



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: March 12, 2018
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 February 5, 2018 meeting and February 21, 2018 ad hoc 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 March 9, 2018, 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: Rica Abesa. Only written comments received by March 9, 2018, 12:00 noon will be provided to advisory body members prior to the start of the meeting.

III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1-4)

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

Final Report on the Placer Court Hosting Center

The final report on the Placer Court Hosting Center (PCHC) project, a consortium project supported by branch-level funding. Once complete, the PCHC will host six courts that previously received hosting services from the Judicial Council via the Technology Center.

Presenter: Mr. Jake Chatters, Court Executive Officer, Placer Court Superior Court

Item 4

Jury Management System Grant Program for Fiscal Year 2017-2018 (Action Required)

The committee will consider the recommended allocations for the Jury Management System Grant program for fiscal year 2017 – 2018. 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.

Presenter: Mr. David Koon, Manager, Judicial Council Information Technology

A D J O U R N M E N T

Adjourn



JUDICIAL COUNCIL OF CALIFORNIA

TECHNOLOGY COMMITTEE

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

JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

MINUTES OF OPEN MEETING

February 5, 2018

12:00 - 1:00 PM

Teleconference

Advisory Body Members Present: Hon. Marsha G. Slough, Chair; Hon. Gary Nadler, Vice-Chair; Hon. Kyle S. Brodie; Mr. Jake Chatters; Ms. Rachel W. Hill; Ms. Audra Ibarra; and Ms. Andrea K. Rohmann

Advisory Body Members Absent: Hon. Ming W. Chin

Liaison Members Present: Hon. Sheila F. Hanson

Others Present: Mr. Robert Oyung; Ms. Jamel Jones; Ms. Virginia Sanders-Hinds; Mr. David Koon; Ms. Rica Abesa; Hon. Peter J. Siggins; Mr. Patrick O'Donnell; Ms. Andrea L. Jaramillo

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 8, 2018 meeting.

DISCUSSION AND ACTION ITEMS

Item 1

Chair Report

Update: Hon. Marsha 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 brief updates on several programs including the CMS RFP, Digitizing Paper Pilot Program, and the Jury Management System Grant Program. She also reported on the progress of the Strategic Plan Workstream, which met on January 24 for a working session.

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. Workstreams with key milestones highlighted included the Video Remote Interpreting Pilot Program, Identity Management, Tactical Plan Update, and Digital Evidence.

Action: The committee received the report.

Item 3

Update on V3 Case Management System

Update: Ms. Virginia Sanders-Hinds, a Principal Manager in Judicial Council Information Technology, provided a report on the work related to V3 since receiving the funding for civil case management system replacement. She provided status updates on the Intra-Branch Agreements (IBAs) and activities of the V3 courts, including Ventura, Sacramento, San Diego, and Orange counties.

Action: The committee received the report.

Item 4

Update on Sustain Justice Edition Case Management System

Update: Mr. David Koon, a Manager in Judicial Council Information Technology, provided an update and report on the work related to the Sustain Justice Edition case management system replacement. An IBA template has been finalized for the distribution of funds to the SJE courts. The nine courts also recently met with the CMS vendor to discuss a strategy and schedule for deployment, which is set to occur in three phases.

Action: The committee received the report.

Item 5

Modernization Project: Rules Proposal, Proposed Amendments to Title 2, Division 3, Chapter 2

Update: Hon. Peter J. Siggins reviewed the proposed amendments to title 2, division 3, chapter 2 of the California Rules of Court. These amendments respond to new requirements in Code of Civil Procedure section 1010.6, amend definitions in the rules, and ensure indigent filers are not required to have a payment mechanism to create an account with electronic filing service providers.

Action: The committee discussed the proposal and approved for it to be circulated for public comment.

Item 6

Modernization Project: Form Proposal, Withdrawal of Consent to Electronic Service

Update: Hon. Peter J. Siggins went over the proposed Judicial Council form EFS-006-CV, Withdrawal of Consent to Electronic Service. The purpose of the proposal is to comply with Code of Civil Procedure section 1010.6(a)(6), which requires the Judicial Council to create such a form by January 1, 2019. The form, which was developed in cooperation with the Civil and Small Claims Advisory Committee, would allow a party to opt out of electronic service and require that they be served by paper.

