



JUDICIAL COUNCIL
OF CALIFORNIA

TECHNOLOGY COMMITTEE

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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: May 8, 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 April 10, 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 May 5, 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 May 5, 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

Request to Amend Annual Agenda of the Information Technology Advisory Committee (ITAC) (Action Required)

ITAC requests that the JCTC amend the advisory committee's Annual Agenda to authorize it to form a joint ad hoc subcommittee for the purpose of developing rules on remote access to court records by parties, attorneys, and justice partners.

Presenter: Mr. Patrick O'Donnell, Principal Managing Attorney, Legal Services, Judicial Council of California

Item 4

Annual Agenda and Tactical Planning Alignment (Information Item)

Discuss ITAC's approach to aligning the ITAC Annual Agenda and *Tactical Plan for Technology* development processes intended to improve and streamline planning.

Presenter: Mr. Robert Oyung

Item 5

Case Management System Data Exchange Operations Plan (Action Requested)


ITAC approved the Case Management System (CMS) Data Exchange (DX) workstream final Governance and Operations Plans at their March 2017 meeting. The JCTC will review the plans and decide whether to accept the final deliverables of the workstream.

Presenters: Mr. David Yamasaki, Executive Sponsor of the Data Exchange Workstream; and Mr. Robert Oyung

A D J O U R N M E N T

Adjourn

Judicial Council Technology Committee Open Meeting



May 8, 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
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Action: Request to Amend Annual Agenda of the Information Technology Advisory Committee

Mr. Patrick O'Donnell, Principal Managing Attorney, Legal Services, Judicial Council of California



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Update: Annual Agenda and Tactical Planning Alignment

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



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ITAC Planning Realignment Proposal

March 2017

ITAC Planning Cycles: Current Process

Problem: Overlap of Tactical Plan and Annual Agenda planning processes

	2016												2017																		
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D							
Strategic Plan (JCTC)																								Strategic Plan for →							
																								<i>Draft</i>							
Tactical Plan (ITAC)						Tactical Plan for 2017-2018																									
ITAC Annual Plan																								2017 Plan			2018 Plan				

	2018												2019																		
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D							
Strategic Plan (JCTC)																								2019-2023							
																								<i>Comment, Approval</i>							
Tactical Plan (ITAC)						Tactical Plan for 2019-2020																									
ITAC Annual Plan																								2019 Plan			2020 Plan				

Outcomes/Problem Statement

Overlapped planning results in:

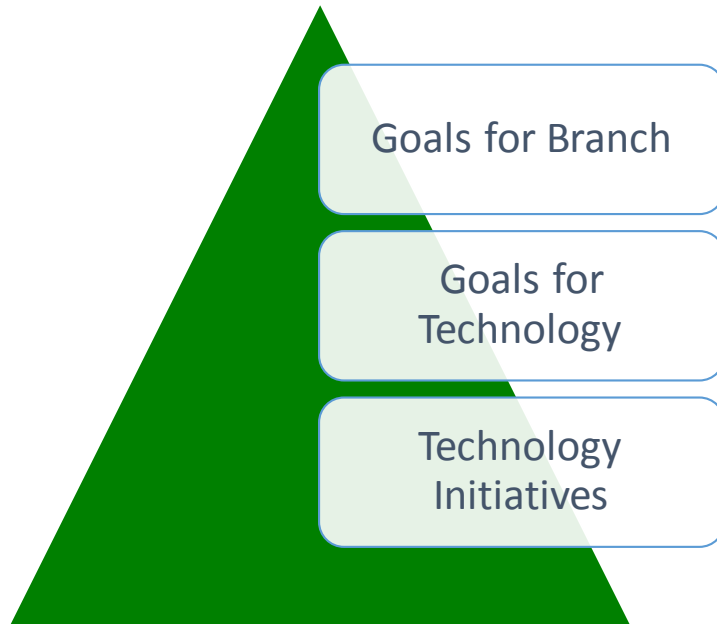
- Confusion and frustration amongst ITAC members and branch;
- Repetitious updates and review cycles by ITAC workstream sponsors, members, and staff;
- Requests for projects outside of the Tactical Plan; and,
- Potential alignment to an expired Tactical Plan.

