



JUDICIAL COUNCIL OF CALIFORNIA

TECHNOLOGY COMMITTEE

www.courts.ca.gov/jctc.htm
jctc@jud.ca.gov

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

Date: April 10, 2017
Time: 12:00 noon - 1:00 p.m.
Public Call-in Number: 1-877-820-7831 Passcode: 3511860

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.

I. OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C)(1))

Call to Order and Roll Call

Approval of Minutes

Approve minutes of the March 13, 2017 meeting.

II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(2))

Written Comment

In accordance with California Rules of Court, rule 10.75(k)(1), public comments about any agenda item must be submitted by April 7, 2017, 12:00 noon. Written comments should be e-mailed to jctc@jud.ca.gov or mailed or delivered to 455 Golden Gate Avenue, San Francisco, CA 94102, attention: Jessica Craven Goldstein. Only written comments received by April 7, 2017, 12:00 noon will be provided to advisory body members prior to the start of the meeting.

III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1-5)

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. Marsha G. Slough, Chair, Judicial Council Technology Committee

Item 2

Update/Report on Information Technology Advisory Committee (ITAC)

An update and report on ITAC will be provided; this will include the activities of the workstreams.

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

Item 3

Update/Report on Video Remote Interpreting (VRI) Pilot Project

An update and report on the VRI Pilot Project will be provided.

Presenter: Mr. Douglas Denton, Supervisor, Judicial Council Court Operations Services

Item 4

Technology Initial Funding Requests Budget Change Proposal Concepts (Action Required)

The JCTC will consider Initial Funding Requests and concepts for potential Budget Change Proposals to support the next wave of Case Management System replacements, the California Court Protective Order Registry (CCPOR), Identity Management, Digitizing Paper and Filmed Case Files, and Self-Represented Litigants (SRL) e-services Program for Fiscal Year 2018 – 2019.

Presenter: Mr. Robert Oyung, Chief Information Officer, Information Technology Office, Judicial Council of California

Item 5

Phoenix System Maintenance and Modernization (Action Required)


The JCTC will consider a potential Budget Change Proposal for the Phoenix Program for Fiscal Year 2018 – 2019. The Phoenix Program is a successful statewide combined business and technology effort that provides critical financial and procurement administration to all 58 trial courts, and human resource and payroll administration to twelve trial courts. The last significant investment in the Phoenix Program was a BCP that was approved with full support of the Trial Courts, Judicial Council, and Department of Finance for Fiscal Years 2008-2009. One-time funds are now required to once again upgrade the system and migrate to a more current Cloud-based platform. One-time and ongoing funds will also be requested to implement and support the Phoenix Functional Roadmap that includes functional improvements that Trial Court stakeholders have long desired, and have recently reconfirmed.

Presenter: Mr. Doug Kauffroath, Director, Branch Accounting and Procurement; and Mr. Robert Oyung, Chief Information Officer, Information Technology Office, Judicial Council of California

A D J O U R N M E N T

Adjourn

Judicial Council Technology Committee Open Meeting



April 10, 2017

Call to Order and Roll Call

- Welcome
- Open Meeting Script
- Approve minutes

*Hon. Marsha G. Slough, Chair, Judicial Council Technology
Committee*



JUDICIAL COUNCIL
OF CALIFORNIA

Chair Report

Hon. Marsha G. Slough



JUDICIAL COUNCIL
OF CALIFORNIA

Update: Information Technology Advisory Committee (ITAC)

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



JUDICIAL COUNCIL
OF CALIFORNIA

Update: Video Remote Interpreting (VRI) Pilot Project

*Mr. Douglas Denton, Supervisor, Judicial Council Court
Operations Services*



JUDICIAL COUNCIL
OF CALIFORNIA

Action: Technology Initial Funding Requests Budget Change Proposal (BCP) Concepts

*Mr. Robert Oyung, Chief Information Officer, Judicial Council
Information Technology*



JUDICIAL COUNCIL
OF CALIFORNIA

Potential Technology

BCPs

- Case Management System replacements
- Deploy and maintain California Court Protective Order Registry (CCPOR)
- Deploy an Identity Management solution for the Judicial Branch
- Digitizing Paper and Filmed Case Files for the Superior and Appellate Courts
- Self Represented Litigants (SRL) Statewide E-Services Solution



Action: Phoenix System Maintenance and Modernization (Budget Change Proposal Concept)

Mr. Doug Kauffroath, Director, Branch Accounting and Procurement; and Mr. Robert Oyung, Chief Information Officer, Information Technology Office, Judicial Council of California



JUDICIAL COUNCIL
OF CALIFORNIA

BCP Concept

- Upgrade/Cloud Migration
- Recommended New Functionality
- Funding Shift IMF to GF

GF Request	2018-19	2019-20	2020-21	Total
Req. Positions	1.0	1.0	1.0	3.0
Ongoing Expenses	3,312,000	3,978,000	5,557,000	5,557,000
1-Time Expenses	4,449,000	2,818,000	1,777,000	9,044,000
Total	7,761,000	6,796,000	7,334,000	



Upgrade/Cloud Migration

- SAIC Hosting Contract Expires in 2019
- Expected Savings of \$265,000 Per Year*
- SAP ECC Support Expires in 2025
 - 2-Step Upgrade Plan
 - ECC → (1) Suite on HANA → (2) Simple Finance
- SAP HANA General Delivery 2013
- Costs
 - 1-Time \$3,260,000
 - Ongoing \$1,468,000 (reflects savings/move to GF)*

New Functionality

- Reporting/Analytics
- Budget Preparation
- Document Management
- Talent Management
- Enhanced Procurement
- Costs
 - 1-Time \$5,784,000
 - Ongoing \$2,557,000



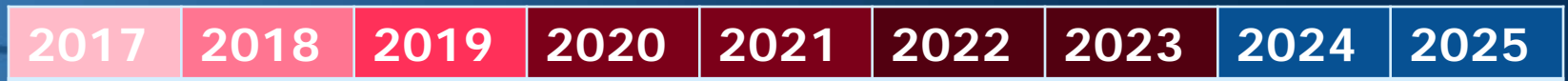
JUDICIAL COUNCIL
OF CALIFORNIA

Phoenix Roadmap

- Requirements Traceability Matrix
- Stakeholder Survey
- Design to Value (D2V) Workshop
- SAP/Industry Innovations
- Next Generation Hosting Work Stream