Action: The committee discussed the proposal and approved for it to be circulated for public comment.

Item 7

Remote Access for Government Entities, Parties, Attorneys Rules Proposal: Proposed Amendments to Title 2, Division 1, Chapter 2 of the California Rules of Court

Update: Hon. Peter J. Siggins went over the proposed amendments to Title 2, Division 1, Chapter 2 of the California Rules of Court. The proposal is designed to facilitate remote access to trial court records by government entities, parties, attorneys, and court-appointed persons. The aim is to provide the same level of access that any of these persons could get if they were to walk into the clerk's office and request a court file. Discussion at ITAC resulted in calling out specific aspects of the rule for public comment. It is expected that public comments will further influence and produce refinements to the rule.

Action: The committee discussed the proposal and approved for it to be circulated for public comment.

A D J O U R N M E N T

There being no further business, the meeting was adjourned.



JUDICIAL COUNCIL OF CALIFORNIA

TECHNOLOGY COMMITTEE

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

JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

MINUTES OF OPEN MEETING

February 21, 2018

12:00 - 1:00 PM

Teleconference

Advisory Body Members Present: Hon. Marsha G. Slough, Chair; Hon. Kyle S. Brodie; Mr. Jake Chatters; Ms. Rachel W. Hill; Ms. Audra Ibarra; and Ms. Andrea K. Rohmann

Advisory Body Members Absent: Hon. Gary Nadler, Vice-Chair; Hon. Ming W. Chin

Liaison Members Absent: Hon. Sheila F. Hanson

Others Present: Ms. Jamel Jones; Mr. Mark Dusman; Mr. Michael Derr; Ms. Rica Abesa

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.

DISCUSSION AND ACTION ITEMS

Item 1

Chair Report

Update: Hon. Marsha Slough, Chair of the Judicial Council Technology Committee (JCTC), welcomed and thanked everyone for attending. Justice Slough provided a brief report regarding the presentation she and Robert Oyung made at the National Association for Court Management (NACM) conference, on the topic of innovation. She then went on to introduce and provide a quick background regarding the main item for the meeting—budget change proposals.

Item 2

Review of Concepts for Budget Change Proposals for Fiscal Year 2019-2020 (Action Required)

Update: Mark Dusman, on behalf of Robert Oyung, presented a list of initial funding requests to be developed as FY19-20 technology budget change proposals (BCPs). The list was formed based on previous input from this committee, as well as from the appellate courts, the Court Executive and Trial Court Presiding Judges Advisory Committees, the

Information Technology Advisory Committee, and the Court Information Technology Management Forum. Committee members asked questions and provided input regarding the concepts for the staff to consider moving forward. The committee did not think any important topics were missing from the list.

Action: The committee unanimously approved developing the ten topics into IFRs/Concept papers. Their approval was given with the understanding that in May, they would have the opportunity to review the full concepts, and reduce and prioritize the list.

A D J O U R N M E N T

There being no further business, the meeting was adjourned.



Superior Court of the State of California
In and For The County of Placer
Roseville, California

JAKE CHATTERS
COURT EXECUTIVE OFFICER
AND CLERK OF THE SUPERIOR COURT/
JURY COMMISSIONER
(916) 408-6186 FAX (916) 408-6188

March 5, 2018

David Koon, Information Systems Manager
Judicial Council of California
Transmitted via email

Re: Placer Court Hosting Center Implementation Project (IBA 1033111) Final Report

Dear Mr. Koon,

Attached please find the Placer Court Hosting Center Implementation Project Final Report. This report was prepared pursuant to Exhibit A, Section 5(B) of the Intrabrand Agreement between the Judicial Council of California and the Superior Court of California, County of Placer, and at the request of the Judicial Council Technology Committee.

The implementation project is now complete and all courts are operating on the shared Placer Court Hosting Center. This major endeavor would not have been possible without the professionalism, knowledge, and effort of the staff of the Hosted Courts, Placer Court, Judicial Council Information Technology, California Courts Technology Center, Department of Motor Vehicles Information Technology Services, and the multiple vendors supporting the project.