Need:

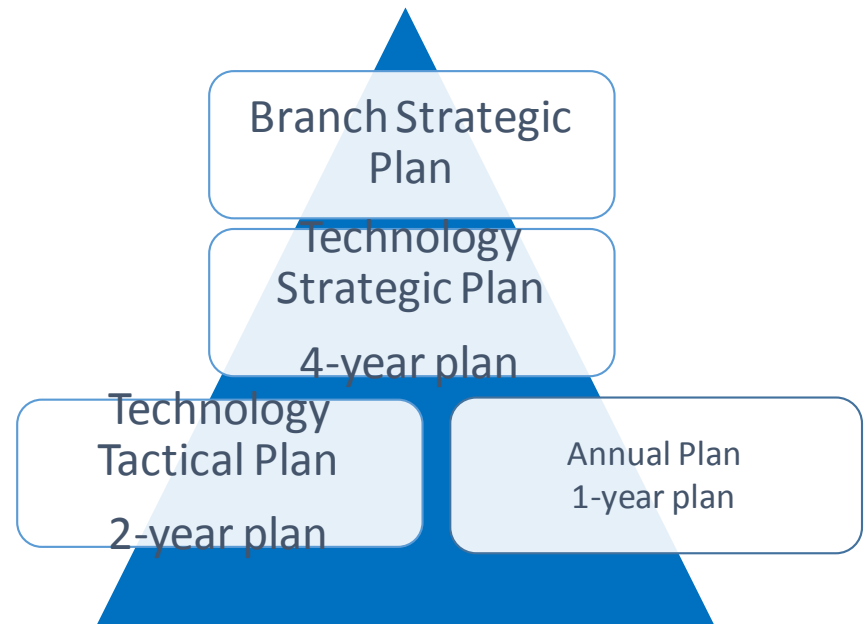
- Establish a planning process for the new governance model that ensures the process is clear, streamlined, and tightly aligned to the strategic and tactical plans.

