial function.
<u>AB 2321</u>	Hertzberg	2002	Sponsor	Clarifies the process for tort claims filed against judicial branch entities.	III	Eliminates confusion and streamlines the handling of cases.
<u>AB 3027</u>	Committee on Judiciary	2002	Sponsor	Makes various improvements to civil procedure.	III	Improves administration of justice and enhances court administration.

1. *Alternative dispute resolution*

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 202</u>	Harman	2005	Support	Provides that filing a petition to compel arbitration pursuant to Code of Civil Procedure section 1281.2 is the exclusive means by which a party to an arbitration agreement may seek to compel arbitration of a controversy alleged to be subject to that arbitration agreement.	III, IV	Would conserve judicial resources by eliminating unnecessary side litigation over issue.

2. *Disqualification Motions (170.6)*

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1894</u>	Monning	2010	Support	Extends, for civil cases only, the time period for moving to disqualify a judge from 10 to 15 days and requires the moving party to notify all other parties within 5 days of making the motion.	II, IV	Clarifies timeline for bringing motions, which should help avoid confusion.

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2. Miscellaneous

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 2119	Tran	2010	Support	Provides that when any law governing civil procedure requires an act to be performed no later than a specified number of days before a hearing date, the last day to perform that act shall be determined by counting backward from the hearing date, excluding the date of the hearing.	IV	
AB 2284	Evans	2010	Support	Establishes the Expedited Jury Trials Act. Among other things, defines expedited jury trial as a binding jury trial before a reduced jury panel and judicial officer. Requires the Judicial Council, by January 1, 2011, to adopt implementing rules and forms. Makes the Act operative until January 1, 2016	I, III, IV	
SB 1274	Committee on Judiciary	2010	Sponsor	Authorizes service by electronic notification by defining electronic service to include both electronic transmission and electronic notification. Authorizes electronic service of all types of documents and expands the courts ability to serve certain documents electronically.	III, IV	

4. Small claims – The council advocates a small claims court system that provides a speedy, fair, and inexpensive alternative for resolving conflicts of low monetary value. The council supports adequate funding for small claims human resources in all counties.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 712	Evans	2009	Support	Specifies that a small claims court has jurisdiction over an action for an injunction or other equitable relief when a statute expressly authorizes a small claims court to award that relief. Expressly provides that this legislation does not expand and is not encouraging the expansion of the jurisdiction of the small claims court.	I, IV	Improves administration of justice.
AB 1873	Lieu	2008	Sponsor	Clarifies that a court is authorized to charge the same fees for post-judgment motions related to the enforcement of a small claims judgment as a court charges for the enforcement of a regular civil judgment. Authorizes a court to charge and collect a nonrefundable postponement fee of \$10 from either	III, IV	Improves administration of justice and enhances court administration.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 2846	Feuer	2008	Support	Provides that if a dispute exists between the owner of a separate interest and a homeowners' association regarding any disputed charge or sum levied by the association, and the amount in dispute does not exceed the jurisdictional limits of the small claims court, the owner of the separate interest may pay under protest the disputed amount and all other amounts levied, including certain fees, costs, and other specified amounts, and commence an action in small claims court.	I, IV	Improves access to the courts.
SB 1432	Margett	2008	Support	Increases the jurisdiction of the small claims court from \$4,000 to \$6,500 for any action brought by a natural person against a defendant guarantor that charges a fee for its guarantor or surety services.	I, IV	Improves access to the courts.
AB 2455	Nakanishi	2006	Support	Provides that the small claims court has jurisdiction in an action brought by a natural person against the Registrar of the Contractors State License Board as the defendant guarantor holding a contractor's cash deposit if the amount of the demand does not exceed \$7,500.	I, IV	Enhances access to the courts.
AB 1459/ SB 422	Canciamilla	2005	Oppose unless amended, support if amended	Increases the jurisdiction in small claims court from \$5,000 to \$7,500 for actions brought by <i>natural persons</i> .	I, III, IV	Enhances access to the courts by raising jurisdictional amount to \$7500, opposition to proposal to expand jurisdiction to \$10,000 because too much complexity for small claims.

5. Summary adjudication/summary judgment

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
SB 384	Evans	2011	Support	Authorizes a motion for summary adjudication of a legal issue or claim of damages, other than punitive damages, that does not completely dispose of a cause of action, an affirmative defense, or an issue of duty. It does this upon stipulation of the parties whose	III, IV	

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
				claims or defenses are put at issue by the motion, and a prior determination by the court, that the motion will further the interests of judicial economy by reducing the time required for trial or increasing the ability of the parties to settle. Clarifies the law governing fees in complex civil cases.		
<u>AB 2961</u>	Wayne	2002	Oppose	Authorizes a motion for summary adjudication of a legal issue or claim of damages other than punitive damages that does not completely dispose of a cause of action, an affirmative defense, or an issue of duty, if brought upon stipulation of the parties whose claims or defenses are put at issue by the motion.	II	Interferes with court's management of litigation.