On behalf of the Superior Court of Placer County (Placer Court) and the Hosted Courts, made up of the Superior Courts of Lake, Modoc, Plumas, Sierra, Trinity, and San Benito Counties, please accept our thanks and appreciation for the Judicial Council's funding support, the Judicial Council Technology Committee's leadership, and the entire project team for their focus and dedication.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jake Chatters". The signature is stylized and fluid, with a long horizontal stroke extending to the right.

Jake Chatters
Court Executive Officer

Attachment: Placer Court Hosting Center Implementation Project Final Report, March 5, 2018

cc: Justice Marsha Slough, Chair, Judicial Council Technology Committee



Placer Court Hosting Center Implementation Project

Final Report

March 5, 2018



Table of Contents

1.0 Background.....1

2.0 Project Scope.....2

3.0 Key Milestones and Outcomes.....3

4.0 Final Accounting and Budget to Actual Comparison.....5

5.0 Lessons Learned7

Appendix A: Major Tasks and Workplan A-1.

Appendix B: Initial Funding Request **B-Error! Bookmark not defined.**

Appendix C: Eliminate IMF Subsidies Memo..... **C-Error! Bookmark not defined.**



1.0 Background

In April 2014, the Judicial Council directed the Judicial Council Technology Committee to “develop a plan to eliminate the subsidies from the IMF and the TCTF to courts for CCMS V3 and Sustain Justice Edition costs, and to make recommendations to the Judicial Council.” The Judicial Council expanded on this topic in February 2015 by issuing a directive that the JCTC and TCBAC form a group “to focus on information technology (IT) efficiencies and cost saving measures for smaller courts.”

In March 2016, the Superior Court of Placer County (Placer Court) along with the Superior Courts of Lake, Modoc, Plumas, Sierra, Trinity, and San Benito (Hosted Courts; together the Placer Court and Hosted Courts are referred to as the Participating Courts) submitted a request for funding to the Judicial Council Technology Committee (JCTC) and the Trial Court Budget Advisory Committee (TCBAC) to transition the Hosted Courts out of the California Court Technology Center (CCTC) and to a hosting center located and operated by the Placer Court (PCHC Implementation Project). The original funding request is included as Appendix B.

In April 2016, the Placer Court provided a report to the JCTC outlining the potential costs and savings from moving courts hosted at the CCTC to the Placer Court Hosting Center or to their own networks (Appendix C). At its April 2016 meeting, the JCTC recommended one-time funding for the Placer Court Hosting Center implementation project and indicated support for future funding requests from courts that would remain at the CCTC to move to alternative solutions. In May 2016, the TCBAC similarly reviewed the funding request and recommended the Judicial Council provide \$736,500 in one-time funding from the State Trial Court Improvement and Modernization Fund (IMF) to support the Placer Court Hosting Center. Both groups similarly recommended that the Judicial Council discontinue subsidies to hosting services at the CCTC beginning in fiscal year 2019-2020.

In July 2016, the Judicial Council adopted the recommendations of the JCTC and TCBAC and approved \$736,500 in one-time funding to support the PCHC Implementation Project, along with the recommendations related to subsidy elimination beginning in fiscal year 2019-2020.

This report provides a summary of the PCHC Implementation Project scope and objectives, provides the high-level outcomes of the project, a final accounting and comparison of budget to actual expenses, and a brief discussion of lessons learned.



2.0 Project Scope

The Placer Court Hosting Center (PCHC) Implementation project moved the Superior Courts of Lake, Modoc, Plumas, Sierra, Trinity, and San Benito (Hosted Courts) from the California Court Technology Center (CCTC) to the PCHC. The implementation project included:

- Confirming of current software used by each court and related hardware needs.
- Reviewing of the Information Security Control Framework and promulgation of related, uniform, policies and rules.
- Building and configuring of all required servers, to be located at the Howard G. Gibson Courthouse in Roseville.
- Executing contracts to facilitate connections from the Hosted Courts to the Placer Superior Court.
- Implementing a centralized connection for each court from the PCHC to the Department of Motor Vehicles and the CCTC.
- Relocating each Hosted Court's SUSTAIN SJE database from the CCTC to the PCHC.
- Relocating the Hosted Court domain addresses, email, websites, and file stores (where requested) from the CCTC to the PCHC. Other software and services included:
 - Jury Management Systems
 - Document Management Systems
 - DNS
 - DHCP
 - Domain Naming
 - Jury Instructions
 - Martin Dean Essential Forms
 - XSpouse
 - XArrears
 - Microsoft Office
 - Website hosting.
- Establishing backup schedules to cloud-based service.
- Relocating and installing existing IVR, IWR, and Proceedings interfaces related to the SUSTAIN SJE application and Jury+ application.
- Contracting with Journal Technologies (SJE), ATI Inc, and AT&T for execution of the required services.
- Coordinating with Judicial Council Information Technology staff and CCTC contractors to support the transition.