Today's Structure

Business Goals

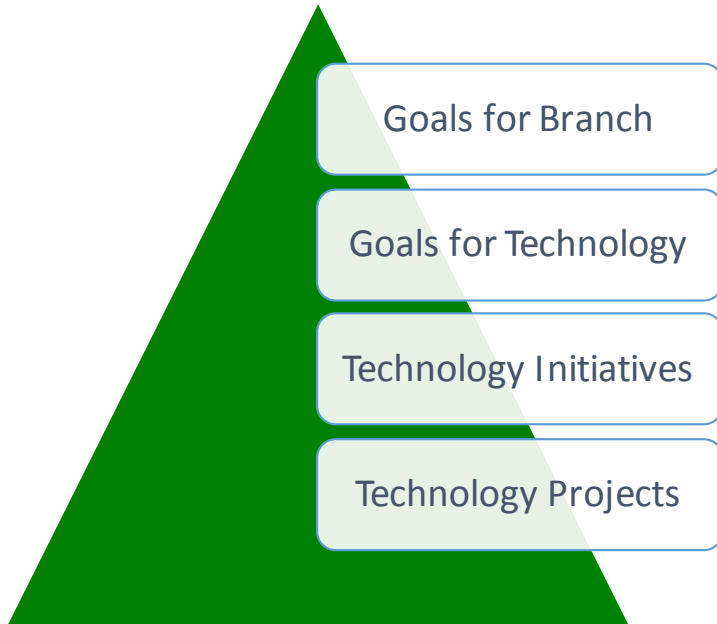


Guiding Documents



Proposed Structure

Business Goals

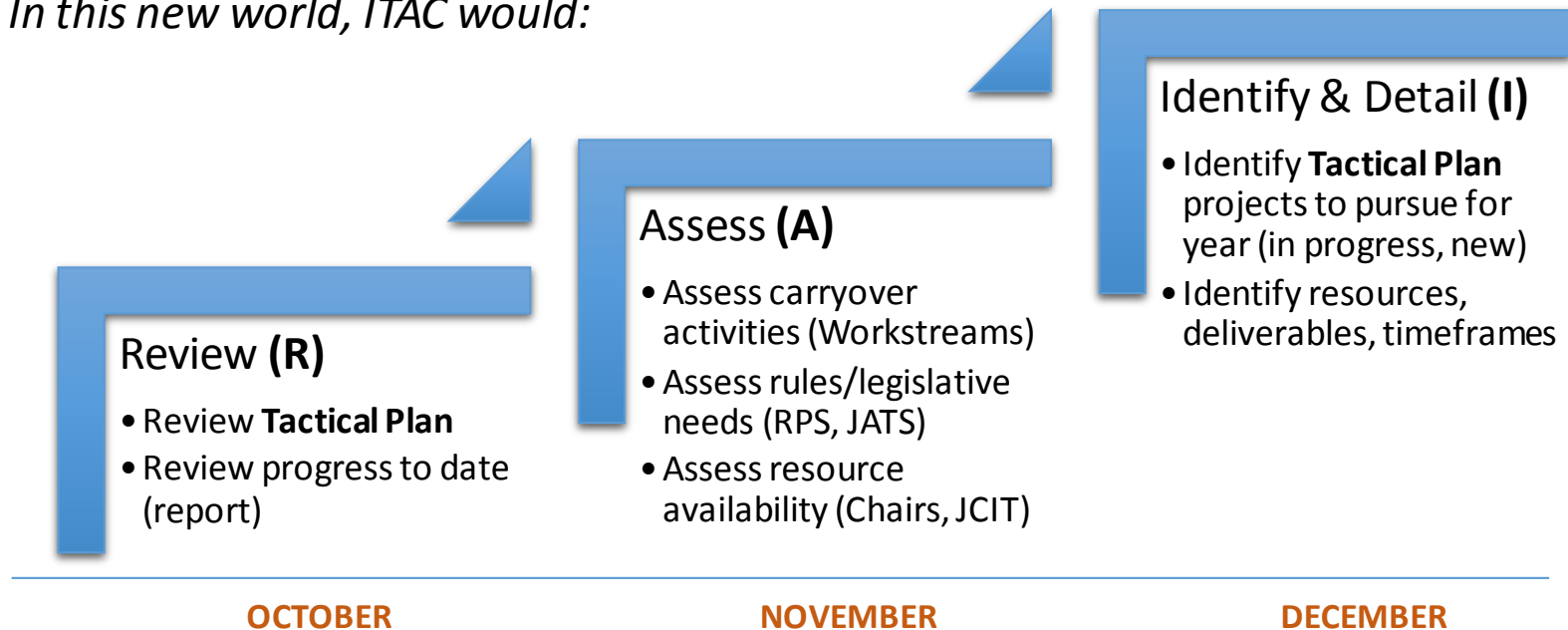


Guiding Documents



New! *Annual* Tactical Plan Review Process

In this new world, ITAC would:



Staff would then prepare the annual plan in Judicial Council format for JCTC approval.

ITAC Planning Cycles: Proposed Process

Opportunity: Alignment of Tactical Plan and annual planning processes

	2016												2017																													
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D																		
Strategic Plan (JCTC)																									Strategic Plan for → <i>Draft</i>																	
Tactical Plan (ITAC)	Tactical Plan for 2017-2018																																									
ITAC Annual Tactical Plan Review																									R	A	I													R	A	I

	2018												2019																												
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D																	
Strategic Plan (JCTC)	2019-2022 <i>Comment, Approval</i>																																								
Tactical Plan (ITAC)	Tactical Plan for 2019-2022																																								
ITAC Annual Tactical Plan Review																									R	A	I												R	A	I

Note: This change exacerbates overlap between Strategic and Tactical Plans.

Additional Modifications

- Eliminate Project ranking
 - Insignificant unless there is a resources overlap
- Project Managers will use consistent templates
 - Project plans/schedule, reporting, etc.
 - Aligned with new Program Management Office

New Outcomes

Advantages:

- Eliminates overlap and redundancy in planning.
- Makes process more clear and efficient.
- Provides *inherent alignment* to the Tactical Plan by framing ITAC's annual discussion within the context of the Tactical Plan.
- Increases ITAC member familiarity/engagement with the Tactical Plan.

