



# JUDICIAL COUNCIL OF CALIFORNIA

TECHNOLOGY COMMITTEE

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## JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1))  
THIS MEETING WILL BE CONDUCTED BY TELECONFERENCE  
THIS MEETING WILL BE RECORDED

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**Date:** April 13, 2015  
**Time:** 12:00 p.m. - 1:00 p.m.  
**Public Call-in Number:** 1-877-820-7831 Passcode: 3511860

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

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

In accordance with California Rules of Court, rule 10.75(k)(1), public comments about any agenda item must be submitted by April 10, 2015, 12:00 p.m. Written comments should be e-mailed to [jctc@jud.ca.gov](mailto:jctc@jud.ca.gov) or mailed or delivered to 2255 N. Ontario Street, Suite 220, Burbank, California 91504, attention: Jessica Craven. Only written comments received by April 10, 2015, 12:00 p.m. will be provided to advisory body members prior to the start of the meeting.

### Call to Order and Roll Call

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## I. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1-4)

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### Item 1

#### Chair Report

Provide update on activities of or news from the Judicial Council, advisory bodies, courts, and/or other justice partners.

Presenter: Hon. James E. Herman

### Item 2

#### Court Technology Advisory Committee (CTAC) Report/Update (No Action Required)

An update on CTAC will be provided.

Presenter: Hon. Terence L. Bruiniers, Chair, Court Technology Advisory Committee

**Item 3**

**California Rule of Court (CRC) 10.16 and 10.53 (Action Required)**

Review the proposal to amend rules 10.16 and 10.53 to implement the recommendations in the Judicial Council-approved Court Technology Governance and Strategic Plan. The proposal would transition the name of the Court Technology Advisory Committee to the “Information Technology Advisory Committee.” It would also update the roles and responsibilities of both the advisory committee and the Judicial Council Technology Committee.

Presenters: Patrick O’Donnell, Managing Attorney, Legal Services; and Tara Lundstrom, Attorney, Legal Services

**Item 4**

**Update on Sustain Justice Edition (SJE) Case Management System Funding (No Action Required)**

An update on the activities around the funding of the Sustain Justice Edition Case Management System.

Facilitator: Hon. James E. Herman

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**II. ADJOURNMENT**

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**Adjourn**



# JUDICIAL COUNCIL OF CALIFORNIA

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## JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

### MINUTES OF OPEN MEETING

March 26, 2015

4:00 p.m. - 5:00 p.m.

Teleconference

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**Advisory Body  
Members Present:**

Hon. James E. Herman, Chair; Hon. David De Alba, Vice-Chair; Hon. Daniel J. Buckley; Hon. Ming W. Chin; Hon. Emilie H. Elias; Hon. Gary Nader; Mr. Mark G. Bonino; and Mr. Richard D. Feldstein

**Invited Guests:**

Hon. Laurie M. Earl; Hon. Glenda Sanders; Hon. Robert C. Hight, Hon. David J. Daniels; Hon. Kevin R. Culhane; Hon. Jeffrey B. Barton; Hon. Donald D. Coleman; Mr. Tim Ainsworth; Mr. Alan Carlson; Mr. Pat Patterson; Mr. Michael D. Planet; and Mr. Michael M. Roddy

**Others Present:**

Mr. Curt Soderlund; Mr. Mark Dusman; Ms. Virginia Sanders-Hinds; Ms. Renea Stewart; Ms. Jessica Craven; Ms. Kathy Fink; Mr. David Koon; Mr. Zlatko Theodorovic; Ms. Lucy Fogarty; Mr. Stephen Chang; and Ms. June Agpalza

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#### OPEN MEETING

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##### Call to Order and Roll Call

The chair called the meeting to order, took roll call, and advised that no public comments were received.

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#### DISCUSSION AND ACTION ITEMS (ITEMS 1-2)

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##### Item 1

##### Chair Report (No Action Required)

**Update:** Hon. James E. Herman, Chair of the Judicial Council Technology Committee (JCTC), welcomed and thanked everyone for attending.

##### Item 2

##### Discussion regarding Funding for V3 Case Management System (Action Required)

**Discussion:** The JCTC discussed the issue of funding for the V3 Case Management System. Judge Earl, Chair of the Trial Court Budget Advisory Committee (TCBAC), reported on the TCBAC's Revenue and Expenditure Committee's actions to try to resolve the shortfall in the Improvement and Modernization Fund (IMF). She asked that the committee consider waiting until the June Judicial Council meeting for action; however, the JCTC felt they had studied the issue and needed to make a recommendation to the Council prior to next fiscal year. The V3 courts were invited to share their concerns with the JCTC. The following action was taken. The JCTC recommends that the Judicial

Council approve the following changes to the V3 interim case management system programs.

1. After a period of four years starting on July 1, 2015 and ending June 30, 2019 branch funding for the V3 case management system will stop; and
2. V3 will be funded the first Fiscal Year (July 1, 2015 to June 30, 2016). A working group comprised of members of the Judicial Council Technology Committee (JCTC) and Trial Court Budget Advisory Committee (TCBAC) will work together on the source of funding for the remaining 3 years.

**Action:** The committee approved the proposal.

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#### **A D J O U R N M E N T**

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There being no further business, the meeting was adjourned.

JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

MINUTES OF ACTION BY EMAIL BETWEEN MEETINGS  
APRIL 2, 2015

**Email Proposal**

The Judicial Council Technology Committee (JCTC) was asked to approve that the proposed amendments to rules of court be circulated for public comment. At its March 27, 2015 meeting, the Court Technology Advisory Committee recommended for public circulation a rules proposal for the first phase of its Rules Modernization Project, which would make updates to titles 2, 3, 4, 5, 7, and 8 of the California Rules of Court. The proposed amendments are intended to be minor, technical changes to the rules that will facilitate e-filing, e-service, and e-business. Due to the limited availability of JCTC members and the body's other priorities, the JCTC did not have time to consider this request at a meeting in a timely manner. Accordingly, the Chair concluded that prompt action by email was necessary.

**Notice**

On March 27, 2015, a notice was posted advising that the JCTC was proposing to act by email between meetings under California Rules of Court, rule 10.75(o)(1)(B).


**Public Comment**

Because the email proposal concerned a subject that otherwise must be discussed in an open meeting, the JCTC invited public comment on the proposal under rule 10.75(o)(2). The public comment period began at 11:00 a.m., Friday, March 27, 2015 and ended at 8:00 a.m., Wednesday, April 1, 2015. No comments were received.

**Action Taken**

After the public comment period ended, JCTC members were asked to submit their votes on the proposal by 10:00 a.m. on April 2, 2015. Five members voted to approve; three members did not vote. The email proposal was approved.

# Judicial Council Technology Committee Open Meeting

The background features a large, faint seal of the Judicial Council of Pennsylvania. The seal is circular and contains a central figure holding a scale of justice and a sword. The text "JUDICIAL COUNCIL OF PENNSYLVANIA" is written around the perimeter, and the year "1926" is at the bottom.