Potential Timeline



Planning/BCP

UX/ Asset Inventory

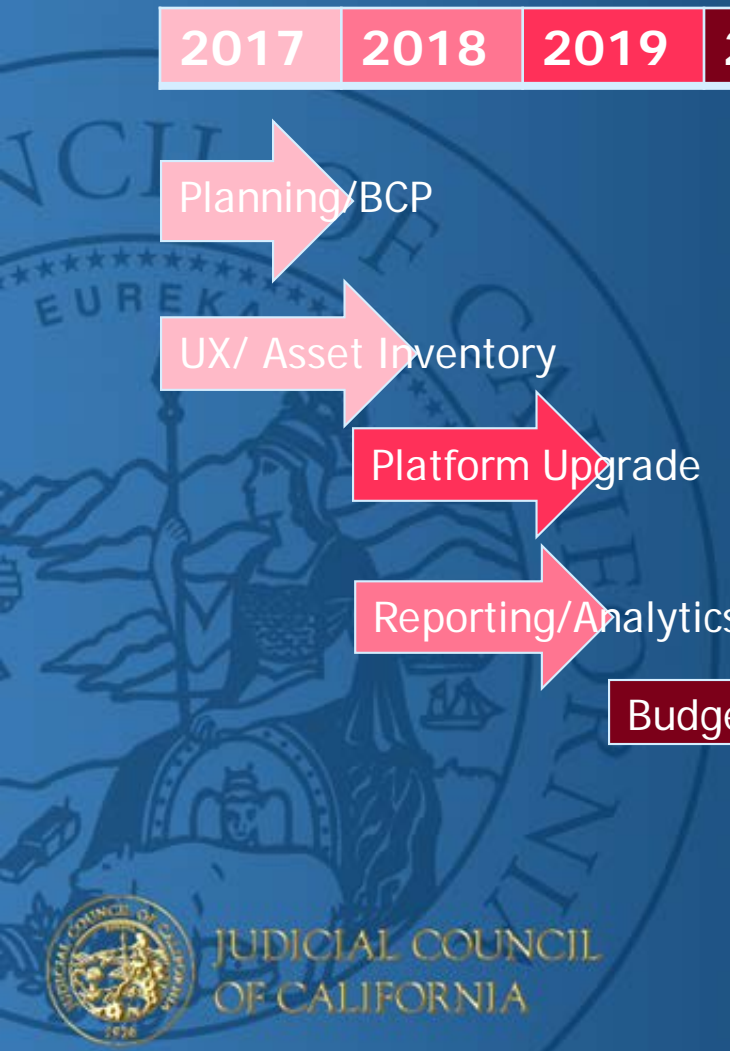
Platform Upgrade

Reporting/Analytics

Budget Preparation/ Document Management

Talent Management/ Enhanced Procurement

Simple Finance



Funding Shift

- Shift ~\$3m from IMF to GF on-going
 - Hosting - ~\$1.5m
 - System Integrator - ~\$1.5m
- Current – Contracts for Consulting and Hosting are Paid by IMF.
- Proposed – Pay Contracts for Support of Statewide Program from State General Fund



Alternatives

- Staff Recommendation:

Required Upgrade/Cloud Migration and All Recommended New Functionality

- Alternatives:

- Required Upgrade/Migration and *Some* Recommended New Functionality
- Required Upgrade/Migration Only
- Status Quo
- Upgrade/Migration Still Required (2021?)
- Single-step Upgrade/Migration (High Risk)

Questions/Recommendation



JUDICIAL COUNCIL
OF CALIFORNIA

Adjourn

A//



JUDICIAL COUNCIL
OF CALIFORNIA



JUDICIAL COUNCIL OF CALIFORNIA

TECHNOLOGY COMMITTEE

www.courts.ca.gov/jctc.htm
jctc@jud.ca.gov

JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

MINUTES OF OPEN MEETING

March 13, 2017

12:00 - 1:00 PM

Teleconference

Advisory Body Members Present: Hon. Marsha G. Slough, Chair; Hon. Daniel J. Buckley, Vice-Chair; Hon. Kyle S. Brodie; Hon. Ming W. Chin; David E. Gunn; Hon. Gary Nadler; Mr. Jake Chatters; Mr. Rick Feldstein; and Ms. Audra Ibarra

Advisory Body Members Absent: Ms. Debra Elaine Pole

Liaison Members Present: Hon. Sheila F. Hanson

Others Present: Mr. John Wordlaw; Mr. Robert Oyung, Ms. Virginia Sanders-Hinds; Mr. Mark Dusman; Ms. Jessica Goldstein; Mr. David Koon; Ms. Kathy Fink; Ms. Jamel Jones; Mr. Sean Jordan; Ms. Daphne Light; Mr. Doug Kauffroath; and Mr. Bobby Brown

OPEN MEETING

Call to Order and Roll Call

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

Approval of Minutes

The advisory body reviewed and approved the minutes of the January 27, 2017 action by email, the February 6, 2017 meeting, and the February 10, 2017 action by email.

DISCUSSION AND ACTION ITEMS

Item 1

Chair Report

Update: Hon. Marsh G. Slough, Chair of the Judicial Council Technology Committee (JCTC), welcomed and thanked everyone for attending. Justice Slough reviewed the agenda for the meeting, as well as provided updates on recent meetings in which she and other members represented the JCTC or reported on the JCTC activities.

Item 2

Update/Report on Information Technology Advisory Committee (ITAC)

Update: Hon. Sheila F. Hanson, Chair of ITAC, provided an update and report on the activities of the advisory committee, its subcommittees, and its workstreams.

Action: The committee discussed the activities of ITAC and received the report.

Item 3

Jury Management System Grant Program for Fiscal Year 2016-2017

Update: Mr. David Koon provided an update and report on the Jury Management System Grant program for fiscal year 2016 – 2017 and recommended allocations. The budget for the Jury System Grant Program is funded by royalties from selling jury instructions which are deposited in the Trial Court Improvement and Modernization Fund. These funds can only be used for jury-related projects. According to the objectives of the program, the prioritization categories, other considerations, and the funding metrics, funding allocations have been proposed.

Action: The committee received and discussed the report. The committee then voted to approve the recommended allocations. Mr. Jake Chatters abstained from the vote.

Item 4

California Courts Protective Order Registry funding

Update: Ms. Virginia Sanders-Hinds provided an update and report on the work of the California Court Protective Order Registry (CCPOR) program including upcoming and future deployments. Currently used by superior courts in 43 counties, CCPOR allows judges to view orders issued by other court divisions and across county lines. Armed with more complete data, judges can make more informed decisions and avoid issuing multiple protective orders with conflicting terms and conditions. Law enforcement officers also benefit from the ability to view complete images of orders, including notes, special conditions, and warnings that are often handwritten by judges on the orders.

Action: The committee received and discussed the report. The JCTC voted to reaffirm its support for CCPOR and approved the ongoing deployment for CCPOR.

Item 5

Update on Phoenix System Maintenance and Modernization

Update: Mr. Doug Kauffroath, Director, Branch Accounting and Procurement; and Mr. Robert Oyung, Chief Information Officer, Information Technology Office, Judicial Council of California provided an update and report on the work related to a potential Budget Change Proposal for the Phoenix Program for Fiscal Year 2018 – 2019. The Phoenix Program is a successful statewide combined business and technology effort that provides critical financial and procurement administration to all 58 trial courts, and human resource and payroll administration to twelve trial courts. The last significant investment in the Phoenix Program was a BCP that was approved with full support of the Trial Courts, Judicial Council, and Department of Finance for Fiscal Years 2008-2009. One-time funds are now required to once again upgrade the system and migrate to a more current Cloud-

based platform. One-time and ongoing funds will also be requested to implement and support the Phoenix Functional Roadmap that includes functional improvements that Trial Court stakeholders have long desired, and have recently reconfirmed.

Action: The committee received and discussed the report.

A D J O U R N M E N T

There being no further business, the meeting was adjourned.

Information Technology Advisory Committee Q1 2017 Status Report

March 2017

This report was provided at the March 17, 2017 ITAC meeting. Status updates are submitted by workstream sponsors and subcommittee chairs.



JUDICIAL COUNCIL
OF CALIFORNIA

1. Tactical Plan Update

Summary Update Tactical Plan for Technology for Effective Date 2017-2018	
ITAC Resource	Workstream
Sponsor(s) or Chair(s)	Hon. Terence L. Bruiniers PM: Ms. Kathleen Fink
JCC Resources	JCIT (Kathleen Fink, Jamel Jones)
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).
Membership Established	<input checked="" type="checkbox"/> Approved by ITAC Chair (5/3/2016) and JCTC (6/3/2016); forwarded to E&P (staff).
Project Active	<input checked="" type="checkbox"/> Meeting ad-hoc.
Expected Outcomes	1. Tactical Plan for Technology 2017-2018
Expected Completion	April 2017