6. Unlawful detainer – The council supports efforts to reduce delays and abuses in unlawful detainer actions, and seeks to ensure that processes are not overly burdensome to the courts.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1126</u>	Eng	2007	Support	Provides that in unlawful detainer actions and other specified summary proceedings involving the possession of real property, a discovery motion may be made at any time upon giving five days notice. Requires the Judicial Council to adopt rules prescribing the time for the filing and service of opposition and reply papers relating to specified motions filed in connection with the above summary proceedings.	II, IV	Improves administration of justice.
<u>AB 664</u>	Jones	2005	Support	Allows the court to list legal service providers not funded by the federal Legal Services Corporation on unlawful detainer notices.	I, IV	Ensures best information on legal service providers for UD defendants.
<u>SB 345</u>	Kuchi	2003	Oppose unless amended	Denies access to unlawful detainer records until 60 days following the date final judgment has been entered in favor of the landlord after a trial or summary judgment motion.	III	Administrative record keeping requirements unduly burdensome on the courts.

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B. CRIMINAL PROCEDURE

1. *Criminal and capital case processing* – The council seeks to expedite the resolution of criminal cases at the trial and appellate level. The council seeks to maintain the courts' ability to efficiently and effectively manage the procedures and administration of the court system while improving the delivery of justice to the public, and to protect the exercise of the judicial discretion in criminal cases.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 109</u>	Committee on Budget	2011	No position	Enacts broad changes to the criminal justice system by realigning postrelease supervision of inmates from the state to the county and redefining felony to be punishable, with specified exceptions, in county jail instead of state prison.	IV	The Judicial Council took no position on the policy as outside the council's purview, but due to the magnitude of the realignment and impacts on the courts, the council directed staff to submit a letter to the Governor and Legislature on behalf of the Judicial Council expressing grave concerns about the concept of shifting parole jurisdiction to the judicial branch and the critical need to provide adequate resources.
<u>AB 1284</u>	Hagman	2011	Oppose	Permits the court, in lieu of revoking probation, to allow the defendant to post bond to secure appearance at any future hearing regarding a violation of the court-imposed conditions of probation. Requires the court to notify the defendant, the surety, and the bail agent of the probation revocation hearing.	I, II	
<u>AB 447</u>	Nestande	2010	Oppose	Makes mandatory on the court and defendant several provisions permissive under current law relating to the court's determination of a defendant's ability to pay for counsel.	II, III	Imposes enormous unnecessary workload; existing law and practices are effective.
<u>AB 2056</u>	Miller	2010	Oppose	Adds cases involving assault with the intent to commit rape to the list of types of cases that are categorically eligible for a good cause continuance in criminal proceedings when the prosecuting attorney assigned to the case has another trial, preliminary hearing, or motion to suppress in progress in another case.	II	Inappropriately interferes with the court's function to have the court determine whether there is good cause for a continuance on a case-by-case basis.
<u>AB 2505</u>	Strickland	2010	Support	Allows an oath by an affiant seeking a search warrant to be made using a telephone and computer server, in addition to a fax machine or email, and allows the affiant's signature to be in the form of an electronic signature.	III	

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<u>SB 1449</u>	Leno	2010	Support	Reclassifies from a misdemeanor to an infraction simple possession and possession while driving of not more than 28.5 grams of marijuana.	III, IV	Increases court efficiency.
<u>SCA 27</u>	Harman	2010	Support	Authorizes the Supreme Court to transfer a case to a court of appeal when a judgment of death has been pronounced and requires the Supreme Court to review the resulting decision of the court of appeal affirming or reversing that judgment.	IV	
<u>AB 250</u>	Miller	2009	Support	Requires a criminal defendant's withdrawal of a waiver of his or her speedy trial time limits to be done in open court.	III, IV	Improves court efficiency by ensuring all parties have notice of change in case status.
<u>SB 431</u>	Benoit	2009	Support	Improves probation transfer procedures.	III, IV	
<u>SB 678</u>	Leno and Benoit	2009	Support in concept	Creates the California Community Corrections Performance Incentive Act to provide sustainable funding for improved, evidence-based probation supervision practices and capacities to improve public safety outcomes among adult felons who are on probation.	IV	Further Judicial Council goals to improve sentencing practices and outcomes.
<u>AB 2166</u>	Tran	2008	Support	Clarifies appellate jurisdiction in bail forfeiture proceedings by allocating these cases between the Courts of Appeal and the superior court appellate divisions the same way they were allocated before unification of the municipal and superior courts. Bases jurisdiction of a bail forfeiture appeal on the underlying criminal charge and the stage of the proceeding at which bail was forfeited.	III, IV	
<u>SB 1257</u>	Morrow	2006	Oppose	Revises and regulates the capital appeals process.	II	
<u>SB 330</u>	Cedillo	2005	Support	Requires a criminal action to be dismissed if a defendant in a misdemeanor or infraction case is not brought to trial within 30 days after the date of the reinstatement of criminal proceedings pursuant to the provisions of law governing the mental competency of defendants.	III	Allows for more efficient case management.
<u>AB 2011</u>	Firebaugh	2004	Oppose	When determining whether to allow a defendant who has pleaded guilty or no contest to be admitted to or remain out on bail, requires a court to consider the same factors that must be considered after a verdict has been rendered against a defendant.	II	Unnecessary, will result in lengthy hearings.