April 13, 2015

# Call to Order and Roll Call

- Welcome
- Open Meeting Script
- Approve minutes

*Hon. James E. Herman, Chair, Judicial Council Technology  
Committee*



JUDICIAL COUNCIL  
OF CALIFORNIA

# Chair Report

*Hon. James E. Herman*



JUDICIAL COUNCIL  
OF CALIFORNIA



# Report/Update: Court Technology Advisory Committee (CTAC)

*Hon. Terence L. Bruiniers, Chair, Court Technology Advisory  
Committee*



JUDICIAL COUNCIL  
OF CALIFORNIA

# California Rule of Court (CRC) 10.16 and 10.53 (Action Required)

*Mr. Patrick O'Donnell, Managing Attorney; and Ms. Tara Lundstrom, Attorney, with JCC Legal Services*



JUDICIAL COUNCIL  
OF CALIFORNIA

# Update: Sustain Justice Edition (SJE) Case Management System Funding

*Facilitated by Hon. James E. Herman*



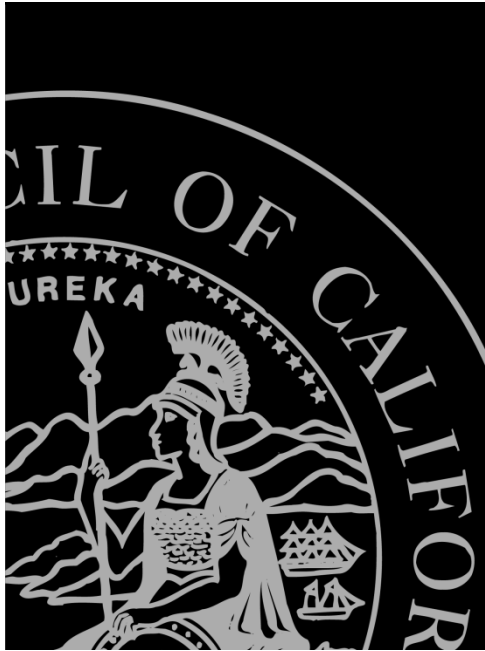
JUDICIAL COUNCIL  
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# Adjourn

*All*



JUDICIAL COUNCIL  
OF CALIFORNIA



# Court Technology Advisory Committee (CTAC) Projects Status Report

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MARCH 2015

This status report tracks the progress made by CTAC's subcommittees and workstreams on each of its approved annual agenda projects since the January 2015 CTAC meeting.

# Annual Agenda

## Project 1. CMS Data Exchanges

Develop Standardized Approaches to CMS Interfaces and Data Exchanges with Critical State Justice Partners

**CTAC Resource(s):**

CTAC Workstream  
Executive Sponsor: David Yamasaki

**JCC Staff Resource(s):**

IT (Neil Payne)

MAJOR TASKS	STATUS	UPDATES
(a) Identify specific justice partners exchanges required and court interface needs.	In Progress	Justice partner meeting on January 26 to identify exchanges.
(b) Establish standards for, and define where feasible, common exchange(s), consistent with national standards, and secure methods to share those exchanges for courts wishing to implement them.	In Progress	Efforts began in February with vendors and justice partners. Will continue with justice partner specific focus sessions.
(c) Work with CMS vendors to facilitate timely implementation of standardized exchanges where needed, consistent with existing court deployment schedules.	In Progress	Continues via the Workstream meetings.
(d) Develop governance processes to ensure continuing development and maintenance of statewide data exchanges established, and to maintain on-going communication and cooperation with our justice partners and CMS vendors in this effort.	In Progress	Justice partner specific focus sessions to provide working topics for the governance track.

**Annual Agenda**  
**Project 2. E-Filing**

**Update E-Filing Standards, and Develop Provider Certification, Deployment Strategy, and Rules Evaluation**

**CTAC Resource(s):**

- (a)-(c): CTAC Workstream  
 Executive Co-Sponsors: Hon. Sheila F. Hanson and Rob Oyung
- (d): Rules & Policy Subcommittee

**JCC Staff Resource(s):**

IT (TBD, Manny Floresca), Legal Services (Patrick O'Donnell, Tara Lundstrom)

MAJOR TASKS	STATUS	UPDATES
(a) Update the technical standards for court e-filing, namely, the XML specification and related schema.	Not Started	
(b) Develop the E-Filing Service Provider (EFSP) selection/certification process.	In Progress	See item (c) below.
(c) Develop the roadmap for an e-filing deployment strategy, approach, and branch solutions/alternatives.	In Progress	Identified Program Manager – Snorri Ogata (LA Court). Conducted two planning meetings. Draft approach including ideas for e-filing summit to be discussed with CTAC Chair and Vice-Chair. Formal launch TBD after approval of approach.
(d) Evaluate current e-filing rules, including provisions for mandatory e-filing.	Not Started	

**Annual Agenda**

**Project 3. Remote Courtroom Video**

**Develop Remote Courtroom Video Standards, a Pilot Program, and Update to Rules**

**CTAC Resource(s):**

- (a)-(b): CTAC Workstream  
Executive Sponsor: Hon. Terence L. Bruiniers
- (c): CTAC Rules & Policy Subcommittee

**JCC Staff Resource(s):**

IT (Fati Farmanfarmaian, Nate Moore), Legal Services (Patrick O'Donnell, Tara Lundstrom)

MAJOR TASKS	STATUS	UPDATES
(a) Develop technical standards for remote courtroom video.	Not Started	Justice Bruiniers appointed to Language Access Plan Task Force, which is expected to begin this work.
(b) Define and implement, in cooperation with the Access & Fairness and Interpreter’s Advisory Committees, a Video Remote Interpreting Pilot Program for foreign languages.	Not Started	
(c) Seek extension of Rule of Court 4.220 (Remote Video Proceedings in Traffic Infraction Cases). Consider Expansion to other case types.	In Progress	Rule proposal advanced for public comment; that cycle closes in June. CTAC will consider responses thereafter.



**Annual Agenda**

**Project 4. Next Generation Hosting Strategy Assessment**

**Assessment of Alternatives for Transition to Next-Generation Branchwide Hosting Model**

**CTAC Resource(s):**

CTAC Projects Subcommittee; workstreams may be required to complete the longer term components

**JCC Staff Resource(s):**

IT (Fati Farmanfarmaian, Kathy Fink, Raj Talla, Michael Derr)

MAJOR TASKS	STATUS	UPDATES
(a) Complete hosting needs assessment, develop implementation recommendations, including an evaluation of alternatives and costs.	In Progress	Completed an initial draft of survey; refining further before distributing to courts.
Note: Limited scope due to resource constraints; additional tasks to be considered in future annual agenda.		

**Annual Agenda**

**Project 5. Information Security Framework**

**Document and Adopt Court Information Systems Security Policy Framework**

**CTAC Resource(s):**

CTAC Workstream

Executive Sponsor: Rob Oyung

**JCC Staff Resource(s):**

IT (Michael Derr)

MAJOR TASKS	STATUS	UPDATES
(a) Finish the work that was started on the Court Information Systems Security Policy Framework.	In Progress	Review of framework published for Judicial Council IT completed February 23. Draft “How to Use the Framework” document for workstream review will be ready early April.
(b) Initially adopt the framework at a select group of pilot courts.	Not Started	Expect to publish draft framework by April/May 2015.
(c) Adopt the framework at the remaining courts, as needed.	Not Started	Expected August 2015.