Action: Case Management System Data Exchange Operations Plan

Mr. David Yamasaki, Executive Sponsor of the Data Exchange Workstream; and Mr. Robert Oyung



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CMS Data Exchange Workstream

JC IT Operationalization Approach

May 8, 2017

Topics

- Data Exchange (DX) Governance Plan Overview
- Areas to Operationalize
- Operationalization Tasks for JC IT
- Staffing Recommendation
- Decisions Made at the March 17th ITAC Meeting

DX Governance Plan Overview

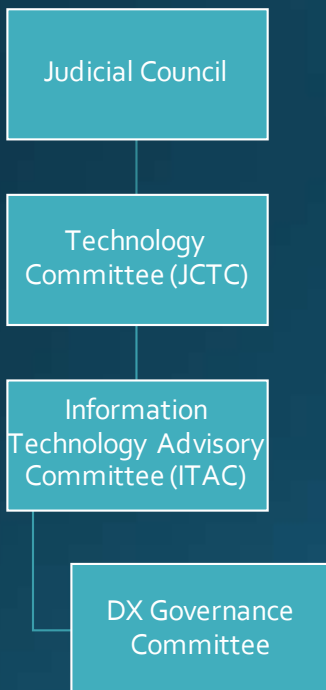


- Created by DX Workstream members and report accepted by ITAC at their December 2016 meeting;
- JC IT committed to operationalize the plan and staffing, and present at future ITAC meeting.
- Goals:
 - Manage Justice Partners relationships;
 - Define communication and ongoing support of lead courts for all partners;
 - Maintain a repository of required materials for standardized exchanges;
 - Provide a foundation for future mandates and improvements;
 - Track implementation status of each exchange by each vendor partner.



Link to the DX Governance Plan (December 2016):
www.courts.ca.gov/documents/itac-20170317-materials-DXGovernancePlan.pdf

Governance Committee



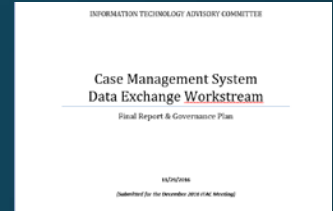
- DX Governance Committee Membership
 - Chair
 - ITAC Liaison
 - Members
 - Justice Partners
 - Court Liaisons
 - Major vendors (non-voting)

Court Liaison Assignments

- DMV- Los Angeles County Superior Court
- DOJ – San Bernardino County Superior Court
- CDCR – Santa Clara County Superior Court
- CHP – Sacramento County Superior Court
- DSS – Marin Superior Court
- DCSS – Orange County Superior Court

ACTION: Need to reconfirm assignments with the courts

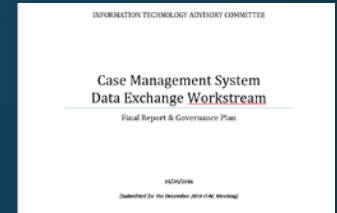




Near-term future state

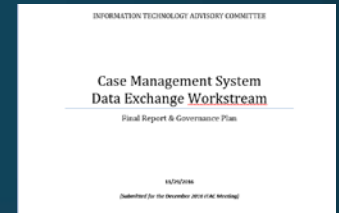
1. Identify a single data exchange standard between each justice partner and the judicial branch to use as a development target for case management system vendors;
2. Provide a lead court to act as a point of contact for all case management system vendors and justice partners for each justice partner exchange;
3. Collect the required documentation to support exchange development;
4. Document the current implementation status of each exchange by each vendor;
5. Establish a brokerage for modifications to the standard exchanges;
6. Finalize the 'goal state' for the long-term data exchange standards.

Long-term future state



1. Identify the technical standards to be used for the implementation of all data exchanges between the judicial branch and justice partners;
2. Establish and execute a formal governance process for exchange updates and modifications;
3. Maintain a repository of required materials that support development of standardized exchanges;
4. Promote the technical standards as the default standards for local data exchanges.