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<u>AB 2173</u>	Parra	2004	Oppose unless amended	Provides that the court must require a person convicted of a DUI to sign and date a statement that indicates that the person is aware that individuals who drive under the influence pose a serious threat to the lives of innocent persons. Requires the court to include on the abstract of judgment that the person has signed and dated the statement, or attach the statement to the abstract.	III	Will significantly lengthen court proceedings. Neutral if amended to provide defendant with information more efficiently.
<u>SB 58</u>	Johnson	2004	Support in concept	Directs courts and district attorneys to establish means of protecting confidentiality of information in police reports.	IV	Protects local control; clarifies authority to establish procedures.
<u>SB 977</u>	Johnson	2004	Oppose	Prohibits the live or delayed broadcasting of any criminal action until a verdict is rendered.	II, IV	Unnecessary; interferes with judicial function.
<u>AB 1306</u>	Leno	2003	Sponsor	Provides that if a person is sentenced pursuant Proposition 36, probation jurisdiction shall be transferred to the defendant's county of permanent residence at the discretion of the sentencing judge.	III, IV	
<u>AB 1435</u>	Koretz	2003	No position	Authorizes a court in a criminal case to order a party who has violated discovery disclosure requirements or any lawful court order to pay a monetary sanction.	N/A	Unnecessary; judges currently have this authority.
<u>AB 1653</u>	Mullin	2003	Oppose	Allows an attorney for a party to a criminal proceeding to appeal a sanction order or finding of contempt against him or her to the court authorized to hear an appeal of the judgment in the main action. Requires the court to stay the execution of the order or imposition of punishment pending appeal.	II	Unnecessary; interferes with judicial function.
<u>SB 761</u>	McPherson	2003	Oppose unless amended	Prohibits accepting an undertaking of bail if any summary judgment entered against an undertaking issued by the bail agent or agency remains unpaid.	II, III	April 30, 2003 amendments eliminate requirement that the court determine solvency of bail agency. Opposition withdrawn.
<u>AB 2159</u>	Cardoza	2002	Oppose unless amended	Requires courts, after arraignment, upon conviction, and when a judgment has been pronounced, to determine if a defendant has custody of any child under the age of 18 years, and inquire as to the proper care of that child if the defendant is in custody or remanded to custody.	II, III	Inefficient; ineffective; significantly lengthens court proceedings.
<u>AB 2211</u>	Horton	2002	Oppose	Provides that a representative of the community affected by a crime may submit a Community Impact Statement.	II, III	Unnecessary; results in lengthy hearings.

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<u>AB 2563</u>	Vargas	2002	Oppose	Requires the agency discharging a person who posts bail on charges of domestic violence to serve that person with a protective order, without court involvement but enforceable as a court order.	II	Interferes with judicial functions.
<u>AB 241</u>	Dickerson	2001	Oppose	Prohibits the court from striking prior convictions in DUI cases.	II	Interferes with judicial functions.
<u>AB 299</u>	Rod Pacheco	2001	Support	Grants a court exercising jurisdiction over multiple offenses involving criminal sexual acts and stalking that occurred in more than one jurisdictional territory jurisdiction over properly joinable offenses.	II	Streamlines court procedures.

2. *Sentencing and other judicial decisionmaking* – The council seeks to preserve judicial discretion and the independence of the judicial function in sentencing matters. The council does not take positions on the length or severity of sentences for crimes, but supports efforts to simplify the criminal sentencing structure.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 520</u>	Amiano	2011	Oppose	Provides that the court may not impose an upper term based on aggravating facts unless facts were first presented to the fact-finder and the fact-finder found the facts to be true.	II, IV	
<u>AB 1264</u>	Hagman	2011	Oppose	Repeals the requirement that the superior court adopt a uniform countywide schedule of bail and instead establishes a Statewide Bail Commission. Requires the commission to revise annually a statewide bail schedule for all bailable felony, misdemeanor, and infraction offenses except Vehicle Code infractions.	I, II	
<u>AB 908</u>	Berryhill, T.	2009	Oppose	Requires the court, if probation is granted, to order the payment of the reasonable costs of any probation supervision or conditional sentence as a condition of probation.	II, III	Introduces inappropriate issues into judge's sentencing decision.
<u>SB 59</u>	Huff	2009	Oppose	Adds cases involving the California Street Terrorism Enforcement and Prevention Act to the list of types of cases that are categorically eligible for a good cause continuance in criminal proceedings when the prosecuting attorney assigned to the case has another trial, preliminary hearing, or motion to suppress in progress in another case.	II	
<u>AB 2609</u>	Davis	2008	Oppose	Requires, when appropriate and feasible, that a court	II	Sought amendment to give the court sufficient

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			unless amended	order a defendant convicted of vandalism to clean up, repair, and replace the damaged property or keep the damaged property or another property in the community free of graffiti for up to one year.		flexibility to ensure that the required sanction will be imposed when appropriate and feasible.
<u>AB 1660</u>	La Malfa	2007	Oppose	Deletes the court's authority to exclude a victim or a designated victim's representative from a criminal proceeding.	II	Inappropriately interferes with court's authority.
<u>AB 1551</u>	Runner	2005	Oppose unless amended	Among other things, prohibits a court from striking an allegation, admission, or finding of a prior conviction pursuant to Penal Code section 1385 for defendants who are convicted of certain sex offenses.	II	Sought amendment to strike the provision eliminating the court's authority under Penal Code section 1385 to dismiss an action in the furtherance of justice.
<u>AB 623</u>	Lieber	2003	No position	Requires the judge in a toxics case to consider whether the defendant has expressed remorse for the acts and whether the defendant has made an appropriate public apology that reflects that nature of the violation and the number of potential victims.	N/A	Outside purview.
<u>SB 1497</u>	Polanco	2002	Oppose	Sets up a one-time review of the custody status of life prisoners who have been in prison beyond a date specified in certain regulatory matrices.	II	Impossible to implement.