**Annual Agenda**

**Project 6. Disaster Recovery Framework Assessment**

Survey and Assessment for Court Disaster Recovery Framework and Pilot

**CTAC Resource(s):**

CTAC Projects Subcommittee

**JCC Staff Resource(s):**

IT (Fati Farmanfarmaian, Kathy Fink, Raj Talla, Michael Derr)

MAJOR TASKS	STATUS	UPDATES
(a) Survey and provide a disaster recovery needs assessment and gap analysis for the major technology components in the trial and appellate courts.	In Progress	Completed an initial draft of survey; refining further before distributing to courts.
Note: Limited scope due to resource constraints; additional tasks to be considered in future annual agenda.		

**Annual Agenda**  
**Project 7. Privacy Policy**

**Develop Branch & Model Court Privacy Policies on Electronic Court Records and Access**

**CTAC Resource(s):**

CTAC Rules & Policy Subcommittee

**JCC Staff Resource(s):**

IT (Manny Floresca), Legal Services (Patrick O'Donnell, Tara Lundstrom)

MAJOR TASKS	STATUS	UPDATES
(a) Continue development of a comprehensive statewide privacy policy addressing electronic access to court records and data to align with both state and federal requirements.	In Progress	Draft model under development in cooperation with CEAC and CLAC.
(b) Continue development of a model (local) court privacy policy, outlining the key contents and provisions to address within a local court's specific policy.	Not Started	

**Annual Agenda**

**Project 8. SRL E-Services Portal**

**Evaluate Feasibility and Desirability of Establishing a Branch Self-Represented Litigants (SRL) E-Services Portal**

**CTAC Resource(s):**

CTAC Projects Subcommittee; workstreams may be required to complete the longer term components

**JCC Staff Resource(s):**

IT (Fati Farmanfarmaian), Legal Services (Patrick O'Donnell, Tara Lundstrom), and CFCC (Karen Cannata, Diana Glick)

MAJOR TASKS	STATUS	UPDATES
(a) Determine and validate both litigant needs (including LEP litigants) and court requirements.	In Progress	TurboCourt Pro Se Portal informational demo completed for chair and subcommittee chair. HotDocs demo to be scheduled.
(b) Identify available existing technology and infrastructure components to leverage.	In Progress	CCFC staff conducted preliminary survey of court existing online services and other support for self-represented litigants. IT staff gathered preliminary report of existing JCC infrastructure.
(c) Identify information resources to assist litigants.	Not Started	
Note: Limited scope due to resource constraints; additional tasks to be considered in future annual agenda.		

**Annual Agenda**  
**Project 9. E-Signatures**

**Develop Standards for Electronic Signatures**

**CTAC Resource(s):**

CTAC Rules & Policy Subcommittee

**JCC Staff Resource(s):**

IT (Manny Floresca), Legal Services (Patrick O'Donnell, Tara Lundstrom)

MAJOR TASKS	STATUS	UPDATES
(a) Develop procedures and standards for use of electronic and digital signatures for court documents, as specified in Government Code section 68150(g), for inclusion in the Court Records Manual.	In Progress	Draft model under development in cooperation with CEAC.
(b) Recommend rule proposal incorporating standards into Rules of Court, as appropriate.	Not Started	
<p>Note: This project is distinct from developing standards for court (digital) records certification, i.e., the authentication of court documents and the true certification thereof (per CTAC's 2013 annual agenda review meeting).</p>		

**Annual Agenda**

**Project 10. Tactical Plan for Technology**

**Update Tactical Plan for Technology for Effective Date 2016-2018**

**CTAC Resource(s):**

Chair and full committee

**JCC Staff Resource(s):**

IT (Jamel Jones)

<b>MAJOR TASKS</b>	<b>STATUS</b>	<b>UPDATES</b>
(a) Review and update the Tactical Plan for Technology.	On Hold	Expect to begin this work in 2016.
(b) Circulate for branch and public comment.	On Hold	
(c) Finalize and submit for approval.	On Hold	

**Annual Agenda**

**Project 11. Policy & Rules for E-Access to Appellate Court Records**

**Develop Branch Policy and Rules on Public Access to Electronic Appellate Court Records**

**CTAC Resource(s):**

Joint Appellate Technology Subcommittee

**JCC Staff Resource(s):**

IT (Julie Bagoye), Legal Services (Patrick O'Donnell, Tara Lundstrom)

MAJOR TASKS	STATUS	UPDATES
(a) Develop a comprehensive statewide policy addressing reasonable public access to electronic appellate court records to align with access rules for the trial courts.	In Progress	JATS' recommendations for rules on access to electronic court records is complete. Rule proposals are in progress (see below).
(b) Draft rule proposal to incorporate standards into Rules of Court, as appropriate.	In Progress	JATS developed proposed rules on access to appellate court records. Rules 8.0 through 8.5 are ready for review and approval by CTAC and for circulation for public comment.
Note: This project corresponds to the Appellate Advisory Committee agenda item #8.		



**Annual Agenda**

**Project 12. Rules for Electronic Service**

**Evaluate Amendment to Rules of Court to Allow Electronic Service Upon Courts if the Court Consents**

**CTAC Resource(s):**

Joint Appellate Technology Subcommittee and the CTAC Rules & Policy Subcommittee

**JCC Staff Resource(s):**

IT (Julie Bagoye, Manny Floresca), Legal Services (Patrick O'Donnell, Tara Lundstrom)

MAJOR TASKS	STATUS	UPDATES
(a) Consider whether to recommend rule amendments to clarify that a court may be served electronically if the court consents to receive this form of service.	In Progress	CTAC recommended amendments to rules 2.251 and 8.71 at January 23 meeting. Rule proposal will be circulated for public comment during this rules cycle. Comment period closes in June.
Note: This project applies at both the appellate and trial court levels. Also, this project is intended to correspond to the Appellate Advisory Committee agenda item #9.		

**Annual Agenda**

**Project 13. Modernize Rules of Court**

**Modernize Trial and Appellate Court Rules to Support E-Business**

**CTAC Resource(s):**

CTAC Rules & Policy Subcommittee and the Joint Appellate Technology Subcommittee

**JCC Staff Resource(s):**

IT (Manny Floresca, Julie Bagoye), Legal Services (Patrick O'Donnell, Tara Lundstrom)

MAJOR TASKS	STATUS	UPDATES
(a) In collaboration with other advisory committees, review rules and statutes in a systematic manner and develop recommendations for comprehensive changes to align with modern business practices (e.g., eliminating paper dependencies).	In Progress	Requesting CTAC recommend rule proposal at March 27 meeting.
Note: This project corresponds to the Appellate Advisory Committee agenda item #10, as well as on the annual agendas of the additional (subject matter) advisory bodies listed under Resources.		

**Annual Agenda**

**Project 14. Collaborations and Information Exchange**

**Liaise with Advisory Bodies and the Branch on Technology Initiatives, Rules and Implementations**

**CTAC Resource(s):**

Liaisons

**JCC Staff Resource(s):**

IT (Jamel Jones)

MAJOR TASKS	STATUS	UPDATES
(a) Share the Judicial Branch Technology Report with advisory bodies and attend liaison committee meetings.	In Progress	Liaisons introduced to chairs and provided meeting dates. In progress of attending meetings, as appropriate.
(b) Identify opportunities to collaborate and share liaison feedback to CTAC, the JCTC, the Judicial Council, and the branch, as appropriate.	In Progress	Liaisons will provide oral reports during the March 27 CTAC meeting.