Areas To Operationalize



- Stakeholder Engagement
- Communications
- Technology Compliance
- Change Control Management

Participants & Roles



Courts

- Serving as the court operational subject matter expert (SME)



Justice & Vendor Partners

- Serving as technical experts for particular exchanges



Judicial Council IT

- Facilitating stakeholder coordination and providing supplementary SME needs

Operationalization Tasks for JC IT

Area	Task
Plan Management	Develop Governance Cohesive Plan (Guidelines)
Change Control	Maintain & Update Governance Cohesive Plan
Technology Compliance	Deliver Recommendations on Multiple Data Exchanges (Subject Matter Expert)
Stakeholder Engagement	Monitor Stakeholder Relationships
Communications	Maintain Data Exchange Repository & Web Publishing
	Maintain Official Membership Roster
	Status Reporting
	Coordinate Meetings

Staffing Recommendation

Year 1

JC IT Senior Business Systems Analyst

- 1 person (one-time activity; 1-4 months @ 120 hours)
- Cohesive Plan
 - Stakeholder Management Plan
 - Communication Management Plan
 - Change Control Management Plan
- Revalidate court liaisons commitment

Ongoing, after Year 1

JC IT Senior Technology Analyst

- 1 person (commitment dependent upon effort needed to supplement court resources)
- Subject Matter Expert: Support Group Data Exchange Decisions

JC IT Business Systems Analyst

- 1 person (4 hours per week)
- Maintenance & Operations Activities
 - Maintain/Update Cohesive Plan
 - Facilitate Issue Resolution
 - Maintain Data Exchange Repository
 - Facilitate Web Publishing
 - Maintain Official Membership Roster
 - Facilitate Status Reporting
 - Coordinate Meetings

Decisions Made at the March 17, 2017 ITAC Meeting

- The proposed Governance Committee becomes a Data Exchange Working Group composed of identified stakeholder groups and convened on an ad hoc basis.
- Recommend to continue with current court liaisons. Need to find alternates if current liaisons are no longer available.
- JC IT staffing recommendations approved. ITAC placed emphasis on gaining commitment from the court liaisons to minimize the JC IT senior technology analyst need after year one.
- Approval to operationalize the governance plan and submit to the JCTC for final approval.

Adjourn

All



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TECHNOLOGY COMMITTEE

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JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

MINUTES OF OPEN MEETING

April 10, 2017
12:00 - 1:00 PM
Teleconference

Advisory Body Members Present: 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: Hon. Marsha G. Slough, Chair; and Ms. Debra Elaine Pole

Liaison Members Present: Hon. Sheila F. Hanson

Others Present: Mr. Robert Oyung, Ms. Virginia Sanders-Hinds; Mr. Mark Dusman; Ms. Jessica Goldstein; Mr. David Koon; Ms. Kathy Fink; Ms. Jamel Jones; Ms. Daphne Light; Mr. Doug Kauffroath; Mr. Douglas Denton; Ms. Denise Friday; Ms. Mary Jo Ejercito; Ms. Lisa Crownover; and Ms. Brandy Sanborn

OPEN MEETING

Call to Order and Roll Call

The vice-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 March 13, 2017 meeting.

DISCUSSION AND ACTION ITEMS

Item 1

Chair Report

Update: Hon. Daniel J. Buckley, Vice-Chair of the Judicial Council Technology Committee (JCTC), welcomed and thanked everyone for attending in the absence of the Chair, Hon. Marsha G. Slough. Judge Buckley reviewed the agenda for the meeting, as well as provided updates on recent meetings in which Justice Slough, he, 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

Video Remote Interpreting Pilot Project

Update: Mr. Douglas Denton, Supervisor, Judicial Council Court Operations Services provided an update and report on the Video Remote Interpreting Pilot Project.

Action: The committee received and discussed the report.

Item 4

Technology Initial Funding Requests Budget Change Proposal Concepts

Update: Mr. Robert Oyung, Chief Information Officer for the Judicial Council, provided an update and report on the 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. He explained that these five potential Budget Change Proposals for technology would need to be prioritized at a future meeting.

Action: The committee received and discussed the report. The JCTC voted to approve all of the Initial Funding Requests and Concepts for the five proposed technology Budget Change Proposals.

Item 5

Phoenix System Maintenance and Modernization Budget Change Proposal

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. The JCTC voted to approve the Phoenix System Maintenance and Modernization Budget Change Proposal.

A D J O U R N M E N T

There being no further business, the meeting was adjourned.