Status Report

1. Tactical Plan Update

Major Tasks	Status	Description
(a) Complete circulation of updated Tactical Plan for public comment and revise, as needed.	Complete	<p>The Tactical Plan for Technology 2017-2018 was circulated for public comment between December 16, 2016 and January 23, 2017. During the formal comment period, two commentators agreed with the proposal if modified, and four did not indicate their position on the proposal as a whole, but provided comments on specific aspects of the proposal. Overall, the feedback was constructive and generally helped to further clarify ambiguities. The Tactical Plan Update workstream met to discuss and respond to comments, and revisions were incorporated where the workstream agreed it was appropriate.</p>
(b) Finalize and submit for approval to the JCTC and the Judicial Council.	In Progress	<p>The red-lined Tactical Plan for Technology 2017-2018 and the chart of public comments were circulated to ITAC for action by email to recommend Judicial Council adoption of the Tactical Plan 2017-2018. ITAC approved the recommendation, 16 members voting to approve, 0 votes to disapprove, and 4 members not voting.</p> <p>The red-lined Tactical Plan for Technology 2017-2018 and the chart of public comments were then circulated to JCTC for action by email to recommend Judicial Council adoption of the Tactical Plan 2017-2018. The JCTC action by email concluded with 9 members voting to approve, no members voting to disapprove, and 1 member not responding.</p> <p>Judge Hanson, Justice Bruiniers, and Rob Oyung will present the updated Tactical Plan to the Judicial Council for approval at its March 24 meeting.</p>



2. Next Generation Hosting Strategy

Summary	Assess Alternatives for Transition to a Next-Generation Branchwide Hosting Model	
ITAC Resource	Workstream	
Sponsor(s) or Chair(s)	Hon. Jackson Lucky, Mr. Brian Cotta	PM: Ms. Heather Pettit
JCC Resources	JCIT (Donna Keating and other SMEs, as needed)	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).	
Membership Established	<input checked="" type="checkbox"/> Approved by ITAC Chair (8/21/2015) and JCTC (9/15/2015); forwarded to E&P (staff).	
Project Active	<input checked="" type="checkbox"/> Meeting ad-hoc.	
Expected Outcomes	<ol style="list-style-type: none"> 1. Assessment Findings: Best practices, Solution Options 2. Educational Document for Courts 3. Host 1-Day Summit on Hosting 4. Recommendations For Branch-level Hosting 	
Expected Completion	June 2017	



Status Report

2. Next Generation Hosting Strategy

Major Tasks	Status	Description
(a) Define workstream project schedule and detailed tasks.	Complete	A high-level project schedule/plan has been developed; and is being progressively detailed as topics are completed.
(b) Outline industry best practices for hosting (including solution matrix with pros, cons, example applications, and costs).	Complete	Provided in the meeting materials e-binder for review.
(c) Produce a roadmap tool for use by courts in evaluating options.	In Progress	In draft and undergoing edits.
(d) Consider educational summit on hosting options, and hold summit if appropriate.	In Progress	Still under evaluation, but likely not to happen as a dedicated summit specific to this workstream.
(e) Identify requirements for centralized hosting.	Complete	Provided in the meeting materials e-binder for review.
(f) Recommend a branch-level hosting strategy.	Complete	Provided in the meeting materials e-binder for review.



3. Disaster Recovery Framework

Summary Document and Adopt a Court Disaster Recovery Framework	
ITAC Resource	Workstream
Sponsor(s) or Chair(s)	Hon. Alan Perkins, Mr. Brian Cotta PM: Mr. Brian Cotta
JCC Resources	JCIT (Michael Derr)
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).
Membership Established	<input checked="" type="checkbox"/> Approved by ITAC Chair (4/21/2016) and JCTC Chair (4/27/2016); forwarded to E&P (staff).
Project Active	<input checked="" type="checkbox"/> Meeting biweekly.
Expected Outcomes	1. Disaster Recovery Framework Document and Checklist 2. BCP Recommendations
Expected Completion	June 2017



Status Update

3. Disaster Recovery Framework

Major Tasks	Status	Description
(a) Develop model disaster recovery guidelines, standard recovery times, and priorities for each of the major technology components of the branch.	In Progress	Nearly completed. More “DR” strategy/scenarios need to be included and additional focus around cloud computing DR scenarios. Additionally, the requirement for Microsoft Office 365 backups (hosted email, OneDrive content, etc.) will be outlined. After final edits and review from the workstream members, review/comment may need to be obtained from all CIO’s and CEO’s (if applicable).
(b) Develop a disaster recovery framework document that could be adapted for any trial or appellate court to serve as a court’s disaster recovery plan.	Complete	This has been completed, with the exception of review/comment from all CIO’s and CEO’s (if applicable).
(c) Create a plan for providing technology components that could be leveraged by all courts for disaster recovery purposes.	In Progress	The plan will likely be as simple as a BCP.
(d) Develop recommendations for a potential BCP (e.g., if it is appropriate to fund a pilot, to assist courts, or to purchase any products). (Note: Drafting a BCP would be a separate effort.)	Not Started	The results of the DR/backups survey that was conducted will help in the generation of the recommendations.
(e) Coordinate and plan with JCIT regarding operational support, if appropriate.	Not Started	



4. E-Filing Strategy

Summary	Update E-Filing Standards; Develop Provider Certification and a Deployment Strategy	
ITAC Resource	Workstream	
Sponsor(s) or Chair(s)	Hon. Sheila F. Hanson	PM: Mr. Brian Cotta
JCC Resources	JCIT (Edmund Herbert), Legal Services (Patrick O'Donnell, Andrea Jaramillo), Procurement (Paula Coombs)	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).	
Membership Established	<input checked="" type="checkbox"/> Approved by ITAC Chair (8/21/2015) and JCTC (9/15/2015); forwarded to E&P (staff).	
Project Active	<input checked="" type="checkbox"/> Meeting biweekly.	
Expected Outcomes	<ol style="list-style-type: none"> 1. Selection of Statewide EFMs 2. Certification Program 3. E-Filing Roadmap and Implementation Plan 4. Selection of Identity Management Service/Provider 	
Expected Completion	December 2017	



Status Update

4. E-Filing Strategy

Major Tasks	Status	Description
(a) Develop and issue an RFP for statewide E-Filing Managers (EFMs).	In Progress	The workstream is getting very close to completing the RFP and are targeting a March 10 th posting date. We have just completed the rules for the scoring of proposals. All that remains is to complete the calendar for the selection process which must be included in the RFP.
(b) Select statewide EFMs.	Not Started	The selection of the Statewide EFM's is expected to occur in the July 2017 timeframe. Following the posting of the RFP and the receipt of proposals there will be an opportunity for the responding vendors to demo their products. Then a bidder's conference will be held ahead of final selection.
(c) Develop the E-Filing Service Provider (EFSP) selection/certification process.	In Progress	MTG consulting was hired to assist in developing the certification process for EFSPs seeking to access the California e-filing business. The group will explore the possibility of using the IIS Institute's Springboard Certification process.
(d) Develop the roadmap for an e-filing deployment strategy, approach, and branch solutions/alternatives.	In Progress	At its June 2016 meeting the Judicial Council approved the Workstream's roadmap recommendations. Recommendations include: statewide policies, high-level functional requirements, and direction for ITAC to undertake and manage a procurement process to select multiple EFMs.
(e) Report on the plan for implementation of the approved NIEM/ECF standards, including effective date, per direction of the Judicial Council at its June 24, 2016 meeting.	Not Started	



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

Summary	Develop Requirements and a Request for Proposal (RFP) for Establishing Online Branchwide Self-Represented Litigants (SRL) E-Services	
ITAC Resource	Workstream	
Sponsor(s) or Chair(s)	Hon. Robert Freedman, Hon. James Mize	PM: Brett Howard
JCC Resources	JCIT (Mark Gelade) and CFCC (Karen Cannata, Diana Glick)	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).	
Membership Established	<input checked="" type="checkbox"/> Approved ITAC Chair (4/5/2016) and JCTC (4/14/2016); forwarded to E&P (staff).	
Project Active	<input checked="" type="checkbox"/> Meeting monthly with break out working groups meeting in between.	
Expected Outcomes	<ol style="list-style-type: none"> 1. SRL Portal Requirements Document 2. Request for Information (RFI) and Request for Proposal (RFP) 	
Expected Completion	December 2017	