C. TRAFFIC LAW

The council advocates use of simplified procedures in minor traffic cases to guarantee expedited disposition. The council supports development of statewide uniform rules, procedures, and forms to provide efficient handling of traffic cases.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 2499</u>	Portantino	2010	Support	Consolidates all traffic violator school programs under the licensing authority of the Department of Motor Vehicles. Requires courts to transmit to DMV abstracts of judgment for convictions of traffic violations rather than the court dismissing the case upon completion of the IVS program.	III, IV	Relieves judicial branch of inappropriate regulatory role. Provides DMV better ability to enforce driver safety program.
<u>AB 758</u>	Plescia	2007	Support	Requires the Department of Motor Vehicles, on or before July 1, 2008, to submit a report to the Legislature containing a comprehensive plan with specified components by which the licensing of all driving instruction programs offered to traffic violators may be consolidated under the authority of	III, IV	

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AB 1464	Benoit	2007	Sponsor	the department. Allows the court, after proper notice to the owner/violator, to report a failure to appear on an unsigned citation issued for an owner-responsibility offense to the Department of Motor Vehicles for a hold to be placed on the registration of the vehicle involved in the offense.	III, IV	
AB 1932	Benoit	2006	Support	Provides for the licensing and regulation of home study-based traffic violator schools by the Department of Motor Vehicles and declares the intent of the Legislature to have the Department of Motor Vehicles uniformly regulate all traffic violator schools.	II	Appropriately places regulatory function with the Executive Branch.
SB 1697	Torlakson	2004	Support	Consolidates administration of all sanctions related to the driving privilege imposed as a result of a driving-under-the influence conviction with the Department of Motor Vehicles.	IV	Increases efficiency; provides better service to the public.

D. JURY SYSTEM

The council supports efforts to ensure adequate numbers of jurors, achieve full use of jurors once they are summoned, ensure fair representation of the community served by the court, and provide adequate compensation of jurors. The council seeks to maintain plain-English jury instructions that accurately convey the law using language that is understandable to jurors.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 141	Fuentes	2011	Support	Requires the court, when admonishing the jury against conversing about a trial, to clearly explain that the prohibition applies to all forms of communication, including electronic and wireless devices. Provides that violation of this admonishment constitutes criminal and civil contempt of court.	I	
SB 319	Harman	2009	Sponsor	Eliminates the sunset and reporting requirement on provisions allowing courts to impose monetary sanctions for failure to appear in response to a jury summons. Decreases the amount of time that must	III, IV	

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				elapse before a compliance action may be initiated.		
<u>AB 1769</u>	Galgiani	2008	Oppose	Exempts all peace officers from jury duty in civil and criminal matters.	IV	Fundamentally opposed to categorically exempting individuals from jury duty.
<u>AB 1828</u>	Huff	2008	Oppose	Excuses from jury service, upon request, a prospective juror who has served as a precinct officer or precinct board member on a statewide or local election during the previous 12 months.	IV	
<u>AB 1557</u>	Feuer	2007	Support	Reduces peremptory challenges to 6 per side in all misdemeanor cases, rather than only those misdemeanors resulting in imprisonment for 90 days or less.	IV	
<u>SB 171</u>	Alquist	2006	Oppose	Requires that any custodial interrogation of an individual relating to a felony offense be electronically recorded, and codifies a jury instruction to be used verbatim if a court finds that a defendant was subjected to an unlawful custodial interrogation.	I, IV	
<u>SB 1281</u>	Romero	2006	Support	Prohibits a state agency from entering into a contract for the acquisition of goods or services with a contractor who does not have and adhere to a written policy providing his or her employees with not less than five days of regular pay for actual jury service.	IV	
<u>AB 1180</u>	Harman	2003	Sponsor	Clarifies that when a person is summoned but fails to appear for jury service the court may impose reasonable monetary sanctions on the prospective juror following an order to show cause hearing.	III, IV	Strengthen courts' ability to enforce orders.
<u>AB 2925</u>	Migden	2002	Support	Eliminates reimbursement for the first day of travel to the court for jury duty; increases reimbursement rate for second and subsequent days from 15 cents to 34 cents per mile, one way.	IV	Part of larger effort to improve jury system.

E. INTERPRETERS

To ensure access to justice, the council seeks to attract quality interpreters and meet the courts' caseload demands. The council supports increased compensation and standardized payment practices and procedure for court interpreters.