JUDICIAL COUNCIL OF CALIFORNIA

LEGAL SERVICES

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MEMORANDUM

Date	Action Requested
April 20, 2017	Approve:
To	(1) Additions to Annual Agendas, and
Judicial Council Technology Committee, Hon. Marsha G. Slough, Chair	(2) Formation of a Joint Ad Hoc Subcommittee
Executive and Planning Committee, Hon. Douglas P. Miller, Chair	Deadline
Rules and Projects Committee, Hon. Harry E. Hull, Chair	TBD
From	Contact
Information Technology Advisory Committee	Patrick O'Donnell, (415) 865-7665, patrick.o'donnell@jud.ca.gov, and
Hon. Sheila F. Hanson, Chair	Andrea L. Jaramillo, (916) 263-0991, andrea.jaramillo@jud.ca.gov
Advisory Committee on Providing Access and Fairness, Hon. Kathleen E. O'Leary and Hon. Laurie D. Zelon, Cochairs	
Appellate Advisory Committee, Hon. Louis R. Mauro, Chair	
Civil and Small Claims Advisory Committee, Hon. Raymond M. Cadei, Chair	
Criminal Law Advisory Committee, Hon. Tricia A. Bigelow, Chair	

Family and Juvenile Law Advisory
Committee,
Hon. Jerilyn Borack and Hon. Mark. A.
Juhas, Cochairs

Probate and Mental Health Advisory
Committee,
Hon. John H. Sugiyama, Chair

Traffic Advisory Committee,
Hon. Gail Dekreon, Chair

Tribal Court-State Court Forum,
Hon. Abby Abinanti and Hon. Dennis M.
Perluss, Cochairs

Subject
Request to Approve (1) Additions to Annual
Agendas, and (2) Formation of a Joint Ad
Hoc Subcommittee

Executive Summary

The Judicial Council on March 24, 2017 adopted the *Tactical Plan for Technology, 2017–2018*. This two-year plan includes projects to promote rule and legislative changes, including a major project to develop rules, standards, and guidelines for online access to court records for parties, their attorneys, and justice partners. Currently, only two advisory bodies include in their Annual Agendas items expressly providing for the development of rules on online access for parties, their attorneys, and justice partners, although several other committees have items that are consistent with working on such a project.

This request asks the Judicial Council's internal oversight committees to approve adding participation on this rules project to the Annual Agendas of seven additional advisory bodies so that they can assist on the project. Also, the request asks the oversight committees to approve the formation of a joint ad hoc subcommittee to permit representatives from the nine committees to provide input and work collaboratively on the project in 2017–2018.

Action Requested

Five advisory bodies¹ ask RUPRO and two advisory bodies² ask E& P:

1. To approve adding to their 2017 Annual Agendas working on the project to develop rules, standards, and guidelines for online access to court records for parties, their attorneys, local justice partners, and other government agencies.³

In addition, nine advisory bodies⁴ ask their oversight committees:

2. To approve the formation of joint ad hoc subcommittee to work on this project.

Basis for Request

Background: The Rules Gap

The California Rules of Court include a chapter on Public Access to Electronic Court Records. (See Cal. Rules of Court, title 2, division 4, chapter 2 [rules 2.500–2.507].) However, the rules in chapter 2 are limited in scope: “The rules in this chapter apply only to access to court records by the public. They do not limit access to court records by a party to an action or a proceeding, by the attorney of a party, or to other persons or entities that are entitled to access by statute or rule.” (Rule 2.501(b).)

The difficulty is that there is little existing law on what kinds of remote access are or should be made available to parties, their attorneys, and justice partners. Basically, there is a gap in the law. As technology has advanced and parties and justice partners increasingly want and need remote access to records, this gap has become more problematic. Courts are providing remote access to parties, attorneys, and justice partners on an ad hoc basis, with little guidance.

Recognizing this problem, the *Tactical Plan for Technology, 2017–2018* includes as a major task to be addressed in the next two years the development of “rules, standards, and guidelines . . . for online access to court records for parties and justice partners . . .”⁵ The plan recognizes that the

¹ The Appellate Advisory Committee, the Civil and Small Claims Advisory Committee, the Family and Juvenile Law Advisory Committee, the Probate and Mental Health Advisory Committee, and the Traffic Advisory Committee.

² The Advisory Committee on Providing Access and Fairness and the Tribal Court–State Court Forum.