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

Major Tasks	Status	Description
(a) Develop requirements for branchwide SRL e-capabilities to facilitate interactive FAQ, triage functionality, and document assembly to guide SRLs through the process, and interoperability with the branchwide e-filing solution. The portal will be complementary to existing local court services.	In Progress	<ul style="list-style-type: none"> • SRL E-Services In-Person Meeting held on February 15, 2017, in San Francisco-JCC Offices, to begin brainstorming requirements and scope. At this meeting, the Workstream determined the need to move forward with an RFI to collect information on SRL E-services and costing for those services. An RFP would then be developed to send to vendors to bid on specific services. • Meeting scheduled with JCC Procurement staff on March 6, 2017, to discuss approach/process for RFI (Request for Information)
(b) Determine implementation options for a branch-branded SRL E-Services website that takes optimal advantage of existing branch, local court, and vendor resources.	Not Started	
(c) Coordinate and plan with JCIT regarding operational support, if appropriate.	Not Started	
<p>Note: In scope for 2017 is development of an RFP; out of scope is the actual implementation.</p>		

6. Video Remote Interpreting (VRI) Pilot

Summary	Consult As Requested and Implement Video Remote Interpreting Pilot (VRI) Program	
ITAC Resource	Workstream	
Sponsor(s) or Chair(s)	Hon. Terence L. Bruiniers	PM: Lisa Crownover
JCC Resources	Court Operations Special Services Office (Olivia Lawrence, Doug Denton, Lisa Crownover, Anne Marx); JCIT (Jenny Phu, Fati Farmanfarmaian)	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).	
Membership Established	<input checked="" type="checkbox"/> Approved by ITAC Chair (8/20/2016) and JCTC (9/8/2016); forwarded to E&P (staff).	
Project Active	<input checked="" type="checkbox"/> Meeting ad-hoc.	
Expected Outcomes	<ol style="list-style-type: none"> 1. Implementation of VRI Pilot Program 2. Recommendations for Updated Technical Standards 	
Expected Completion	September 2018	

6. Video Remote Interpreting (VRI) Pilot

Major Tasks	Status	Description
In cooperation and under the direction of the Language Access Plan Implementation Task Force (LAPITF) Technological Solutions Subcommittee (TSS): (a) Support implementation of the Assessment Period of the VRI pilot program (including kickoff, court preparations, site visits, and deployment), as requested.	In Progress	On January 25, 2017, a VRI Pilot Project Workstream meeting was held to discuss development of training. In early 2017, Judicial Council staff visited the three pilot courts (Merced, Sacramento and Ventura Superior Courts) to discuss project needs. On February 10, 2017, Sacramento Superior Court hosted the first pilot project participant meeting with staff from all three pilot courts. A separate meeting took place on February 10 with Justice Bruiniers, Presiding Judge Culhane, and the Sacramento Public Defender and District Attorney to discuss the goals of the pilot project. Contracts are currently being finalized with two equipment vendors (Paras and Associates, and Connected Justice) and the independent pilot evaluator, San Diego State University. One vendor, Stratus and Associates, withdrew from the pilot. Once vendor contracts are finalized, the vendors will visit the participating courts to select courtrooms and help finalize the pilot design. Efforts are currently underway for the Workstream to work with the individual courts and Judicial Council staff to develop training for judges, court interpreters, court staff, and court IT staff. The goal is for equipment to be in place and the six-month Assessment Period to start no later than July 2017.
(b) Review pilot findings; validate, refine, and amend, if necessary, the technical standards.	Not Started	
(c) Identify whether new or amended rules of court are needed (and advise the Rules & Policy Subcommittee for follow up).	Not Started	
(d) Consult and collaborate with LAPITF, as needed, in preparing recommendations to the Judicial Council on VRI implementations.	Not Started	
(e) Coordinate and plan with JCIT regarding operational support, if appropriate.	Not Started	



7. Intelligent Forms Phase I: Scoping

Summary	Investigate Options for Modernizing the Electronic Format and Delivery of Judicial Council Forms	
ITAC Resource	Workstream	
Sponsor(s) or Chair(s)	Hon. Jackson Lucky	PM: Camilla Kieliger
JCC Resources	Legal Services (Camilla Kieliger), JCIT (TBD)	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2017 Annual Agenda (1/9/2017).	
Membership Established	<input type="checkbox"/> Sponsor and Project Manager confirmed in February. Solicitation for members distributed and closes on March 21.	
Project Active	<input type="checkbox"/> Expect to hold workstream kickoff in March/April.	
Expected Outcomes	<ol style="list-style-type: none"> 1. Recommendations on approach to modernize forms 2. BCP Recommendations 	
Expected Completion	September 2017	



Status Update

7. Intelligent Forms Phase I: Scoping

Major Tasks	Status	Description
Investigate, prioritize and scope a project, including: (a) Evaluate Judicial Council form usage (by courts, partners, litigants) and recommend a solution that better aligns with CMS operability and better ensures the courts' ability to adhere to quality standards and implement updates without reengineer.	Not Started	
(b) Address form security issues that have arisen because of the recent availability and use of unlocked Judicial Council forms in place of secure forms for e-filing documents into the courts; seek solutions that will ensure the forms integrity and preserves legal content.	Not Started	
(c) Investigate options for redesigning forms to take advantages of new technologies, such as document assembly technologies.	Not Started	
(d) Investigate options for developing a standardized data dictionary that would enable "smart forms" to be efficiently electronically filed into the various modern CMSs across the state.	Not Started	
(e) Explore the creation and use of court generated text-based forms as an alternative to graphic forms.	Not Started	



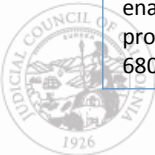
8 – 12. Rules & Policy Subcommittee Projects

Summary		<i>Various Projects, refer to following slides</i>	
ITAC Resource	Rules & Policy Subcommittee		
Sponsor(s) or Chair(s)	Hon. Peter J. Siggins	PM:	N/A
JCC Resources	Legal Services (Patrick O'Donnell, Andrea Jaramillo, Jane Whang, Camilla Kieliger), JCIT (Fati Farmanfarmaian)		
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2017 Annual Agenda (1/9/2017).		
Membership Established	<input checked="" type="checkbox"/> Rules & Policy Subcommittee		
Active	<input checked="" type="checkbox"/> Meeting ad-hoc.		
Expected Outcomes	1. Rule and/or Legislative Proposal(s), if appropriate		
Expected Completion	Ongoing		

8. Modernize Rules of Court for Trial Courts

Major Tasks	Status	Description
<p>(a) In collaboration with other advisory committees, continue review of rules and statutes in a systematic manner and develop recommendations for more comprehensive changes to align with modern business practices (e.g., eliminating paper dependencies).</p>	<p>In Progress</p>	<ul style="list-style-type: none"> In collaboration with CSCAC, reviewed and considered for public circulation rules proposals (effective January 2018): <ul style="list-style-type: none"> Rules 2.250-2.259: The rules proposal makes amendments to trial court electronic filing and service rules in the California Rules of Court. The rule amendments would reduce redundancies and improve consistency between electronic filing and service provisions of California Rules of Court and the Code of Civil Procedure. The proposal also includes amendments to make limited organizational changes to the rules to improve their logical ordering. <p>And legislative proposal (effective January 2019):</p> <ul style="list-style-type: none"> Legislative Proposal for Electronic Service: The legislative proposal makes amendments to the Civil Code and Code of Civil Procedure. The purpose of the legislative amendments is to provide clarity about and foster the use of electronic service. The proposed amendments authorize electronic service for certain demands and notices consistent with Code of Civil Procedure sections 1010.6 and 1013b (section 1013b will be a new provision of the Code of Civil Procedure and it codifies proof of electronic service provisions currently found in the Rules of Court). The proposal also clarifies that the broader term “service” is applicable rather than “mailing” in certain code sections consistent with Judicial Council-sponsored legislation related to those sections. RUPRO and PCLC approved proposals to circulate for public comment (on February 23 and 24, respectively). Public comment period starts February 27 and ends April 28.