## JUDICIAL COUNCIL OF CALIFORNIA

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### MEMORANDUM

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Date	Action Requested
April 7, 2015	Please review for April 13 meeting
To	Deadline
Members of the Judicial Council Technology Committee	April 13, 2015
From	Contact
Patrick O'Donnell, Managing Attorney Tara Lundstrom, Attorney Legal Services	Jessica Craven, Senior Business Applications Analyst Information Technology 818-558-3101 (phone) jessica.craven@jud.ca.gov
Subject	
Rules Proposal to Amend Rules 10.16 and 10.53 to Implement the <i>Court Technology Governance and Strategic Plan</i>	

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#### Executive Summary

Last year, the Judicial Council adopted the Technology Planning Task Force's *Court Technology Governance and Strategic Plan*. Among the task force's recommendations was revising the role and responsibilities of the Judicial Council Technology Committee (JCTC) and Court Technology Advisory Committee (CTAC). To recognize CTAC's new role as sponsor of branchwide technology initiatives, the task force also recommended changing its name to the Information Technology Committee (ITAC). Implementing these recommendations requires amending rules 10.16 and 10.53 of the California Rules of Court, which govern JCTC and CTAC, respectively.

Since the Judicial Council adopted the *Court Technology Governance and Strategic Plan*, the JCTC and CTAC chairs have worked closely with Judicial Council staff to develop proposed

amendments to rules 10.16 and 10.53. Earlier this year, a draft rules proposal was circulated to JCTC and CTAC members for their review and recommendations. The JCTC and CTAC chairs considered all recommendations received and, where appropriate, revised the proposed amendments accordingly. Attached for your review is an Invitation to Comment containing the rules proposal under consideration for circulation for public comment.

#### Committee's task

For the meeting on April 13, 2015, the committee is tasked with reviewing the attached ITC and:

- Recommending to RUPRO that all or part of the proposal be approved for circulation as drafted or as amended by the committee; or
- Asking staff or committee members for further information and analysis; or
- Rejecting the proposal.

#### Attachment

- Invitation to Comment, Judicial Administration: Implementation of the Technology Planning Task Force's Court Technology Governance and Strategic Plan

# JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue · San Francisco, California 94102-3688  
[www.courts.ca.gov/policyadmin-invitationstocomment.htm](http://www.courts.ca.gov/policyadmin-invitationstocomment.htm)

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## INVITATION TO COMMENT

[ItC prefix as assigned]-\_\_

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Title	Action Requested
Judicial Administration: Implementation of <i>Court Technology Governance and Strategic Plan</i>	Review and submit comments by June 19, 2015
Proposed Rules, Forms, Standards, or Statutes	Proposed Effective Date
Amend Cal. Rules of Court, rules 10.16 and 10.53	September 1, 2015
Proposed by	Contact
Judicial Council Technology Committee	Jessica Craven, 818-558-3101
Hon. James E. Herman, Chair	<a href="mailto:jessica.craven@jud.ca.gov">jessica.craven@jud.ca.gov</a>
Hon. David De Alba, Vice-Chair	

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### Executive Summary

This proposal would amend rules 10.16 and 10.53 of the California Rules of Court to implement the *Court Technology Governance and Strategic Plan*, recommended by the Technology Planning Task Force and adopted by the Judicial Council. Among the task force's recommendations was revising the roles and responsibilities of the Judicial Council Technology Committee (JCTC) and the Court Technology Advisory Committee (CTAC). The task force also recommended changing CTAC's name to the Information Technology Advisory Committee to reflect its broader role and responsibilities as sponsor of branchwide technology initiatives.

### Background

On March 27, 2012, the Judicial Council voted to end the deployment of the California Court Case Management System (CCMS) as a statewide court technology solution. Among other directives, the council instructed the CCMS Internal Committee to work in partnership with the trial courts to establish a judicial branch court technology governance structure that would best serve the implementation of technology solutions. The name of the CCMS Internal Committee was later changed to JCTC, and the committee's purpose and charge were updated to reflect the council's directives.

A judicial branch technology summit took place on October 23 and 24, 2012. The summit assembled branch stakeholders for a collaborative discussion on forming the branch's technology

*The proposals have not been approved by the Judicial Council and are not intended to represent the views of the council, its Rules and Projects Committee, or its Policy Coordination and Liaison Committee. These proposals are circulated for comment purposes only.*

governance structure, vision, and road map. Input from the California Department of Technology during this summit focused on the need for an updated technology strategic plan and governance structure as a basis for funding support from the other branches.

In February 2013, Chief Justice Tani G. Cantil-Sakauye authorized the creation of the Technology Planning Task Force, a task force on judicial branch technology governance and strategy that would report to JCTC. The Chief Justice charged the task force with defining judicial branch technology governance, developing a strategic plan for technology, and developing recommendations for funding judicial branch technology. Relevant to this rules proposal, the Chief Justice specifically directed the task force to develop—in partnership with the trial courts—a comprehensive branchwide plan for technology governance that would delineate the parameters of state versus local decisionmaking for technology initiatives. The directive also included developing (1) a strategic technology plan that would provide direction and vision for technology within the branch, and (2) a tactical technology plan that would define the steps needed to achieve the goals in the strategic plan. The task force was composed of judicial officers, court executive officers, court information technology officers, and other stakeholders representing the trial and appellate courts, the State Bar, and the public.

Over the next year and a half, the Technology Planning Task Force developed the *Court Technology Governance and Strategic Plan*. The plan includes a “Technology Governance and Funding Model,” a “Strategic Plan for Technology,” and a “Tactical Plan for Technology.” The Judicial Council first voted to approve the plan’s concept during its January 2014 meeting based on the information provided in the Executive Summary. The council then adopted the plan, effective September 1, 2014, and later approved an updated plan that included changes related to language access on October 27, 2014.

## **The Proposal**

The “Technology Governance and Funding Model” envisioned changing some, but not all, of the governance roles and responsibilities for JCTC and CTAC. To implement these changes, the Technology Planning Task Force recommended amending rules 10.16 and 10.53 of the California Rules of Court. These rules govern JCTC and CTAC, respectively.

### **Rule 10.16: Judicial Council Technology Committee**

In the “Technology Governance and Funding Model,” JCTC continues its oversight, policy, and coordination roles for branchwide technology strategy and branch-level projects on behalf of the Judicial Council. The task force recommended making several changes to JCTC’s roles and responsibilities.

***Technology policies for the branch.*** Subdivision (a) of rule 10.16 addresses JCTC’s roles and responsibilities in overseeing the council’s information technology policies. This proposal would amend (a) by adding language to provide that JCTC’s technology policy recommendations should focus on long-term strategic leadership and should align with judicial branch goals.

***Strategic and tactical technology plans.*** The Technology Planning Task Force recommended that the Judicial Council adopt strategic and tactical technology plans to guide branch technology decisions. The task force envisioned the strategic technology plan as a cascading plan based on the overall Judicial Council strategic plan for the branch. The branch's strategic plan and goals would drive a four-year technology strategic plan that, in turn, would drive a detailed two-year tactical plan consisting of individual projects.