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<u>AB 618</u>	Furutani	2011	Oppose	Requires the court to provide separate interpreters for defendants and witnesses, and for codefendants in specified proceedings.	I	Strains court's ability to provide interpreters.
<u>AB 663</u>	Jones	2009	Sponsor interpreter related provisions; no position on legal aid provision	Requires the Judicial Council to establish a working group to develop best practices to expand the use of interpreters and a pilot project to test the workability of the developed best practices.	I, III, IV	
<u>AB 2227</u>	Chu	2006	Support	Requires the Judicial Council to establish the Blue Ribbon Panel on Language Access in the Courts. Requires the panel to report to the Legislature and the Judicial Council on the existing interpreter certification system.	I, IV	
<u>AB 2302</u>	Committee on Judiciary	2006	Support if funded	Requires that an interpreter be present whenever needed in any civil matter, including family law and probate, or in any court-ordered or court-provided alternative dispute resolution, including mediation and arbitration. Specifies the priority for use of funding and interpreters provided for civil matters.	I, IV	
<u>SB 927</u>	Escutia	2001	Oppose unless funded	Requires that a certified or registered court interpreter be provided at court expense in any family law proceeding that involves allegations of domestic violence.	I, IV	

IV. SUBSTANTIVE LAW

A. JUVENILE DELINQUENCY

The council supports legislation to ensure that judges have sufficient discretion and placement and treatment options to fulfill their obligations to promote the rehabilitation and reintegration of juvenile offenders, the safety of the community, and accountability to victims.

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<u>AB 2212</u>	Fuentes	2010	Support	Sets forth procedures for adjudicating the competency of a juvenile in a delinquency matter.	I	Clarifies procedures for competency proceeding in juvenile delinquency matters.
<u>AB 1547</u>	Beall	2007	Support	Authorizes the juvenile court to order the probation department to provide a variety of services to a delinquent ward approaching the age of majority.	II, IV	
<u>AB 2496</u>	Steinberg	2002	Oppose unless amended	Requires that the minor, the minor's counsel, and a probation officer personally appear before the court during each periodic review of the minor's detention.	II, III	Will significantly increase length of proceedings; neutral if amended to achieve goals in more efficient way.

B. JUVENILE DEPENDENCY

The council supports timely and expeditious determinations in dependency matters, as well as measures to enhance the available placement options for dependent children. The council supports efforts to clarify the procedures for declaring a child a dependent of the court. The council also supports maintaining judicial discretion to terminate dependency.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 73</u>	Feuer	2011	Support	States the intent of the Legislature to enact legislation providing that juvenile court hearings in juvenile dependency matters be presumptively open to the public unless the court finds that admitting the public would not be in a child's best interest.	I	Promotes public trust in juvenile court.
<u>AB 743</u>	Portantino	2010	Support	Modifies the standard for sibling visitation to require that if siblings are not placed together the social worker must explain why placement together would be contrary to the safety or well-being of any sibling. Requires a social worker considering a change of placement that will result in sibling separation to notify the attorney for the child being moved as well as the attorney for any affected sibling.	IV	Assists court in keeping siblings together.
<u>AB 1852</u>	Portantino	2010	Support	Requires the county welfare department to document in the reports it provides to the court at the disposition hearing its efforts to locate and contact relative and non-relative extended family members of a dependent child to establish permanent familial connections between the child	IV	Improves ability of court to find permanency for dependent children.

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				and his or her family.		
<u>SB 962</u>	Liu	2010	Support	Allows incarcerated parents to participate in specified court proceedings concerning parental rights via videoconferencing or teleconferencing if the technology is available	I	Reduces need to continue dependency proceedings for an incarcerated parent's absence.
<u>AB 12</u>	Beall	2009	Co-Sponsor	Implements federal foster care reform legislation to provide federally subsidized relative guardianships and extend foster care jurisdiction to age 21.	IV	
<u>AB 131</u>	Evans	2009	Sponsor	Authorizes the Judicial Council to implement a cost recovery program to collect reimbursement from parents for the cost of dependency counsel, and directs that the recovered funds be used to reduce caseloads for attorneys.	I, IV	Promotes fairness outcomes in dependency proceedings.
<u>AB 938</u>	Committee on Judiciary	2009	Sponsor	Requires that social workers immediately investigate the identity and location of all adult grandparents and other relatives of a child after the child is detained, and notify the relatives that the child has been removed from his or her parents, and the means by which the relative might participate in the care of the child.	IV	Engages relatives in dependency court to promote best interests of child.
<u>AB 1405</u>	Maze	2008	Support	Provides that information obtained from a minor during an assessment to determine the appropriate status of a minor who meets the definition of both a dependent and a delinquent ward cannot be used against the minor in other proceedings.	II, IV	Ensures court obtains necessary information.
<u>AB 3051</u>	Jones	2008	Support	Requires the court to determine whether a child age 10 or older who is not present was given an opportunity to attend the hearing. Provides that the court may make any orders reasonably necessary to ensure that the child has an opportunity to attend.	I, IV	Ensures that children can participate in proceedings.
<u>AB 2130</u>	DeVore	2006	Oppose	Requires the court to consider the religious, cultural, moral, and ethnic values of a child or of his or her birth parents, before placing a dependent child for adoption.	I, II	Inappropriately limits judicial discretion.