Note: Projects include rule proposals to amend rules to conform to Judicial Council-sponsored legislation to be introduced in 2017. For example, if the legislation is enacted, the rules on e-filing and e-service (Cal. Rules of Court, rule 2.250-2.275) to be amended by January 1, 2018 to replace the current “close of business” provisions in the rules. Additional codes sections that would benefit from review and amendments to modernizing them include Code Civ. Proc. § 405.23, 594, 680.010-724.260; Civ. Code § 1719; Gov. Code § 915.2; and Labor Code § 3082.



9. Standards, Rules and/or Legislation for E-Signatures

Major Tasks	Status	Description
(a) Develop rule proposal to amend Code of Civil Procedure section 1010.6(b)(2) and Cal. Rules of Court, rule 2.257, to authorize electronic signatures on documents filed by the parties and attorneys.	In Progress	Staff is researching.
(b) CEAC Records Management Subcommittee to develop standards governing electronic signatures for documents filed into the court to be included in the "Trial Court Records Manual" with input from the Court Information Technology Managers Forum (CIOs). Rules & Policy Subcommittee to review.	Not Started	

10. Rules for Remote Access to Records for Justice Partners

Major Tasks	Status	Description
(a) In collaboration with the Criminal Law Advisory Committee, amend trial court rules to facilitate remote access to trial court records by state and local justice partners, parties, and their attorneys.	In Progress	Kick-off meeting was held on March 1, 2017 where JC staff identified the justice partners that need to be included, confirmed staff SMEs representing the justice partners for drafting the rules proposals pertaining to their subject matter; and agreed on a strategy to move forward. Rules will be effective January 1, 2019 since we missed this year's cycle.

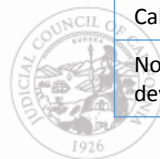
11. Standards for Electronic Court Records as Data

Major Tasks	Status	Description
(a) CEAC Records Management Subcommittee -- in collaboration with the Data Exchange Workstream governance body (TBD) -- to develop standards and proposal to allow trial courts to maintain electronic court records as data in their case management systems to be included in the "Trial Court Records Manual" with input from the Court Information Technology Managers Forum (CITMF). Rules & Policy Subcommittee to review.	Not Started	CEAC Chair is in the process of filling the 5 vacancies on the CEAC Records Management Subcommittee. Once the CEAC Records Management Subcommittee is finalized, the subcommittee will review the section in the Trial Court Records Manual on creating and maintaining records in electronic format; and add provisions relating to creating and maintaining records in form of data.
(b) Determine what statutory and rule changes may be required to authorize and implement the maintenance of records in the form of data; develop proposals to satisfy these changes.	Not Started	Same as above.

12. Rules for E-Filing

Major Tasks	Status	Description
(a) Evaluate current e-filing laws, rules, and amendments. Projects may include reviewing statutes and rules governing Electronic Filing Service Providers (EFSP) and filing deadlines.	In Progress	Ongoing.
(b) Develop rule proposals to implement the legislative proposal developed in 2016, which amends e-filing laws and rules (Code of Civil Procedure section 1010.6 and California Rules of Court, rule 2.250 et seq.).	In Progress	Refer to Project #8.

Note: This effort will be informed by the E-Filing and SRL E-Services Workstreams, and the CMS Data Exchange governance body (TBD) for any additional rules development needed.



Status Update

13. Privacy Policy

Co-sponsored by the Rules & Policy and Joint Appellate Technology Subcommittees

Major Tasks	Status	Description
(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	Subcommittee chairs met with staff on March 3 to discuss next steps.
(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.	In Progress	Subcommittee chairs met with staff on March 3 to discuss next steps.



14 – 15. Joint Appellate Subcommittee Projects

Summary		<i>Various Projects, refer to following slides</i>	
ITAC Resource	Joint Appellate Technology Subcommittee		
Sponsor(s) or Chair(s)	Hon. Louis R. Mauro	PM:	N/A
JCC Resources	Legal Services (assignment pending), JCIT (Julie Bagoye)		
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2017 Annual Agenda (1/9/2017).		
Membership Established	<input checked="" type="checkbox"/> Joint Appellate Technology Subcommittee		
Active	<input type="checkbox"/> Not yet requested and awaiting staff attorney support.		
Expected Outcomes	1. Recommendations, as needed		
Expected Completion	Ongoing (availability as issues arise)		





JUDICIAL COUNCIL OF
CALIFORNIA
455 Golden Gate Avenue
San Francisco, CA
94102-3688
Tel 415-865-4200
TDD 415-865-4272
Fax 415-865-4205
www.courts.ca.gov

FACT SHEET

March 2017

Video Remote Interpreting (VRI) Pilot Project

Video Remote Interpreting (VRI) uses videoconferencing technology to provide court users with a qualified interpreter, when an onsite interpreter is not readily available. In June 2016, the Judicial Council approved a VRI pilot project to evaluate and test VRI technology in the courts, pursuant to recommendations in the Judicial Council's *Strategic Plan for Language Access in the California Courts* (the Language Access Plan, or LAP). This pilot project aims to expand language access within the California courts by testing different VRI equipment solutions. The VRI pilot will include input from the public and court stakeholders to help the branch evaluate how and when VRI may be appropriate for different types of case events (short matters). On an individual basis, the court will determine if each case event is appropriate for VRI. Both the LAP, and the Judicial Branch Technology Tactical Plan, recommend piloting VRI in the California courts.

Planning for this VRI Pilot Project has included several phases:

- *Technology:* Equipment to be assessed in the field during the pilot was selected through a competitive zero dollar Request for Proposals (RFP) process, and resulted in the selection of vendors including Connected Justice, and Paras and Associates.
- *Workstream:* A workstream has been established to guide the pilot project. Judicial officers, court interpreters, and technology experts from across the state are involved.
- *Courts:* Numerous courts expressed interest in the pilot. Based on the technology capacity of each court, and interpreter needs and resources, the following three Superior Courts of California have been selected: Merced, Sacramento and Ventura.

How does VRI work in court?

- The local interpreter coordinator will determine if VRI is appropriate for a court event when a limited-English-proficient (LEP) court user needs an interpreter to communicate in court. These are typically court events that are limited in nature (e.g., short, non-complex, uncontested).¹
- The court interpreter will be offsite but able to see and hear what is going on in the courtroom.
- The LEP person and the interpreter will be able to see and hear one another through the VRI equipment. Appropriate others in the courtroom will be able to hear and see the interpreter.
- The equipment uses encrypted communication to protect privacy. Each of the technological solutions will be able to accommodate confidential attorney-client communication.

Why use VRI?

- Increases the number of LEP parties, and case types, courts can serve with qualified court interpreters within existing statewide resources, currently \$103 million.
- Increases access to credentialed (certified and registered) interpreters, especially in language of lesser diffusion.
- Helps ensure that qualified *in-person* interpreters are scheduled for high stake or lengthy matters when needed.
- Decreases the wait time, and number of rescheduled court events, due to difficulty securing the in-person services of a qualified interpreter; preventing additional missed work by LEP parties.

Pilot Evaluation

- The three pilot courts will be testing solutions from different equipment vendors over a period of six months.

¹ See Prerequisites, Considerations, and Guidelines for Remote Interpreting in Court Proceedings, LAP, Appendix B, at http://www.courts.ca.gov/documents/CLASP_report_060514.pdf. The LAP also includes Suggested Language for the Judicial Officer When Considering Objections Related to Remote Interpreting (Appendix C), and Visual/Auditory Issues, Confidentiality, and Modes of Interpreting When Working Remotely (Appendix D).

VRI Pilot Project

Page 3 of 3

- The VRI Pilot will be evaluated by San Diego State University Research Foundation, a third-party, independent evaluator.
- Data collection will take place during the course of the pilot, and will include an intensive observation period during a two-week period near the end of the pilot.
- In addition to effectiveness of equipment solutions, one component of the VRI pilot evaluation is to assess communication effectiveness of VRI, a critical component of due process.
- Feedback data will be solicited from court users, judges, and court interpreters.
- Justice partners (Public Defenders and District Attorneys) will also be able to provide feedback.
- Following conclusion of the VRI pilot, findings and recommendations will be developed for the Judicial Council, including any need to update the LAP's VRI programmatic guidelines, and to establish minimum technical VRI guidelines for the courts.