This proposal would add new subdivision (d) to rule 10.16 to describe the strategic and tactical technology plans and to specify the roles and responsibilities of the internal and advisory committees in the development and oversight of the plans.<sup>1</sup> New subparagraph (d)(1) provides that the strategic technology plan describes the technology goals for the branch. It also allocates responsibility to JCTC, with input from advisory committees and individual courts, for developing and recommending the strategic technology plan.

A new subparagraph (d)(2) would also be added to rule 10.16 to address the tactical technology plan. This new subpart provides that the tactical technology plan outlines the technology initiatives and projects that provide a road map for achieving the goals in the strategic technology plan. Whereas JCTC would provide oversight and prioritization of the tactical technology plan, the advisory committees would develop and recommend the plan, with input from the courts. Subdivision (b) of rule 10.53 would similarly be amended to recognize the advisory committee's responsibility for developing and recommending the tactical technology plan, with input from the individual appellate and trial courts.

***Funding and relationships with other committees and advisory bodies.*** The Technology Planning Task Force found that the organizational flow of funding to courts and projects was inconsistent at times because it was not based on a branchwide model. The plan recommended clarifying the relationship of JCTC with other committees and advisory bodies.

This proposal would add new subdivision (g) to rule 10.16 regarding the funding of branchwide technology initiatives and projects. This new subdivision provides that JCTC reviews, prioritizes, and recommends requests for the funding of branchwide technology initiatives and projects with input from advisory committees. It also specifies relevant factors that the committee may consider in performing this function. These factors include overall return on investment, business risk, and alignment with the technology goals approved by the council in the strategic technology plan.

New subdivision (h) would also be added to clarify JCTC's relationship with other committees and advisory bodies. This subdivision provides that other committees and advisory bodies should

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<sup>1</sup> Subdivision (d) of rule 10.16 would be relettered to subdivision (e). This subdivision currently provides that JCTC is responsible for establishing a strategic information technology plan for the judicial branch and the courts. Because this proposal would add a separate provision specifically addressing the strategic and tactical technology plans, this reference to a strategic plan would be deleted as duplicative.



collaborate or consult with JCTC before making decisions or recommendations on technology policies, standards, and projects. It also provides that other committees and advisory bodies should collaborate or consult with JCTC before recommending funding priorities or making recommendations to approve funding requests for branchwide technology initiatives and projects. Requiring collaboration and consultation with JCTC would reduce the risk of making divergent or inconsistent decisions and recommendations on technology policies, standards, projects, and funding, while still respecting the authority and purview of each committee and advisory body.

### **Rule 10.53: Information Technology Advisory Committee**

The Technology Planning Task Force recommended restructuring CTAC to focus on promoting, coordinating, and providing executive sponsorship for the application of technology to the work of the courts. It also recommended changing the committee name to the Information Technology Advisory Committee.

***Renaming of the advisory committee.*** This proposal would rename CTAC as the Information Technology Advisory Committee. This change is intended to highlight the advisory committee's new charge and function and to clarify that its role is focused on information technology for the entire branch. Whereas the current name appears to limit the advisory committee's functions solely to the work of the courts, the proposed name would reflect the advisory committee's role in undertaking projects and initiatives that also support the needs of the broader justice community. The emphasis on information technology signals that the advisory committee may not be involved in facility or other technologies that are the purview of other advisory committees.

***Sponsorship of branchwide technology initiatives.*** The Technology Planning Task Force recommended modifying the advisory committee's structure and charge to include the sponsorship of technology initiatives. While recognizing the advisory committee's success in developing and recommending rules of court and statutes to enable technology adoption, the task force found that the advisory committee's role and activities around developing specific technology solutions have been less well defined. To improve IT project oversight, the task force recommended modifying the advisory committee's approach to carrying out technology initiatives.

This proposal would amend subdivision (a) of rule 10.53 to include a new area of focus for the advisory committee: promoting, coordinating, and acting as executive sponsor for projects and initiatives that apply technology to the work of the courts. It would also add overseeing branchwide technology initiatives to the advisory committee's duties by amending subdivision (b).

In addition, new subdivision (c) would be added to rule 10.53 to address in greater detail the advisory committee's sponsorship of branchwide technology initiatives. As stated in proposed subparagraph (c)(1), the advisory committee would be responsible for overseeing all branchwide

technology initiatives approved in its annual agenda, either by sponsoring a technology workstream or through its subcommittees. Subparagraph (c)(1) also defines the workstream and subcommittee models. Under the workstream model, committee members would sponsor discrete technology initiatives executed by ad hoc teams of technology experts and experienced project and program managers from throughout the branch. Under the subcommittee model, committee members would serve on subcommittees that carry out technology projects and develop and recommend policies and rules.

New subparagraph (c)(2) states that each technology workstream has a specific charge and duration that align with the object and scope of the technology initiative assigned to the workstream. It provides that the individual tasks necessary to complete the initiative may be carried out by dividing the workstream into separate tracks and clarifies that workstreams are not advisory bodies for purposes of rule 10.75, the rule governing open meetings of the Judicial Council.

The appointment of executive sponsors and their responsibilities would be stated in new subparagraph (c)(3). The advisory committee's chair may appoint up to two members to act as executive sponsors of each technology initiative monitored through the workstream model. In their roles as executive sponsors, the members would assume overall executive responsibility for project deliverables, would periodically provide high-level project status updates to the committee and council, and would be responsible for facilitating work plans for the initiative.

The responsibilities, appointment, and composition of the workstream teams are defined in new subparagraph (c)(4). The workstream team would serve as staff on the initiative and would be responsible for structuring, tracking, and managing the progress of the individual tasks and milestones necessary to complete the initiative. Members of the workstream team would be recommended by the executive sponsor and appointed by the chair of the advisory committee. Technology experts and experienced project and program managers from throughout the branch would compose the workstream team.

In addition, the proposal amends rule 10.16 by relettering subdivisions (e) through (i) and providing that JCTC oversees the branchwide technology initiatives sponsored by the advisory committees and task forces over which it has been assigned oversight by the Chief Justice. New subdivision (f) would also be added to rule 10.16 authorizing JCTC, where appropriate, to act as executive sponsor of branchwide technology initiatives under the workstream model.

***Other advisory committee roles and responsibilities.*** In addition to its new role as executive sponsor of technology initiatives, the advisory committee would have several new duties. As described above, subdivision (b) of rule 10.53 would be amended to add the advisory committee's duty to develop and recommend the branch's tactical technology plan. Subdivision (b) would also be amended to add the duty of developing and recommending an annual agenda identifying the individual technology initiatives scheduled for the next year, as well as the duty

of providing input to JCTC on the technology and business requirements of court technology initiatives and projects in funding requests.

**Advisory committee membership.** The Technology Planning Task Force did not contemplate a change in the advisory committee's current membership positions. The current membership positions include at least one appellate justice, one trial court judicial officer, one trial court judicial administrator, one appellate court judicial administrator, one member of the Senate, one member of the Assembly, one representative of the executive branch, and one lawyer.