- Conducting project management meetings and reporting to the Judicial Council Information Technology staff and the Judicial Council Technology Committee.
- Providing on-site support during the initial transition week and three additional weeks of support (before transitioning to ongoing maintenance contracts that are outside the scope of the Implementation Project).

The implementation project did not include the following:

- Voice Over IP or other phone systems, building security systems, or courtroom audio/video equipment and systems, including electronic recording equipment and software.
- Backup of data housed on local servers or workstations.
- Real time application redundancy.

A list of key tasks, and their planned and actual completion dates, is provided in Appendix A.

3.0 Key Milestones and Outcomes

The PCHC Implementation Project was conducted in six main phases:

- **Project Kickoff and Scope Validation** – This step focused on validating the scope and project approach and included developing project management structure and confirmed the hosted court’s needs for connectivity, users, and software. This phase concluded with the production of the Final Schedule.
- **Network and Server Design and Implementation** – Coordination between AT&T, CTCC, the PCHC, and JCC staff focused on producing a final network design, identification of required circuits, installation of the network infrastructure at the PCHC and the Hosted Courts, and implementing the server infrastructure. This phase included the production of the Final Software and Hardware Requirements and System Design.
- **Information Security Framework Review and Policy Implementation** – The PCHC staff reviewed the Judicial Council’s Information Security Framework and established an Information Technology Policy addressing all key components of the security framework.
- **Case Management System Implementation** – Involved establishing case management system instances for each Hosted Court at the PCHC, establishing connectivity with the



Department of Motor Vehicles, development and implementation of revised interfaces for online and telephone payments, jury online services, and in-courtroom functionality. All data was transferred from the CCTC to the PCHC as part of the court's go-live activities.

- **Hosted Services Transition** – For the four fully-hosted courts (Lake, Modoc, Plumas, and San Benito), this included an analysis and decision regarding the use of Microsoft Office 365, verification of all applications to be installed and confirming sufficient and appropriate licensing, determining file server and email data migration plans and testing, and resolving domain ownership.
- **Go-Live Activities** – This included all final connectivity tests for each court, establishing data freeze timing and transfer, executing the data migration of all systems from the CCTC to the PCHC, reimaging all computers at the hosted court location, and all other tasks required during go-live weekends. On-site support and remote support continued for a month beyond the go-live date for each court, before formally closing the implementation project.

The Implementation Project focused go-live activities on a single court at one time.¹ In the end, courts transitioned to the PCHC as follows:

- Plumas and Sierra Superior Courts – 24 total users – October 16, 2017
- Trinity Superior Court – 17 total users – November 13, 2017
- Lake Superior Court – 63 total users – December 4, 2017
- Modoc Superior Court – 14 total users – December 18, 2017
- San Benito Superior Court – 37 total users – January 8, 2017

At the conclusion of San Benito Superior Court's go-live, the Placer Court Hosting Center had successfully transitioned a total of 155 users.

The funding provided to the PCHC Implementation was justified by reducing ongoing expenses to the IMF for the Hosted Courts. The savings of \$670,000 annually are predicated on other courts similarly moving away from the CCTC. Such projects are underway but were not within the scope of the PCHC Implementation Project and are therefore not discussed here. It will not be known whether the IMF is fully relieved of expenses related to trial court hosting services until courts not participating in the PCHC complete (or do not complete) their transitions.

¹ With an exception for Plumas and Sierra Courts, which transitioned on the same weekend.



4.0 Final Accounting and Budget to Actual Comparison

The PCHC Implementation Project was funded by a one-time allocation from the Trial Court Improvement and Modernization Fund and by the Hosted Courts from their local court budgets. This section provides a summary of the overall cost of the project and a breakdown of major expenditure categories and reasons for variance in actuals from budget.