Contacts:

Language Access Plan Implementation Task Force Staff:

Olivia Lawrence, Principal Manager
olivia.lawrence@jud.ca.gov or 415-865-4227

Douglas Denton, Supervising Analyst
douglas.denton@jud.ca.gov or 415-865-7870

Lisa Crownover, Senior Analyst
lisa.crownover@jud.ca.gov or 916-643-7002

Additional resources:

- <http://www.courts.ca.gov/VRI.htm>
- <http://www.courts.ca.gov/LAP.htm>
- <http://www.courts.ca.gov/languageaccess.htm>

2018-19 FY Initial Funding Request

Requesting Entity: Judicial Council Information Technology Office

Contact: Virginia Sanders-Hinds, JCIT

Date Prepared: 3/2/17

Budget Services Liaison: Mary Jo Ejercito

Document Tracking Number: IFR-18-03

A. Working Title: Case Management System Replacement

B. Description of Funding Request: A General Fund augmentation (amount \$TBD) to replace outdated and/or no longer supported case management systems with a vendor-supplied case management system.

Many courts still have outdated and/or unsupported applications developed with older technology that do not have the capabilities of a modern case management system such as a document management system or e-filing capability. Obtaining funding to replace these outdated and/or unsupported case management systems with a modern case management system is the next step towards the first goal in the *Court Technology Strategic Plan* (Goal 1: Promote the Digital Court). Previously, the Judicial Council Technology Committee and Judicial Council staff have worked with the V3 and SJE courts on a path forward to replace their case management systems. This initiative will address the needs of courts who continue to operate with outdated legacy systems.

C. Estimated Costs: At this time, the cost to replace the case management system for courts with outdated and no longer supported case management systems is unknown. There are approximately 18 courts which have outdated systems. The listing of courts must be finalized, then the courts must determine which replacement case management system best meets their needs. It is expected that by late-April 2018, the courts will be identified. The courts will then need to determine the case management system and provide cost estimates for the request. The 2016 Budget Act included \$25.0 million over three years to replace CCMS V3 in four courts and the 2017-18 Governor's Budget proposes \$5.0 million over two years to replace SJE in nine courts.

D. Relevance to the Judicial Branch Budget and Other Funding Requests: Building a foundation for "Promoting the Digital Court" by implementing modern and supportable case management systems was approved as the highest priority in the *Court Technology Governance and Strategic Plan*. The courts that had means through reserves and other funding moved forward, making use of master service agreements or requests for proposal. Approximately 40 of the 58 courts are in the process or have completed new case management system deployments for some or all of their case types. The Judicial Council has worked with the V3 and the Sustain Justice Edition courts on Budget Change Proposals for their case management system replacement.

E. Required Review/Approvals:

- Judicial Council Technology Committee
- Trial Court Budget Advisory Committee
- Judicial Branch Budget Committee

2018-19 FY Initial Funding Request

F. Proposed Lead Advisory Committee: Budget Services proposes that the Judicial Council Technology Committee take on the lead advisory role as JCTC oversees the council's policies concerning technology and is responsible in partnership with the courts for coordinating with the Administrative Director and all internal committees, advisory committees, commissions, working groups, task forces, justice partners and stakeholders on technological issues relating to the branch and the courts.

2018-19 FY Initial Funding Request

Requesting Entity: Judicial Council Information Technology Office

Contact: Robert Oyung

Date Prepared: 3/9/2017

Budget Services Liaison: Mary Jo Ejercito

Document Tracking Number: IFR-18-25

A. Working Title: Deploy and maintain California Courts Protective Order Registry for the Superior Courts.

B. Description of Funding Request: An estimated \$1.0 million General Fund augmentation beginning in 2018-19 and ongoing to deploy the California Courts Protective Order Registry (CCPOR) program to the five remaining courts that have not yet implemented CCPOR and maintain the annual operations of the program. CCPOR provides statewide management of restraining and protective orders. Registry data and scanned images of orders can be accessed by judges, court staff, and law enforcement officers across the state. Currently, CCPOR serves 43 courts and their respective law enforcement agencies plus 13 tribal courts with read-only access. We expect 10 more courts to be implemented in FY17/18. The program delivers support for deployment, onboarding, enhancements, defect fixes, legislative changes, and modifications required by the Department of Justice.

Program Benefits:

- Places critical public safety information at fingertips of courts and law enforcement;
- Provides 24/7 secure access to Registry data from participating superior courts;
- Enables users to search orders by name, case number, and other criteria;
- Facilitates protective order sharing between courts;
- Provides automated exchange to the California Restraining and Protective Order System (CARPOS);
- Integrates with court case management systems utilizing the data exchange DSP917;
- Provides shared access to law enforcement agencies and the California Department of Justice.

Currently, the CCPOR program is funded from the dwindling Trial Court Improvement and Modernization Fund (IMF) which is not structurally suited to fund the ongoing operations of this program. Ongoing BCP funding will provide a stable source of funding to ensure that this critical public safety program can be sustained.

C. Estimated Costs: At this time, the estimated cost to implement the five remaining courts and provide ongoing maintenance for all the courts is approximately \$1.0 million annually.

D. Relevance to the Judicial Branch Budget and Other Funding Requests: “Promoting the Digital Court” and “Optimizing Branch Resources” are two of the goals in *Court Technology Governance and Strategic Plan* that CCPOR support. CCPOR eliminates manual paper-based processes and enables court staff to be better utilized.

E. Required Review/Approvals:

- Judicial Council Technology Committee
- Trial Court Budget Advisory Committee
- Judicial Branch Budget Committee

2018-19 FY Initial Funding Request

F. Proposed Lead Advisory Committee: Budget Services proposes that Judicial Council Technology Committee take on the lead advisory role as the JCTC oversees the council's policies concerning technology and is responsible in partnership with the courts for coordinating with the Administrative Director and all internal committees, advisory committees, commissions, working groups, task forces, justice partners and stakeholders on technological issues relating to the branch and the courts.

2018-19 FY Initial Funding Request

Requesting Entity: Judicial Council Information Technology Office

Contact: Robert Oyung

Date Prepared: 3/9/2017

Budget Services Liaison: Mary Jo Ejercito

Document Tracking Number: IFR-18-27

A. Working Title: Deploy an Identity Management solution for the Judicial Branch

B. Description of Funding Request: A General Fund augmentation (amount \$TBD) to deploy an Identity Management solution that will provide a unique username and password to every judicial branch employee and judicial officer, attorneys, members of the public, and justice partners who access judicial branch computer systems and electronic services.

An Identity Management solution is the foundation that allows the judicial branch to uniquely identify an individual who is accessing judicial branch electronic systems. Currently, each court has a local identity management system to secure its systems but those usernames and passwords cannot be used across courts. For attorneys, their bar number is a unique identifier but there is no associated password with that number and so cannot be used for secure access to systems. For the public, there is no way to uniquely identify them today and in fact, at times it is difficult to determine if cases with similar participant names are the same or different person.

Assigning a unique identifier to everyone will enable an entirely new set of electronic services. For example, the ability for a member of the public to login once to a portal and pay for any outstanding fines or fees from any court within the state and view all of their case files across different courts. An attorney could use their unique login to be notified if there are any actions or changes to any case that they have open at any court across the state from the superior courts to the Supreme Court. Judges and court staff could use their unique login to securely access systems without needing to memorize multiple usernames and passwords. Justice partners could securely access court systems to view information that only they are authorized to do so.

Note that changes to existing case management systems and other platforms would be necessary to take advantage of the Identity Management solution but it is the Identity Management solution that would enable much of this new functionality. The increased access to justice would be significant.