At the same time, the task force recommended increasing the advisory committee's technology subject-matter expertise and strengthening its executive-level sponsorship capabilities by appointing members who have acted in leadership roles and who have technology project or program management backgrounds. Based on this suggestion, and in light of the advisory committee's new structure and focus, JCTC recommends adding a new position for a trial court information technology officer and revising the member selection criteria.

This proposal reletters the subdivision on membership from (c) to (d) and adds new subparagraph (d)(5) specifying that at least one of the members must be a trial court information technology officer. In addition, this proposal reletters the subdivision on member selection from (d) to (e) and adds language stating that a candidate's technology expertise and experience, and ability to act as lead executive sponsor for technology initiatives, should be considered in appointing all members to the advisory committee, other than the legislative, executive, and lawyer members.

### **Alternatives Considered**

Last year, the Judicial Council approved the *Court Technology Governance and Strategic Plan*. Because this proposal would implement the Judicial Council's directives, JCTC did not contemplate any alternatives to this proposal.

### **Implementation Requirements, Costs, and Operational Impacts**

Since the Judicial Council approved the *Court Technology Governance and Strategic Plan*, JCTC and its advisory committee have begun implementing its recommendations. Workstreams have already been formed for several technology initiatives—including data exchanges, e-filing, next-generation hosting, and information security—and are in various stages of deployment. To reduce costs, workstreams have employed cost-saving measures and leveraged existing resources.<sup>2</sup>

By adopting the *Court Technology Governance and Strategic Plan*, the Judicial Council approved and authorized using the workstream model to sponsor technology initiatives. The

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<sup>2</sup> Funding sources for individual technology initiatives must be identified to cover any costs required to carry out the initiative. The *Court Technology Governance and Strategic Plan* identifies existing funding sources and suggests possible funding options.

workstream model may result in some additional costs to the courts because workstream teams are intended to be staffed by technology experts and experienced project managers from throughout the branch. Individual court executive officers would be responsible for ensuring that their courts have sufficient resources before authorizing their technology experts and program managers to work on branchwide technology projects and initiatives.

Changing the name of CTAC to the Information Technology Advisory Committee would result in minimal costs for the branch.

## Request for Specific Comments

In addition to comments on the proposal as a whole, the committee is interested in comments on the following:

- Does the proposal appropriately address the stated purpose?

The committee also seeks comments from *courts* on the following cost and implementation matters:

- Would the proposal result in any additional costs or cost savings? If so please quantify.
- What would the implementation requirements be for courts?
- How well would this proposal work in courts of different sizes?

### Attachments

1. Proposed amendments to Cal. Rules of Court, rules 10.16 and 10.53, at pages 8–13
2. Judicial Council of Cal., *Judicial Branch Administration: Update to Court Technology Governance and Strategic Plan* (Oct. 27, 2014), <http://www.courts.ca.gov/documents/jc-20141028-item4.pdf>

Rules 10.16 and 10.53 of the California Rules of Court would be amended, effective September 1, 2015, to read:

1 **Rule 10.16. Technology Committee**

2  
3 **(a) Technology policies**

4  
5 The Technology Committee oversees the council’s policies concerning information  
6 technology. The committee assists the council by providing technology  
7 recommendations focusing on the establishment of policies that emphasize long-  
8 term strategic leadership and that align with judicial branch goals. The committee is  
9 responsible for determining that council policies are complied with on specific  
10 projects approved and funded by the council and that those projects proceed on  
11 schedule and within scope and budget.

12  
13 **(b) Coordination**

14  
15 The committee coordinates the activities of the Administrative Director ~~of the~~  
16 ~~Courts~~, council internal committees and advisory committees, the courts, justice  
17 partners, and stakeholders on matters relating to court information technology. The  
18 committee also, in collaboration or consultation with the Policy Coordination and  
19 Liaison Committee, coordinates with other branches of government on information  
20 technology issues.

21  
22 **(c) Reports**

23  
24 The committee seeks reports and recommendations from the Administrative  
25 Director, the courts, and stakeholders on information technology issues. It ensures  
26 that information technology reports to the council are clear, are comprehensive, and  
27 provide relevant options so that the council can make effective final information  
28 technology policy decisions.

29  
30 **(d) Strategic and tactical technology plans**

31  
32 **(1) Strategic technology plan**

33  
34 The strategic technology plan describes the technology goals for the branch.  
35 With input from advisory committees and individual courts, the committee is  
36 responsible for developing and recommending a strategic technology plan for  
37 the branch and the courts.

38  
39 **(2) Tactical technology plan**

40  
41 The tactical technology plan outlines the technology initiatives and projects  
42 that provide a road map for achieving the goals in the strategic technology

1                    plan. The committee provides oversight approval and prioritization of the  
2                    tactical technology plan, which is developed and recommended by advisory  
3                    committees with input from the courts.

4  
5    **(d) (e) Technology needs, standards, and systems**

6  
7                    The committee will, in partnership with the courts, develop timelines and  
8                    recommendations to the council for:

- 9  
10                  (1)    Establishing an approach and vision for implementing information  
11                  technology that serves the courts, litigants, attorneys, justice partners, and the  
12                  public, while considering available resources and information technology  
13                  needs;  
14  
15                  (2)    Improving judicial branch information technology governance to best serve  
16                  the implementation of technological solutions;  
17  
18                  ~~(3)    Establishing a strategic information technology plan for the judicial branch~~  
19                  ~~and the courts;~~  
20  
21                  ~~(4) (3) Developing~~ Reviewing and recommending information technology  
22                  standards; and  
23  
24                  ~~(5) (4) Developing standardized requests for proposals, identifying appropriate~~  
25                  ~~vendors, and~~ Encouraging the courts to leverage their collective economic  
26                  purchasing power in acquiring technological systems.

27  
28    **(f) Sponsorship of branchwide technology initiatives**

29  
30                    The committee may act as executive sponsor of branchwide technology initiatives  
31                    under the workstream model in rule 10.53(c).

32  
33    **(g) Funding of branchwide technology initiatives and projects**

34  
35                    The committee reviews, prioritizes, and recommends requests for the funding of  
36                    branchwide technology initiatives and projects with input from advisory  
37                    committees. Factors to be considered by the committee include overall return on  
38                    investment, business risk, and alignment with the technology goals approved by the  
39                    council in the strategic technology plan.

40  
41    **(h) Collaboration and consultation with the committee**

1 Other committees and advisory bodies should collaborate or consult with the  
2 committee before making decisions or recommendations on technology policies,  
3 standards, and projects; recommending funding priorities; or making  
4 recommendations to approve funding requests for branchwide technology  
5 initiatives and projects.

6  
7 **(e) (i) Oversight of advisory committees and task forces**

8  
9 For those advisory committees and task forces over which it has been assigned  
10 oversight by the Chief Justice, the Technology Committee ensures that the  
11 activities of each are consistent with the council's goals and policies. To achieve  
12 these outcomes, the committee:

- 13  
14 (1) Communicates the council's annual charge to each; ~~and~~  
15  
16 (2) Reviews an annual agenda for each to determine whether the annual agenda  
17 is consistent with its charge and with the priorities established by the  
18 council; and  
19  
20 (3) Oversees the branchwide technology initiatives sponsored by each.