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<u>AB 2480</u>	Evans	2006	Support if funded	Requires the appointment of appellate counsel to represent a dependent child if the child is an appellant, or if the court of appeal determines that the child would benefit from the appointment of separate counsel.	IV	
<u>SB 1667</u>	Kuehl	2006	Support	Requires that the social worker provide foster parents with a caregiver information form and information on how to submit it to the court. Provides rights for caregivers to receive notice of post-permanency planning hearings.	IV	Ensures that court receives all relevant information regarding dependent children.
<u>AB 519</u>	Leno	2005	Sponsor	Allows the juvenile court to issue ex parte protective orders for parents and caretakers even without regard to the child's need for a protective order.	IV	Allows the juvenile court to protect families in an efficient individualized manner.
<u>AB 129</u>	Pacheco	2004	Sponsor	Authorizes counties to implement dual status (dependency and delinquency) protocol for children in juvenile court.	IV	Ensures adequate oversight for dual need children.
<u>AB 524</u>	Haynes	2003	Oppose	Requires that a child who has been removed from his or her parents' custody be returned within five working days in certain circumstances.	III	March 26, 2003 amendments eliminated provisions related to criminal proceedings. Council opposition withdrawn.
<u>SB 59</u>	Escutia	2003	No position, but seek amendments	Provides expedited appellate review of disputed placement orders in juvenile dependency cases.	N/A	June 11, 2003 amendments conform the writ process to the one established in Welfare and Institutions Code section 366.26(1).
<u>AB 2336</u>	Negrete McLeod	2002	Support	Requires that orders for the temporary removal of a prisoner to attend a hearing pertaining to parental rights must be issued at least 12 days before it is to be executed.	I, IV	Ensures access to proceedings for affected parties.
<u>AB 2160</u>	Schiff	2000	Sponsor	Creates a presumption that children in dependency proceedings would benefit from the appointment of counsel.	I, IV	Improves ability of court to fulfill role in dependency cases.

C. FAMILY LAW

The council supports legislation consistent with its goal of increasing access to the courts. The council supports efforts to provide adequate assistance to pro per litigants in family law cases, as well as litigants who face language barriers. The council seeks to maintain judicial discretion to make family law decisions based on the best interest of the child. The council also seeks to clarify the process the court should follow and the factors the court can appropriately consider in family law cases.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 939</u>	Committee on Judiciary	2010	Support	Makes numerous changes to provisions in the Family Code consistent with the recommendations of the Elkins Family Law Task Force.	I, IV	
<u>AB 1050</u>	Ma	2010	Support	Creates a presumption that a child is of sufficient maturity to provide input to the court on a child custody or visitation issue at age 14 and requires the court to permit the child to address the court unless the court finds that testimony is not in the child's best interests and states its reasons on the record.	IV	Ensures courts can appropriately consider input of child.
<u>AB 2475</u>	Beall	2010	Oppose	Provides that the doctrine of judicial or quasi-judicial immunity shall not apply to any private third party engaged by the court for his or her expertise in family law matters in an advisory capacity.	II	Interferes with ability of court to obtain expert information.
<u>AB 612</u>	Beall	2009	Oppose	Prohibits the consideration of a "nonscientific theory" in a child custody matter, as defined, and disallows the admission into evidence of any child custody evaluation report which includes a nonscientific theory.	II, IV	Creates inconsistent and unworkable evidentiary standard.
<u>AB 1822</u>	Beall	2008	Oppose	Requires the court, in any proceeding to establish or modify spousal support, to deny spousal support to a party convicted of a sexual offense against a minor.	II	Inappropriately limits judicial discretion.
<u>SB 1255</u>	Harman	2008	Support	Extends until January 1, 2013, the authority of the family court to order a person seeking custody or visitation of a child to undergo testing for drug or alcohol abuse in specified circumstances.	II, IV	Ensures that court has relevant information in custody cases.
<u>SB 1015</u>	Murray	2006	Oppose	Requires the court to redact specified financial information from family law files.	II	Lessens public trust in court and imposes unnecessary administrative burdens.
<u>SB 1482</u>	Romero	2006	Oppose	Provides that a custodial parent has a presumptive right to change the residence of his or her child subject to the power of the court to restrain a change of residence. Requires the non-custodial parent to make a prima facie showing of harm to the child that would result from the relocation, necessitating a change in custody, but would disallow consideration of the normal incident of moving.	II	

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<u>AB 1307</u>	Dymally	2005	Oppose	Creates a rebuttable presumption that equal custody share is in the best interest of child.	II	Unduly limits court's ability to make custody orders on a case-by-case basis.
<u>SB 544</u>	Battin	2005	Oppose	Prohibits parents convicted of certain offenses from having unsupervised contact with their children.	II	Overly restricts court's ability to make custody orders in the best interest of child.
<u>AB 2148</u>	Diaz	2004	Oppose	Restricts the court from holding custody or visitation proceedings until after it has ruled on an application for attorney's fees.	II	Limits ability of court to act in best interest of children.
<u>AB 2228</u>	Garcia	2004	Support	Requires information sharing in cases pertaining to custody of children.	III, IV	Ensures well informed court regarding child custody.
<u>SB 730</u>	Burton	2004	Oppose	Establishes presumptive right for a custodial parent to relocate with a child.	II	Unduly limits discretion of court to act in best interest.
<u>SB 1616</u>	Knight	2004	Oppose	Requires the court to state its reasons for making any spousal support order on the record and in writing.	II	Unnecessary and resource intensive.
<u>SB 734</u>	Ortiz	2003	Oppose	Restricts courts discretion to grant visitation.	II	Unduly restricts individual discretion.
<u>SB 174</u>	Kuehl	2002	No position	Requires the Judicial Council to select four non-confidential mediation courts to implement a model with initial confidential mediation, with the allowance for subsequent recommending mediation if performed by a different mediator. Implementation contingent on funding.	N/A	
<u>SB 1406</u>	Kuehl	2002	Oppose unless amended	Requires that all child custody mediation be confidential, and prohibits the mediator from communicating with the court on any matter.	II, III, IV	Interferes with administration of family cases.
<u>SB 1791</u>	Rainey	2000	Oppose	Shifts responsibility for hearing Title IV-D related child support actions to DSS administrative law judges.	I, II, IV	Inappropriately shifts judicial function to non-judicial officers

D. DOMESTIC VIOLENCE

The council supports efforts to improve court procedures in domestic violence cases and the way courts review allegations of domestic violence in family law proceedings. The council also supports measures that seek to simplify the process for obtaining a restraining order, and the process for making it enforceable.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1596</u>	Hayashi	2010	Sponsor	Contains numerous technical changes to create more consistency in protective order statutes.	IV	Promotes consistent administration of law in protective order matters.