C. Estimated Costs: At this time, the cost to implement an identity management system are unknown. A project has been launched that will assess the technologies and options resulting in an request for proposal during the 2017-18 fiscal year with small pilot that year and an anticipated wide spread implementation in 2018-19.

D. Relevance to the Judicial Branch Budget and Other Funding Requests: “Promoting the Digital Court” and “Optimizing Infrastructure” are two of the goals in *Court Technology Governance and Strategic Plan* that Identity Management support. Identity Management will enable an entirely new set of capabilities to improve court operations and dramatically increase access to justice for the public. Identity Management has been identified as a key component for the e-filing workstream initiative currently in progress and sponsored by the Information Technology Advisory Committee as one of its major programs in the published Tactical Plan for Technology.

2018-19 FY Initial Funding Request

E. Required Review/Approvals:

- Judicial Council Technology Committee
- Information Technology Advisory Committee
- Trial Court Budget Advisory Committee
- Judicial Branch Budget Committee

F. Proposed Lead Advisory Committee: Budget Services proposes that the Judicial Council Technology Committee take on the lead advisory role as the JCTC oversees the council's policies concerning technology and is responsible in partnership with the courts for coordinating with the Administrative Director and all internal committees, advisory committees, commissions, working groups, task forces, justice partners and stakeholders on technological issues relating to the branch and the courts.

2018-19 FY Initial Funding Request

Requesting Entity: Judicial Council Information Technology Office

Contact: Robert Oyung, JCIT

Date Prepared: 3/9/2017

Budget Services Liaison: Mary Jo Ejercito

Document Tracking Number: IFR-18-24

A. Working Title: Digitizing paper and filmed case files for the Superior and Appellate Courts

B. Description of Funding Request: A General Fund augmentation (amount \$TBD) beginning in 2018-19 and ongoing to digitize paper and filmed case files for the Superior and Appellate Courts. Many courts are still operating with paper case files and often historical files are stored on deteriorating microfilm and microfiche. As the courts migrate from older legacy case management systems, they can take advantage of electronic documents and electronic document processing, but they need a mechanism to convert existing paper and filmed case files into electronic format. Utilizing paper and filmed case files is very labor intensive and off-site storage is expensive. Furthermore, existing microfilm and microfiche records are subject to physical deterioration and the devices to view the media are quickly becoming obsolete. Electronic case files will eliminate the need for physical storage facilities and would allow for greater public access and convenience. The request would allow for a vendor to prepare the physical documents for conversion, scanning into electronic digital format, and also for providing quality assurance that the documents were converted accurately. The proposed approach would enable “back scanning” of all existing files and be used to increase the capacity of a court’s electronic storage infrastructure to hold all the converted documents and to purchase scanning devices to convert any new incoming paper documents to electronic format.

C. Estimated Costs: At this time, the cost to digitize paper and filmed case files is unknown; however, it is estimated to be approximately \$20 - \$25 million. A detailed inventory and Request for Proposal must be issued to determine the precise costs. There are at least 15 courts which have a need for digitizing paper and film documents. The listing of courts must be finalized, then the courts must determine the number of files needed to digitize. It is expected that by December 2017, the courts and volumes will be identified.

D. Relevance to the Judicial Branch Budget and Other Funding Requests: “Promoting the Digital Court” and “Optimizing Branch Resources” are two of the goals in *Court Technology Governance and Strategic Plan* that digitizing paper and film documents support. A document management system is the second highest priority of “Promoting the Digital Court” following a modern case management system. Digitizing paper and filmed case files also supports the trial courts. (Please refer to benefits above.) This request will also enable the courts to better utilize their modern case management systems, including the V3 and the Sustain Justice Edition courts which the Judicial Council worked with on Budget Change Proposals for their case management system replacement.

E. Required Review/Approvals:

- Judicial Council Technology Committee
- Trial Court Budget Advisory Committee
- Judicial Branch Budget Committee

2018-19 FY Initial Funding Request

F. Proposed Lead Advisory Committee: Budget Services proposes that the Judicial Council Technology Committee take on the lead advisory role as the JCTC oversees the council's policies concerning technology and is responsible in partnership with the courts for coordinating with the Administrative Director and all internal committees, advisory committees, commissions, working groups, task forces, justice partners and stakeholders on technological issues relating to the branch and the courts.

2018-19 FY Initial Funding Request

Requesting Entity: Judicial Council Information Technology Office

Contact: Virginia Sanders-Hinds

Date Prepared: 3/9/2017

Budget Services Liaison: MaryJo Ejercito

Document Tracking Number: IFR-18-26

A. Working Title: Self Represented Litigants Statewide E-Services Solution

B. Description of Funding Request: A General Fund augmentation (amount \$TBD) to support implementation of a branchwide Self-represented litigants (SRLs) E-Services website that optimizes and leverages existing branch, local court, and vendor resources to offer SRL e-capabilities such as facilitating interactive FAQ, triage functionality, document assembly providing guidance to SRLs submitting court documents, and interoperates with the impending branchwide e-filing solution.

Currently, there are a myriad of solutions and approaches to providing SRL e-services throughout the state; and also many courts with minimal online support services. The SRL E-Services Workstream, a collaborative judicial branch initiative, has been tasked with developing a comprehensive set of business and functional requirements that will shape the future of court-sponsored online self-help e-services. The Self-Represented Litigants Statewide E-Services Solution/Portal will encompass providing more robust information and instruction for SRLs, in addition to numerous service enhancements such as instructional videos, online chat, user/site registration, and integration with document assembly and e-filing.

SRLs are an increasingly large segment of the population that our courts serve, particularly in case types such as family law. Self-represented parties often have extreme difficulty in identifying the pleading forms they require, completing them accurately and legibly, and filing them in a timely manner. Self-help resources vary widely from jurisdiction to jurisdiction and have suffered from recent budget cuts. Restrictions on the filing hours in many courts have placed significant additional burdens on both court personnel and on litigants.

The SRL E-Services initiative will envision and define a digital services strategy for SRLs that will take advantage of both existing and available branch resources to provide more convenience to the public, and provide tangible benefits and cost efficiencies to the courts. The initiative will develop a comprehensive set of business and technical requirements intended to deliver increased online assistance, greater integration of self-help resources, and greater self-reliance for those hoping to resolve legal problems without representation.

A central access point for SRLs (and for community organizations that assist them) will provide consistent information resources and can utilize already developed question-and-answer interview processes, "smart" Judicial Council forms, and document assembly tools to create complete, accurate, and legible form sets. Those forms can then be electronically filed with those courts that have the ability to accept the filings, or electronically delivered to those courts without e-filing capacity, using current branch infrastructure.

2018-19 FY Initial Funding Request

- C. Estimated Costs:** At this time, the cost to develop and implement a statewide e-services litigant portal/website solution is unknown. To achieve a cost estimate the workstream team will be validating litigant and court requirements; identifying existing technology and infrastructure solutions that can be leveraged or shared; identify and gather information (through a request for information—planned for the Spring of 2017) resources to assist litigants; identify pilot project participant courts; develop a request for proposal for an e-services solution to identify costs; and develop a plan for a scalable statewide prototype.
- D. Relevance to the Judicial Branch Budget and Other Funding Requests:** Contributing to the “Promoting the Digital Court” by implementing an integrated, statewide e-services solution was approved as a key priority in the *Court Technology Governance and Strategic Plan* and further detailed as an approved initiative to pursue in the *Tactical Plan for Technology (2014-2016* and remains in the proposed *2017-2018* update to the plan). No other similar requests are known, at this time.
- E. Required Review/Approvals:**
- Information Technology Advisory Committee
 - Trial Court Budget Advisory Committee
 - Judicial Council Technology Committee
 - Judicial Branch Budget Committee
- F. Proposed Lead Advisory Committee:** Budget Services proposes that the Information Technology Advisory Committee take on the lead advisory role as the ITAC promotes, coordinates, and acts as executive sponsor for projects and initiatives that apply technology to the work of the courts. Further, ITAC’s Self-Represented Litigants E-Services Workstream is specifically tasked with developing the requirements for a statewide SRL e-services solution; and is on track for completion in December 2017.