21  
22 **Rule 10.53. ~~Court~~ Information Technology Advisory Committee**

23  
24 **(a) Areas of focus**

25  
26 The committee makes recommendations to the council for improving the  
27 administration of justice through the use of technology and for fostering  
28 cooperative endeavors to resolve common technological issues with other  
29 stakeholders in the justice system. The committee promotes, coordinates, and acts  
30 as executive sponsor for projects and initiatives that apply technology to the work  
31 of the courts.

32  
33 **(b) Additional duties**

34  
35 In addition to the duties described in rule 10.34, the committee must:

- 36  
37 (1) Oversee branchwide technology initiatives funded in whole or in part by the  
38 state;  
39  
40 (2) Recommend rules, standards, and legislation to ensure compatibility in  
41 information and communication technologies in the judicial branch;  
42

- 1           ~~(2)~~ (3) Review and comment on requests for the funding of judicial branch  
2           technology projects to ensure compatibility with goals established by the  
3           council and standards promulgated by the committee; Provide input to the  
4           Judicial Council Technology Committee on the technology and business  
5           requirements of court technology projects and initiatives in funding requests;  
6  
7           ~~(3)~~ (4) Review and recommend legislation, rules, or policies to balance the interests  
8           of privacy, access, and security in relation to court technology;  
9  
10          ~~(4)~~ (5) Make proposals for technology education and training in the judicial branch;  
11  
12          ~~(5)~~ (6) Assist courts in acquiring and developing useful technologies; and  
13  
14          (7) Establish mechanisms to collect, preserve, and share best practices across the  
15          state;  
16  
17          ~~(6)~~ (8) Maintain a long range plan. Develop and recommend a tactical technology  
18          plan, described in rule 10.16, with input from the individual appellate and  
19          trial courts; and  
20  
21          (9) Develop and recommend the committee’s annual agenda, identifying  
22          individual technology initiatives scheduled for the next year.

23  
24       **(c) Sponsorship of branchwide technology initiatives**

25  
26       (1) Oversight of branchwide technology initiatives

27  
28           The committee is responsible for overseeing branchwide technology  
29           initiatives that are approved as part of the committee’s annual agenda. The  
30           committee may oversee these initiatives through a workstream model, a  
31           subcommittee model, or a hybrid of the two. Under the workstream model,  
32           committee members sponsor discrete technology initiatives executed by ad  
33           hoc teams of technology experts and experienced project and program  
34           managers from throughout the branch. Under the subcommittee model,  
35           committee members serve on subcommittees that carry out technology  
36           projects and develop and recommend policies and rules.

37  
38       (2) Technology workstreams

39  
40           Each technology workstream has a specific charge and duration that align  
41           with the objective and scope of the technology initiative assigned to the  
42           workstream. The individual tasks necessary to complete the initiative may be



1 carried out by dividing the workstream into separate tracks. Technology  
2 workstreams are not advisory bodies for purposes of rule 10.75.

3  
4 (3) *Executive sponsorship of technology workstreams*

5  
6 The committee chair designates a member or two members of the committee  
7 to act as executive sponsors of each technology initiative monitored through  
8 the workstream model. The executive sponsor assumes overall executive  
9 responsibility for project deliverables and periodically provides high-level  
10 project status updates to the advisory committee and council. The executive  
11 sponsor is responsible for facilitating work plans for the initiative.

12  
13 (4) *Responsibilities and composition of technology workstream teams*

14  
15 A workstream team serves as staff on the initiative and is responsible for  
16 structuring, tracking, and managing the progress of individual tasks and  
17 milestones necessary to complete the initiative. The executive sponsor  
18 recommends, and the chair appoints, a workstream team of technology  
19 experts and experienced project and program managers from throughout the  
20 branch.

21  
22 **(e) (d) Membership**

23  
24 The committee must include at least one member from each of the following  
25 categories:

- 26  
27 (1) Appellate justice;  
28  
29 (2) Trial court judicial officer;  
30  
31 (3) Trial court judicial administrator;  
32  
33 (4) Appellate court judicial administrator;  
34  
35 (5) Trial court information technology officer;  
36  
37 ~~(5)~~ (6) Member of the Senate;  
38  
39 ~~(6)~~ (7) Member of the Assembly;  
40  
41 ~~(7)~~ (8) Representative of the executive branch; and  
42  
43 ~~(8)~~ (9) Lawyer.

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13

~~(d)~~ **(e) Member selection**

The two legislative members are appointed by the respective houses. The executive member is appointed by the Governor. The lawyer member is appointed by the State Bar. In making all other appointments to the committee, factors to be considered include a candidate’s technology expertise and experience, as well as an ability to act as lead executive sponsor for technology initiatives.

~~(e)~~ **(f) Chair**

The Chief Justice appoints a judicial officer ~~or justice member~~ to serve as chair.

Superior Court of California  
Counties of Humboldt, Imperial, Lake, Madera, Modoc,  
Plumas, San Benito, Sierra and Trinity



Sustain Justice Edition Consortium

April 2, 2015

Re: Future of Interim Case Management Systems (SJE)

Dear Judge Earl, Judge Herman, Judge Slough, Martin Hoshino, Mark Dusman, Zlatko Theodorovic, Jody Patel, Curt Soderlund, Mary Beth Todd and Rick Feldstein,

Because the lines of authority and responsibility are evolving between the various advisory committees and the Judicial Council, this letter is addressed to all individuals and committees that may have a role in making decisions on technology and associated technology costs.

Nine trial courts (Humboldt, Imperial, Lake, Madera, Modoc, Plumas, Sierra, San Benito and Trinity) currently have their case management system – Sustain Justice Edition (SJE) – hosted at the Tech Center. Five of these courts (Lake, Madera, Modoc, Plumas and San Benito) are also “managed” courts; all of their technology needs are handled by the Tech Center. Each court pays for management and hosting costs in their annual Schedule C. The courts have been told anecdotally that Schedule C costs are not total costs. Therefore, for several years the courts have individually attempted to obtain figures for 100% of hosting costs and have not been successful.

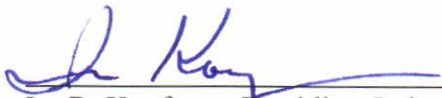
As a result of two TCBAC subcommittees’ recent work on shortfalls to the IMF in Fiscal Year 15-16, the SJE courts obtained for the first time actual hosting costs for SJE and projected cost increases for FY 15-16. In addition to the comments the courts provided to the TCBAC regarding the shortage in the IMF and the proposed cost increase to the SJE courts (see the attached letter from the SJE courts to Judge Earl and the members of the TCBAC, provided as public comment for the meeting March 23, 2015), the courts were advised on March 18, 2015 by Judicial Council staff, that the operating system for the Sustain Justice Edition product will no longer be supported as of July 1, 2015, and that an upgrade of the operating system is required. It is unclear at the present time if the SJE product can even be migrated to a new operating

system. Judicial Council staff is working on a migration plan with no completion date or cost information available to the courts at this time.


The SJE courts want a voice in the process as options are considered and decisions made. All understand that we must eventually pay our fair share of reasonable costs for hosting the SJE product.