Exhibit 1: Project Cost Estimate/Budget By Stage and Actual Expenditures

	Original Funding Request (March 2016)	Intra-Branch Agreements Executed (June 2016)	Amended Agreements Executed (January 2017)	Final Actual Expenditures
Estimated Cost/Budget	\$ 988,000	\$ 1,284,747	\$ 1,340,000	\$ 1,191,244
IMF Funding	\$ 736,500	\$ 736,500	\$ 736,500	\$ 736,500
Local Court Funding	\$ 251,500	\$ 548,247	\$ 603,500	\$ 454,744
% Funded by IMF	75%	57%	55%	62%
% Funded by Local Courts	25%	43%	45%	38%
Final Expenditures	\$ 1,191,244	\$ 1,191,244	\$ 1,191,244	
Over/(Under) Cost Estimate/Budget	\$ 203,244	\$ (93,503)	\$ (148,756)	
Percent Over/(Under)	21%	-7%	-11%	

The project ultimately finished under the formally adopted project budget, developed and executed as part of the Intra-Branch Agreements between the Placer Court and the Hosted Court. However, the project did exceed the initial cost estimates presented to the JCTC and TCBCA by over 20%. The entirety of the cost increase was borne by the Hosted Courts.

The primary drivers of the budget and cost increase between the initial funding request and the subsequently executed agreements were changes in the number of users, the need for an additional interface for one court, higher than estimated costs for interfaces, a recognition of the need for an additional staff member to support the larger user count, and the need for specialized reporting servers that were not contemplated in the original contract.

Exhibit 2 below provides a more detailed breakdown of actual expenditure variance from the last amended budget (January 2017).



Exhibit 2: Actual Expenditures by General Ledger and Variance Explanations

GL	Description	Budget (Jan 2017)	Actual (2/26/2018)	Difference (Under)/Over	Highlights
Operating Expenses					
943201	IT Maintenance 2 Months for implementation				Higher costs due to higher user counts and due to some expenses being classified as Maintenance vs. Software/License.
		\$12,610	\$ 90,833	\$ 78,224	
943502	IT Software and Licenses				Lower costs due to some expenses being classified as Maintenance vs. Software/License.
		\$285,707	\$ 229,570	\$ (56,137)	
943503	Computer Software (Consultants)				Significantly lower than expected costs for DMV Connectivity and no data center costs.
		\$285,755	\$ 119,576	\$ (166,179)	
946601	Major Equipment				The court was able to purchase servers at significantly lower costs than expected. This resulted in the ability to purchase an additional server while still spending significantly less than expected.
		\$200,000	\$ 145,382	\$ (54,618)	
925102	ISP Lines				Planned for nine months of connectivity per court. During transition, determined only one month would be possible.
		\$53,133	\$ 15,272	\$ (37,861)	
Subtotal Operating and Expenses (Non-Personnel)		\$837,205	\$ 600,633	\$ (236,572)	
Operating Expense Contingency 10% of Original MOU					
		\$95,088	\$ 48,489	\$ (46,599)	Travel, Cabling, Minor Equipment, Postage were contemplated by not separately budgeted.
Personnel Costs					
					Project required more personnel effort than initially estimated. In addition, due to recruitment challenges, significant work conducted by IT Director at a higher hourly rate than budgeted. IT Director's time was allocated as % of staff time spent on project.
Subtotal Personnel Costs		\$407,880	\$ 542,122	\$134,242	
TOTAL COSTS		\$1,340,173	\$ 1,191,244	\$ (148,929)	

Although vendor costs and equipment costs were brought in under budget, personnel costs did exceed initial estimates. This was due to both an under estimation of the amount of management time that would be necessary to coordinate the project and the use of more costly personnel than initially planned.



5.0 Lessons Learned

Overall, the PCHC Implementation Project was completed successfully. As of the writing of this report, only one implementation issue remains, impacting a satellite location for the San Benito Court. That issue has been transitioned to the ongoing maintenance services of the PCHC. During the project, however, several lessons were learned that may prove helpful to others exploring a similar project. The items are listed below in no particular order.