Status Reports



- Civil Case Management System (V3) Replacement Projects
- Sustain Justice Edition (SJE) Case Management System Replacement Projects
- Placer Court Hosting Consortium



JUDICIAL COUNCIL OF CALIFORNIA

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

MEMORANDUM

Date	Action Requested
March 17, 2017	Please Review
To	Deadline
Hon. Marsha G. Slough, Chair	N/A
Hon. Daniel J. Buckley, Vice-Chair	Contact
Judicial Council Technology Committee	Kathleen Fink, Manager
From	415-865-4094
Kathleen Fink, Manager,	kathleen.fink@jud.ca.gov
Judicial Council Information Technology	
Subject	
Civil Case Management System (V3)	
Replacement Projects - Status February 7 -	
March 22, 2017	

Project: Civil Case Management System (CMS) (V3) Replacement projects for the Superior Courts of Orange, Sacramento, San Diego, and Ventura Counties

Status: Intra-Branch Agreements (IBAs) for the fiscal year 2016/2017 must be executed prior to June 30, 2017, in order for the Judicial Council to encumber the first year funds approved with the Civil CMS (V3) Replacement Budget Change Proposals (BCP). Draft IBAs have been sent to each court for their review. Meetings are being scheduled in the next two to three weeks to finalize the IBAs.

Next Steps: When the IBAs are executed, distributions will be made to each court per the milestones in their IBA. In addition, at that time regular status reporting will begin from each court on their transition to a new civil case management system.



JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue
San Francisco, CA 94102-3688
Tel 415-865-4200
TDD 415-865-4272
Fax 415-865-4205
www.courts.ca.gov

HON. TANIG. CANTIL-SAKAUYE
*Chief Justice of California
Chair of the Judicial Council*

MR. MARTIN HOSHINO
*Administrative Director,
Judicial Council*

TECHNOLOGY COMMITTEE

HON. MARSHA G. SLOUGH
Chair

HON. DANIEL J. BUCKLEY
Vice-chair

*Hon. Kyle S. Brodie
Mr. Jake Chatters
Hon. Ming W. Chin
Mr. Richard D. Feldstein
Hon. David E. Gunn
Ms. Audra Ibarra
Hon. Gary Nadler
Ms. Debra Elaine Pole*

Date

March 23, 2017

Action Requested

Please Review

To

Hon. Marsha G. Slough, Chair
Hon. Daniel J. Buckley, Vice-Chair
Judicial Council Technology Committee

Deadline

N/A

From

Rick Feldstein, Judicial Council
Technology Committee member

Contact

Rick Feldstein, JCTC Member
Richard.Felstein@napa.courts.ca.gov

Subject

Sustain Justice Edition (SJE) Replacement
Projects - Status February 7 - March 22,
2017

Members of the Judicial Council Technology Committee:

As requested, this communication provides my written update regarding the progress of the Sustain Courts and Judicial Council efforts to find funding to migrate away from the current Sustain Justice Edition case management system to an updated CMS platform.

Project: Sustain Justice Edition (SJE) Replacement projects for the Superior Courts of Humboldt, Lake, Madera, Modoc, Plumas, San Benito, Sierra, Trinity, and Tuolumne counties.

Status: On January 10, 2017, the Governor released an initial proposed budget for Fiscal Year 2017-2018 that included funding for the SJE Budget Change Proposal. The Legislative Analyst's office asked follow-up questions for clarification. On February 24, 2017, Rob Oyung, Chief Information Officer, participated in the Senate pre-hearing to answer questions on the BCP.

Next Steps: Pending any further questions, the Governor will release his revised budget in May 2017.

Further updates will be provided in upcoming meetings.

Thank you.

Monthly Project Monitoring Report

Report Period: 02/01/17-02/28/17

Report Date:03/03/17

Court Name: Placer

Prepared By: Greg Harding



JUDICIAL COUNCIL
OF CALIFORNIA

ADMINISTRATIVE DIVISION

INFORMATION TECHNOLOGY

Project Name	Placer County Hosting Center
Court Project Manager	Greg Harding
IBA Number	1033111
IBA Effective Date	11/1/2016
IBA End Date	4/30/2019
Project Start Date	October 2015
Estimated Finish Date	January 2018
Estimated % Complete	23%

1. Accomplishments / Plans

Accomplishments during *this Reporting Period*:

- Hardware (Servers/ SAN) ordered
- AT&T Contracts signed and PO issued

Plans during the *next Reporting Period*:

- Build basic servers
- Request copy of SJE Data
- Stand up sample SJE servers

2. Risks and Issues

Issue Status (Issues requiring resolution or others that may affect the proposed approach baseline):

-

Change Status (Considerations or new course of actions that change the proposed approach):

-

Risk Status (Report risks to the current approach, any risks discovered, and proposed risk responses):

- ATI programming of the Sustain SJE interfaces for Lake and San Benito is being reviewed by ATI. There may be some changes required. Response pending report from ATI.

3. Scheduled Milestones / Deliverables

List any Milestones that are late as well as Milestones due in the next 4 to 6 weeks (as applicable).


Milestone	Due Date (Actual)	Status
Final hardware requirements delivered to JCCIT	FEB 2017	Complete
Final hardware requirements delivered and accepted by hosted courts	FEB 2017	Complete
Hardware Ordered	FEB 2017	Complete

4. Payment Schedule and Milestones


List IBA payment milestones that have been completed, are yet to be completed, total IBA amount and payments remaining to be made.

IBA Installment Payments	IBA Installment Amount	IBA Payment Date	IBA Actual Payment
Court signs executed contracts with vendors	\$265,599.00		
Court develops all hardware and software specifications	\$470,901.00		
Total IBA Amount	\$736,500.00		
Remaining IBA Amount To Be Paid	\$736,500.00		
Project Tracking Milestones	Project Milestone Target Date	Project Milestone Actual Date	N/A For Project Milestone Tracking
WBS 1 – CCTC Requirements Document Completed	NOV 16	DEC 16	
WBS2 – Server Design	MAR17	FEB 17	
WBS3 – Server Build	APR17	TBD	
WBS4 – Network and Connectivity Design	JAN 17	JAN 17	
WBS5 – Network and Connectivity Implemented with connectivity to CCTC	MAY 17	TBD	
WBS6 – Information Systems Framework and Security Policies Developed and Implemented	JUL17	TBD	
WBS7 – DMV Service Transition	JUL 17	TBD	
WBS7.1 – DMV DISA Approval	MAR 17	FEB 17	
WBS7.2 – DMV Connectivity Configured and implemented	JUN 17	TBD	
WBS9 – Interface rework completed	JUL 17	TBD	
WBS10 – SJE Core Environments Created	MAY 17	TBD	
WBS11 – Initial SJE Data Copy	MAY 17	TBD	
WBS12 – Non-CMS Applications Installed	JUN 17	TBD	
WBS 13 – UAT of CCTC connectivity	AUG 17	TBD	
WBS14 –UAT of SJE and interfaces including DMV	AUG 17	TBD	
WBS15 – UAT of “managed court” services	SEPT 17	TBD	
WBS 15.1 – Plumas/Sierra go-live plan created	AUG 17	TBD	
WBS 15.2 – Plumas/Sierra CMS hosting transition complete	SEPT 17	TBD	
WBS 15.3 – Plumas/Sierra Managed Court services transition complete	SEPT 17	TBD	


Signature of authorized court representative

BY (<i>Authorized Signature</i>)  /s/ Jake Chatters
PRINTED NAME AND TITLE OF PERSON SIGNING Jake Chatters

Signature of authorized JC Information Technology Manager

BY (<i>Authorized Signature</i>) 
PRINTED NAME AND TITLE OF PERSON SIGNING

Signature of authorized JC Budget Services Director

BY (<i>Authorized Signature</i>) 
PRINTED NAME AND TITLE OF PERSON SIGNING