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 104</u>	Cohn	2005	Oppose	Requires a hearing on a motion to modify or dismiss a DVPA order to be held by the judicial officer that issued the order, if available.	II, III	Undue interference with court calendaring process.
<u>AB 106</u>	Cohn	2005	Oppose	Requires every trial court to establish a one time amnesty program for fines and fees imposed for spousal abuse convictions or as a condition of probation for domestic violence offenses.	II, III	Contrary to the Judicial Council's enhanced collections strategy.
<u>SB 1627</u>	Kuehl	2002	Support	Clarifies procedures for entry of service of process for DVPA orders into DVROS by requiring the court to either enter the information into DVROS directly, or transmit proof of service to law enforcement for entry within one business day.	III, IV	Makes court orders more likely to be enforced.
<u>SB 1780</u>	Escutia	2002	Oppose unless funded	Requires the court to provide interpreters for specified parties in family law proceedings involving allegations of domestic violence at court expense.	I, IV	

E. CONSERVATORSHIP AND PROBATE LAW

The council supports clarification of conservators' duties and formulation of guidelines about conservatorships.

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 458</u>	Atkins	2011	Sponsor	Prohibits a court from appointing a minor's parent as a guardian of the person of the minor, except as specified. Establishes requirements for transferring a proceeding to another court in circumstances in which a proceeding that concerns custody or visitation of a minor child is pending in one or more counties at the time the petition for guardianship is filed. Specifies circumstances under which the court in a guardianship proceeding would maintain exclusive jurisdiction to determine issues of custody or visitation.	I, III	
<u>AB 2271</u>	Silva	2010	Support	Adds temporary trustees to the list of persons who may be appointed by the court during an appeal of certain probate orders.	II, IV	
<u>SB 1041</u>	Harman	2010	Support	Among other things, provides that evidence of a statement made by a declarant who is unavailable as a witness that he or she has or has not established or revoked a revocable trust, or that identifies his or her	II, IV	

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BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1163</u>	Tran	2009	Support	<p>revocable trust, is not made inadmissible by the hearsay rule because the declarant is unavailable as a witness.</p> <p>Clarifies that the attorney-client privilege is held by a deceased client's personal representative appointed for subsequent estate administration after the original personal representative has been discharged. Provides that no attorney-client privilege exists for communications relevant to issues between parties who all claim through a deceased client in a non-probate transfer.</p>	I, IV	Improves administration of justice.
<u>AB 1340</u>	Jones	2008	Support	Requires a guardian or conservator, in a first accounting filed with the court, to provide all account statements showing the account balance as of, rather than through, the closing date of the first court accounting. Requires notice be given 5 court days prior to a hearing on the appointment of a temporary guardian or temporary conservator. Prohibits a court from permitting a person without a valid professional fiduciary's license to continue to carry out the duties of a professional fiduciary.	IV	Improves court's oversight of these cases.
<u>AB 1880</u>	Tran	2008	Oppose	Requires a guardian or conservator to post a separate recovery bond for the benefit of the ward or conservatee and any person interested in the guardianship or conservatorship estate who may bring a surcharge action against the guardian or conservator for breach of duty.	III, IV	Multiple bonds are more difficult to administer, and they would impair the court's ability to provide proper oversight.
<u>AB 2014</u>	Tran	2008	Support	Requires a guardian or conservator to use ordinary care and diligence to determine whether the ward or conservatee owns real property in a foreign jurisdiction and to preserve and protect that property.	IV	Improves court's oversight of these cases.
<u>AB 2247</u>	Spitzer	2008	Oppose unless amended, neutral if amended	Requires a guardian or conservator to file an investment plan with a court not more than six months after the issuance of letters of guardianship or conservatorship. Revises and expands the list of obligations and securities in which a guardian or conservator may invest funds of the estate without court authorization.	IV	Interferes with the ability of the court to protect conservatees' assets.