- **Software Requirements** - The Placer Court, JCCIT and SAIC staff worked closely to develop a comprehensive list of application and services provided to each court. Despite these efforts, some software and other needs were not identified until go-live weekend had commenced. This resulted in some extra work and stress during go-live weekends (for example: security card systems at each court required a new license once the server was no longer at the CCTC). This might have been avoided only through significant additional on-site time by the transition team prior to go-lives. The small number of instances of this issue suggest that while it was disruptive, it likely would not be worth the extra effort to change the method of information collection on future projects.
- **Server Builds and the Case Management System** - The hosting center's core server environment was designed to last at least five years using Dell Servers, Dell storage and Microsoft Windows 2012 Server Edition Operating System. This was a change from the prior environment where most of the servers were still running Windows 2003. After the core servers were purchased and implemented, the team discovered that the case management system DMV connection could only run on a Windows 2008 Server. This resulted in the need to purchase an additional server solely for this application and added additional staff time requirements. This information may be helpful to others transitioning the SUSTAIN Justice Edition to a new server environment.
- **Information Systems Framework** – Most of the courts were fully hosted and therefore did not have their own information security framework, instead falling under the security rules and regulations of SAIC and their agreements with the JCC. The PCHC Implementation Project had to develop and implement comprehensive policies compliant with the information systems framework to help ensure the Placer Court could maintain a safe and effective computing environment. This document took over six months to write and review and is a living document that must be maintained and updated based on any new threats the courts face. Although the work of JCCIT and others to simplify the framework provided an extremely useful starting point, the



amount of time required to produce this document will make it difficult for any small court to fully develop their own security framework.

- **Department of Motor Vehicles Connectivity** – The process of becoming a hosting center had several challenges, but by far the greatest risk was obtaining timely approval from the Department of Motor Vehicles to serve as a hosting center for their services. Placer Court had to submit a DISA packet for the hosting center and one for each Court. The entire process took seven months and required assistance from multiple vendors to successfully complete the process. Despite the length of time, the approval process was smooth and was completed ahead of schedule. This was accomplished, in part, by strong engagement in the process and following each requested step solely as directed.
- **Sustain Justice Edition Interfaces** – The project intended to replicate all SJE interfaces that were in use at the CCTC at the PCHC. Unfortunately, this entailed more custom programming than initially anticipated and proved cost prohibitive. The Placer Court and Hosted Courts discussed options and ultimately decided not to recreate some interface functionality, including a collections interface for the Lake Superior Court that was completely abandoned. This decision was made palatable due to the court’s decision to move to a new CMS soon. When embarking on the project, the courts did not discuss or assess the architecture of the interfaces themselves. This was a known risk at the time but ultimately did lead to a misunderstanding of the complexity of the installation at the CCTC. Future projects may wish to balance risk differently.
- **Court Acceptance Testing** – The original project planned to provide the Hosted Courts several months of acceptance testing and “play” time logging into the new network before the formal cut over. Unfortunately, the strict network rules that SAIC had in place limited the testing and training of Hosted Court staff. This made the week of go-live more difficult as for some users the first time they saw the new environment was when they came into work on Monday. The main reason this worked out so well was the Hosted Courts’ staff’s willingness to adapt and the fact that most of the applications looked and acted the same on the Placer Hosting Center as they did on the SAIC network. This limited test window could be more problematic under different circumstances.
- **User Versus Computer Counts** – All parties involved had extensive discussions about user counts during the analysis of the project and during the system design phase. During go-live weekends, however, it was not unusual to discover a much higher computer count than user count. This resulted in two impacts, first additional licenses had to be purchased and second it created unexpected work during go-live weekend to perform required actions on all computers. The sole reason for the difference was



varied use and understanding of the term “user.” The technical staff assumed that a second computer was understood as an additional user, where operations staff were unaware this was even a possibility. Future projects may want to request two separate numbers, one for actual users and another for a count of computers.

Overall, the project went more smoothly than expected and without any significant issues. As could be expected, each court presented a unique challenge and the team had to adapt to the needs of each court. However, the iterative nature of the deployment allowed the entire project team to make small improvements between each go-live that ultimately made the entire implementation a success.

The project was a successful collaboration that would not have been possible without the dedicated and solution-focused efforts of the entire team, inclusive of staff from our private sector partners (CCTC/SAIC, Journal Technologies, Streamwrite (ATI), and AT&T), the Department of Motor Vehicles, Judicial Council Information Technology, and the Placer Court IT Division. Finally, the project’s intent was to provide a reliable and affordable network for the judges, commissioners, and staff of the Superior Courts of Lake, Modoc, Plumas, Sierra, Trinity, and San Benito. To the extent this project has succeeded in meeting that expectation, it did so because of the support, flexibility, and “can do” approach of the judicial officers and employees of the Hosted Courts.