³ Two advisory committees, the Information Technology Advisory Committee (ITAC) and the Criminal Law Advisory Committee (CLAC), have already obtained approval to work on this project in their 2017 Annual Agendas, and so do not need to join in this request.

⁴ This second request is made by all nine committees identified in the caption of this memorandum. They ask their respective oversight committees to approve the formation of a joint ad hoc subcommittee and the participation of their members on the joint subcommittee.

⁵ A link to the *Tactical Plan* is available at the end of this memorandum. The identification of the project on online access to records for parties and justice partners is on page 47 of the plan.

implementation of the major tasks identified in it will require action by various entities including the council's internal committees, advisory committees, external stakeholders, and the Legal Services office. A review of the project for justice partner access rules indicates that its implementation will require at least some involvement by nine advisory bodies and, to effectively carry out this project, the formation of a joint ad hoc subcommittee is desirable to coordinate the rule-making effort and obtain advice from experts and input from key stakeholders.

Amending the Annual Agendas

The seven committees identified in Request 1 above ask that their 2017 Annual Agendas be amended to include the project in the *Tactical Plan* to develop rules, standards, and guidelines for online access to court records for parties, their attorneys, local justice partners, and other government agencies. These committees will work with the Information Technology Advisory Committee (ITAC) and the Criminal Law Advisory Committee (CLAC), which already have this item on their agendas.⁶

It is anticipated that ITAC will take the lead in developing this rules proposal with the cooperation and assistance of the other committees.

The Specifications for the items on this project to be added to the agendas are as follows:

- **Judicial Council Direction:**
“Develop rules, standards, and guidelines . . . for online access to court records for parties and justice partners” (*Tactical Plan for Technology, 2017–2018*, at page 47.)
- **Origin of Project:**
This project was part of the *Tactical Plan for Technology, 2017–2018* prepared by ITAC, recommended by the Judicial Council Technology Committee, and adopted by the Judicial Council on March 24, 2017.
- **Resources:**
Committees:
Appellate Advisory Committee, Civil and Small Claims Advisory Committee, Criminal Law Advisory Committee, Family and Juvenile Law Advisory Committee, Information Technology Committee, Probate and Mental Health Advisory Committee, and Traffic Advisory Committee.

Judicial Council staffing:
Legal Services
Information Technology
Advisory committees' staff

⁶ Links to the advisory committees' Annual Agendas are attached to the end of this memorandum. Explicit authorization to work in 2017 on rules for remote access to court records by justice partners is already included in the ITAC Annual Agenda (item 10, page 15) and the CLAC Annual Agenda (item 10, page 8).

The Completion Date proposed for the basic new rules on access for parties, their attorneys, and justice partners to be added to title 2, Trial Court Rules, is January 1, 2019. If additional rules, standards, or guidelines need to be developed, those may take a little longer to complete.

The Formation of a New Joint Ad Hoc Subcommittee

To develop a new set of rules on party, attorney, and justice partner access to records, the formation of a new joint ad hoc subcommittee for this purpose is desirable. Under the leadership of ITAC, the new subcommittee would be able to draw on the expertise of members of the various committees and coordinate their suggestions and comments. In this manner, a comprehensive and effective set of rules on access should be able to be developed in the next 18 months or so.

The new joint ad hoc subcommittee would be comprised of approximately 10-12 members from the advisory bodies whose agendas would be amended pursuant to this request. The members would provide input to ITAC on the development of the rules, standards and guidelines for justice partner access to records. In some instances, if contributing committees become substantially involved in specific rules proposals, they might become co-sponsors with ITAC in the final recommendations to the Judicial Council.

The subcommittee would draw not only on the expertise of its own members, but also consult with courts, justice partners, attorneys and other stakeholders. ITAC has noted that, under some of the recently awarded Innovations Grants, pilot courts plan to provide increased remote access to records for justice partners; it is important to learn from the experiences of these pilot courts. Likewise, a number of courts are in the midst of creating technologies and developing contractual agreements with their justice partners providing for access to court records; it is important to receive input from these courts about the working relationships that they are establishing.