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<u>SB 1264</u>	Harman	2008	Support	Beginning January 1, 2010, revises, recasts, and clarifies the law governing no contest clauses in wills and trust instruments. Limits the enforceability of no contest clauses to direct contests brought without reasonable cause, transfers of property, or creditor claims as specified. Defines direct contest and probable cause for these purposes. Eliminates provisions regarding the authority of a beneficiary to apply to a court for a determination regarding a no contest clause.	I, IV	Improves access to the courts and enhances court administration.
<u>AB 1727</u>	Committee on Judiciary	2007	Support	Enhances a court investigator's access to confidential medical information. Prohibits a conservatorship of the person or of the estate from being granted unless the court makes an express finding that the granting of the conservatorship is the least restrictive alternative needed for the protection of the conservatee. Creates new requirements on courts when guardianships and conservatorships are transferred from other jurisdictions.	II, IV	Improves court's ability to provide oversight of these cases.
<u>SB 340</u>	Ackerman	2007	Co-sponsor	Broadens list of agencies entitled to receive criminal history reports to include probate court conservatorship and guardianship investigators.	II, IV	Improves the court's ability to provide oversight in guardianship and conservatorship cases.
<u>AB 1363</u>	Jones	2006	Support if funded	Makes a number of reforms to the probate conservatorship system, including enhanced court reviews of conservatorships primarily through increasing the frequency and scope of court investigations.	II, IV	Improves court's ability to provide oversight of these cases.
<u>SB 1116</u>	Scott	2006	Support	Increases court oversight of moves of conservatees and the sale of their homes.	II, IV	Improves the court's ability to provide oversight of these cases.
<u>SB 1550</u>	Figueroa	2006	Support	Enacts the Professional Fiduciaries Act, which establishes in the Department of Consumer Affairs a new licensure scheme governing professional conservators, guardians, and other fiduciaries.	II, IV	Improves the courts oversight in these cases.
<u>SB 1716</u>	Bowen	2006	Support if funded	Authorizes the court to take action in response to ex parte communications regarding a guardian's or conservator's performance of his or her fiduciary duties.	II, IV	Improves the court's oversight of these cases.
<u>AB 541</u>	Harman	2005	Support	Allows the court to test prospective guardians for drugs or alcohol and exempts guardians of the person	II, IV	Enhances court's discretion and improves court's ability to oversee these cases.

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				only from having to register with the Statewide Registry.		
<u>AB 1152</u>	Liu	2004	Support	Requires the Judicial Council to adopt a rule of court that specifies the qualification and educational requirements of private professional conservators and private professional guardians.	II, IV	Improves court's ability to oversee these cases.
<u>AB 1851</u>	Harman	2004	Support	Revises and recasts the law concerning the court's responsibility to approve compromises of claims of minors, and settlements or actions or disposition of judgments in favor of minors or "incompetent persons." Permits the court to establish a special needs trust for a disabled minor that will continue under court supervision after the minor reaches age 18.	IV	Improves the court's ability to administer these cases.
<u>AB 1883</u>	Harman	2004	Support	Prevents routine waivers but allows court discretion in waiving bond requirement where it is warranted.	II, IV	Enhances court's discretion.
<u>AB 1784</u>	Harman	2002	Support	Implements the recommendations of the California Law Revision Commission for clarification of Probate Code provisions regarding the construction of trusts and other instruments.	III, IV	Promotes clarity and consistency in the handling of these cases.

V. MISCELLANEOUS

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
<u>AB 1208</u>	Calderon	2011	Oppose	Significantly lessens the role of the Judicial Council in determining the allocation of funds to trial courts and allocating funds in a manner to support implementation of statewide policies and initiatives. Reduces the council's role in ensuring the stability of trial court operations and providing management or oversight of trial court budgets.	I, II, III, IV	
<u>SB 1417</u>	Cox	2010	Support	Modifies the process for formation of Societies for the Prevention of Cruelty to Animals and for the appointment of humane officers.	III, IV	Provides clear court process.
<u>AB 2301</u>	Assembly Judiciary Committee	2006	Support	Provides the State Bar with the authority to collect voluntary financial support from its membership to support organizations that provide free legal services to those of limited means.	I, IV	

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SCA 3	Lowenthal	2006	No position	Shifts redistricting responsibility from the Legislature to an 11-member Independent Redistricting Commission to reapportion legislative and congressional districts. Provides that the California Supreme Court has original and exclusive jurisdiction over all challenges to a redistricting plan adopted by the Commission. Requires the Judicial Council to appoint a panel of ten retired justices of the state courts of appeal, and for that panel to establish a pool of 50 candidates for the Independent Redistricting Commission.	N/A	
SB 1246	Burton	2004	No position	Requires the Supreme Court and the State Bar to develop standards and rules of professional conduct governing the propriety of an attorney appearing before a court where that individual previously served as a judicial officer.	N/A	Outside purview.

A. ACCESS TO JUSTICE

BILL	AUTHOR	YEAR	POSITION	BILL SUMMARY	GOAL	NOTES
AB 590	Feuer	2009	Support	Creates a pilot project to provide legal representation to indigent litigants in specified civil case types including domestic violence, civil harassment, probate conservatorship, elder abuse, child custody matters in which one parent is seeking sole legal or physical custody, and housing-related cases, beginning July 2011, with the revenue from recently enacted increases to a number of miscellaneous civil court fees.	I, IV	Improves access to justice for unrepresented litigants.
AB 2448	Feuer	2008	Sponsor	Revises and redrafts the existing statute governing court fee waivers to ensure that indigent litigants have an opportunity to access the courts in a timely manner, and to provide for recovery of those fees in appropriate cases.	I, III, IV	
AB 171	Beall	2007	Support	Establishes the Assumption Program for Loans for Law in the Public Interest, to provide up to \$1,000 in loan assumption benefits over a four-year period to public interest attorneys.	I	

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AB 1723	Committee on Judiciary	2007	Support	Requires banks that hold interest on lawyer trust accounts (IOLTA) to allow those accounts to participate in higher-paying investment products, or receive an interest rate that is comparable to the rates paid by those investment products (referred to as IOLTA comparability).	1	

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