The SJE courts are open to discussing other hosting models and any efficiency that would reduce costs and continue to provide case management systems that serve the needs of the courts and their customers. At the present time none of the courts have the ability to host the SJE product locally. Whenever possible, the SJE courts would consider alternative solutions, including other case management systems, as a group. However, initial one-time funding must be a part of the solution. The 1% fund balance limitation makes it impossible to save the one-time funding necessary for a court to make any transition.

We thank you for considering our comments and concerns and are looking forward to actively participating to address our needs and concerns with reduced funding.



Ira R. Kaufman, Presiding Judge  
Plumas Superior Court



Deborah W. Norrie, Court Executive Officer  
Chair, Sustain Justice Edition Consortium  
Plumas Superior Court



Poli Flores, Jr., Presiding Judge  
Imperial Superior Court



Tammy Grimm, Court Executive Officer  
Imperial Superior Court



Stephen Owen Hedstrom, Presiding Judge  
Lake Superior Court

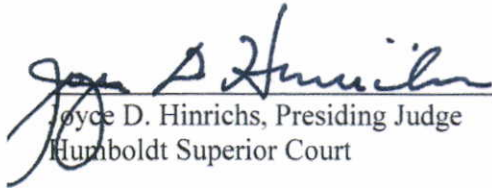


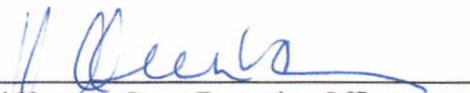
Krista LeVier, Court Executive Officer  
Lake Superior Court


Away from the Court and unable to sign  
Ernest J. LiCalsi, Presiding Judge  
Madera Superior Court



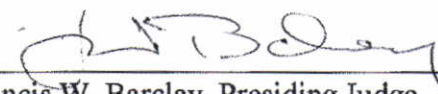
Bonnie Thomas, Court Executive Officer  
Madera Superior Court

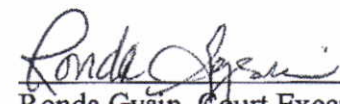
  
Joyce D. Hinrichs, Presiding Judge  
Humboldt Superior Court

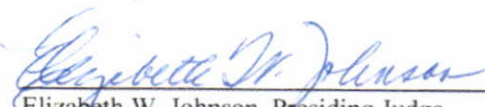
  
Kerri Keenan, Court Executive Officer  
Humboldt Superior Court

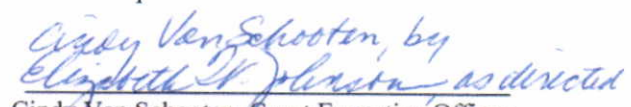
  
Harry J. Tobias, Presiding Judge  
San Benito Superior Court

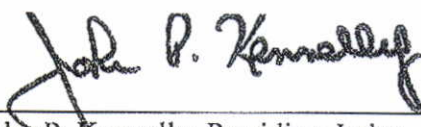
  
Gil Solorio, Court Executive Officer  
San Benito Superior Court

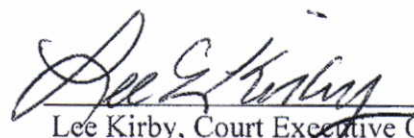
  
Francis W. Barclay, Presiding Judge  
Modoc Superior Court

  
Ronda Gysin, Court Executive Officer  
Modoc Superior Court

  
Elizabeth W. Johnson, Presiding Judge  
Trinity Superior Court

  
Cindy Van Schooten, Court Executive Officer  
Trinity Superior Court

  
John P. Kennelly, Presiding Judge  
Sierra Superior Court

  
Lee Kirby, Court Executive Officer  
Sierra Superior Court

Superior Court of California  
Counties of Humboldt, Imperial, Lake, Madera, Modoc,  
Plumas, San Benito, Sierra and Trinity



Sustain Justice Edition Consortium

March 20, 2015

Trial Court Budget Advisory Committee

Re: Interim Case Management System Costs Charged to Courts  
Agenda Item 2 (Recommendation Number 5)

Dear Judge Earl and Committee Members:

We are writing to address the Trial Court Budget Advisory Committee on your Agenda Item Number 2, Recommendation Number 5. The recommendation proposes courts pay an increased portion of the Interim Case Management System (ICMS) or Sustain Justice Edition program costs. The Revenue and Expenditure Subcommittee discussed this item at the March 10-11, 2015 meeting. During that meeting there was discussion about the impact of the proposed 20% decrease in the Improvement and Modernization Fund allocation to support the ICMS. The courts affected by this decision want to be sure you are aware of the actual impact of this potential action.

The 20% reduction in IMF funding does not result in a 20% increase in the ICMS courts costs. The proposed action makes the 20% reduction from the Fiscal Year 2014/15 allocation level of \$1,246,800, which equates to \$249,000. In addition, the proposed action does not approve the estimated cost increase in Fiscal Year 2015/16 of approximately \$649,000. Our understanding is the cost increase in FY15/16 is a result of various one-time savings that were available in FY14/15. This means that the true cost increase to the courts is \$898,000. Collectively, the ICMS courts currently pay \$843,000 via the Schedule C reimbursement process. **Therefore, the actual impact to court costs will be an increase of over 100% or double our current costs.** This level of increase so close to the beginning of the Fiscal Year makes it impossible to plan and adjust our budgets accordingly. The impact will vary from court to court, and depend upon how the \$898,000 is allocated between the individual courts (which has yet to be determined). However, it is clear that due to the level of increase in costs and the short time frame to make any budget adjustments, for most of us layoffs will be our only option.

The Judicial Council action in April 2014 tasked the Judicial Council Technology Committee with developing a plan to "eventually eliminate subsidies" from the Trial Court Trust Fund and Improvement and Modernization Fund to courts for Sustain Justice Edition(ICMS). In February 2015 the Judicial Council approved recommendations from JCTC which put the ICMS project in the "long term" category which was defined as action to be completed within 24-36 months. We have all therefore been waiting to hear what the plan from the JCTC would look like. In conversations with members of JCTC it was expressed to the ICMS courts that the committee would first make recommendations related to the V3 courts, and then move on to the ICMS or Sustain courts. It was also expressed that any path forward would be discussed with the courts, any changes to the current cost sharing methods would be gradual and discussed with the courts prior to being recommended. That has not occurred.

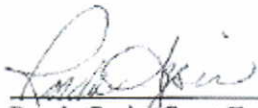
We understand that TCBAC may not take action on this item at the March 23, 2015 meeting. However, we wanted to be sure the impact of the proposed reduction is absolutely clear prior to any additional discussions on the topic. Thank you for your time.



Deborah Norrie, Court Executive Officer  
Chair of the Sustain Justice Edition Consortium  
Plumas Superior Court



Tammy Grimm, Court Executive Officer  
Imperial Superior Court



Ronda Gysin, Court Executive Officer  
Modoc Superior Court



Kerri Keenan, Court Executive Officer  
Humboldt Superior Court



Lee Kirby, Court Executive Officer  
Sierra Superior Court



Krista LeVier, Court Executive Officer  
Lake Superior Court



Gil Solorio, Court Executive Officer  
San Benito Superior Court



Bonnie Thomas, Court Executive Officer  
Madera Superior Court



Cindy Van Schooten, Court Executive Officer  
Trinity Superior Court