Staffing will be provided chiefly by Legal Services and Information Technology, with the assistance of staff from the advisory committees who have the subject matter expertise necessary to draft rules and guidelines relating to particular types of records.

The joint ad hoc subcommittee would not hold any in-person meetings. All its meetings would be held by either telephone conferences or videoconferences. The subcommittee would remain in existence until the proposed rules and guidelines are developed. It is anticipated that the main set of rules would be completed and become effective by January 1, 2019.

Links to Report and Annual Agendas

1. Judicial Branch Administration: *Tactical Plan for Technology, 2017–2018*
(<https://jcc.legistar.com/View.ashx?M=F&ID=5005031&GUID=D7C3E004-2F31-4762-94D6-3A3406601FCC>)

2. Annual Agenda for the Information Technology Advisory Committee (ITAC)
(<http://www.courts.ca.gov/documents/itac-annual.pdf>)
3. Annual Agenda for the Appellate Advisory Committee (AAC)
(<http://www.courts.ca.gov/documents/aac-annual.pdf>)
4. Annual Agenda for the Civil and Small Claims Advisory Committee (CSCAC)
(<http://www.courts.ca.gov/documents/cscac-annual.pdf>)
5. Annual Agenda for the Criminal Law Advisory Committee (CLAC)
(<http://www.courts.ca.gov/documents/clac-annual.pdf>)
6. Annual Agenda for the Family and Juvenile Law Advisory Committee (Fam/Juv)
(<http://www.courts.ca.gov/documents/famjuv-annual.pdf>)
7. Annual Agenda for the Probate and Mental Health Advisory Committee (PMHAC)
(<http://www.courts.ca.gov/documents/pmhac-annual.pdf>)
8. Annual Agenda for the Traffic Advisory Committee (TAC)
(<http://www.courts.ca.gov/documents/traffic-annual.pdf>)

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

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MEMORANDUM

Date	Action Requested
April 25, 2017	Please Review
To	Deadline
Hon. Marsha G. Slough, Chair	N/A
Hon. Daniel J. Buckley, Vice-Chair	
Judicial Council Technology Committee	Contact
	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 March 23 –	
April 25, 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). The final draft of the IBA for Ventura Superior Court is now submitted to Contract Services to finalize for signature. Final drafts are due shortly from Orange, Sacramento, and San Diego Superior Courts.

JC IT and the V3 courts met to discuss their status, planning, and next steps. Orange is continuing their analysis and developing alternatives, based on the results of their gap analysis with Tyler. Sacramento is beginning work with Thomson Reuters. San Diego is working with Tyler on contract options. Because of staffing constraints, the project is planned to start after the new courthouse is complete, targeted for mid-July. Ventura has issued an Intent to Award for

April 25, 2017

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Journal Technologies' eCourt. The first phase will be business process analysis, as requirements for configuring eCourt. They are working with Riverside Superior Court, who are also deploying Civil in the same timeframe.

The courts will meet with JC IT monthly to discuss status and planning, and will submit written reports quarterly.

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

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*Chief Justice of California
Chair of the Judicial Council*

MR. MARTIN HOSHINO
*Administrative Director,
Judicial Council*

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Date

April 25, 2017

To

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

From

Rick Feldstein, Judicial Council
Technology Committee member

Subject

Sustain Justice Edition (SJE) Replacement
Projects - Status March 23 - April 25,
2017

Action Requested

Please Review

Deadline

N/A

Contact

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

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. Rob Oyung also participated in an Assembly budget subcommittee hearing on April 17, 2017.

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: 03/01/2017-
03/31/2017
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	30%

1. Accomplishments / Plans

Accomplishments during *this Reporting Period:*

- Basic Citrix Xen Apps servers built for all courts
- Sustain SJE database servers built for all courts
- DMV LU's turned over for testing
- First Copy of SJE data for all courts , except Lake.
- AT&T lines ordered

Plans during the *next Reporting Period:*

- Stand up test environments for Plumas, Sierra and Trinity.

2. Risks and Issues

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

- Journal Technologies has not signed the proposed contract. Placer Court received comments from Journal's attorney in late March requesting revisions.

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
1 st Copy of SJE Data delivered	March 2017	Completed
Vendor Contracts	Late	Late-Journal

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	APR17	
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	APR17	
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