Appendix A: Major Tasks and Workplan

The table below includes the major implementation tasks completed as part of the project. The table includes the original target date, as determined by the Final Schedule, and the actual milestone completion date.

Project Tracking Milestones	Project Milestone Target Date	Project Milestone Actual Date
WBS 1 – CCTC Requirements Document Completed	NOV 16	DEC 16
WBS2 – Server Design	MAR 17	FEB 17
WBS3 – Server Build	APR 17	APR 17
WBS4 – Network and Connectivity Design	JAN 17	JAN 17
WBS5 – Network and Connectivity Implemented with connectivity to CCTC	MAY 17	JUNE 17
WBS6 – Information Systems Framework and Security Policies Developed and Implemented	JUL 17	AUG 17 (Draft) FEB 18 (Final)
WBS7 – DMV Service Transition	JUL 17	AUG 17
WBS7.1 – DMV DISA Approval	MAR 17	FEB 17
WBS7.2 – DMV Connectivity Configured and Implemented	JUN 17	APR 17
WBS9 – Interface rework completed	JUL 17	SEPT 17
WBS10 – SJE Core Environments Created	MAY 17	MAY 17
WBS11 – Initial SJE Data Copy	MAY 17	MAY 17
WBS12 – Non-CMS Applications Installed	JUN 17	MAY 17
WBS 13 – UAT of CCTC connectivity	SEPT 17	SEPT 17
WBS14 –UAT of SJE and interfaces including DMV	AUG 17	AUG 17
WBS15 – UAT of “managed court” services	SEPT 17	SEPT 17
WBS 15.1 – Plumas/Sierra go-live plan created	AUG 17	AUG 17
WBS 15.2 – Plumas/Sierra CMS hosting transition complete	OCT 17	SEPT 17
WBS 15.3 – Plumas/Sierra Managed Court services transition complete	OCT 17	SEPT 17

Superior Court of Placer County
 Placer Court Hosting Center Implementation Project
 Final Report



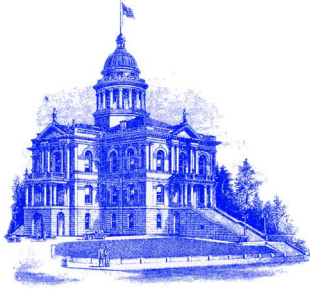
Project Tracking Milestones	Project Milestone Target Date	Project Milestone Actual Date
WBS 15.4 – Plumas/Sierra transition complete	OCT 17	SEPT 17
WBS 16.1 Lake go live plan created	SEPT 17	SEPT 17
WBS 16.2 Lake CMS hosting transition complete	NOV 17	DEC 17
WBS 16.3 Lake Managed Court services transition complete	NOV 17	DEC17
WBS 16.4 Lake transition complete	NOV 17	DEC 17
WBS 17.1 Trinity go-live plan created	SEPT 17	OCT 17
WBS 17.2 Trinity CMS hosting transition complete	OCT 17	OCT 17
WBS 17.3 Trinity Managed Court services transition complete	NA	NA
WBS 17.4 Trinity transition complete	OCT 17	OCT 17
WBS 18.1 San Benito go-live plan created	OCT 17	DEC 17
WBS 18.2 San Benito CMS hosting transition complete	DEC 17	JAN 18
WBS 18.3 San Benito Managed Court services transition complete	DEC 17	JAN 18
WBS 18.4 San Benito transition complete	DEC 17	JAN 18
WBS 19.1 Modoc go-live plan created	NOV 17	DEC 17
WBS 19.2 Modoc CMS hosting transition complete	JAN 18	DEC17
WBS 19.3 Modoc Managed Court services transition complete	JAN 18	DEC 17
WBS 19.2 Modoc transition complete	JAN 18	DEC 17



Appendix B: Initial Funding Request

The initial funding request submitted to the Judicial Council Technology Committee and Trial Court Budget Advisory Committee begins on the following page.

//Rest of page left intentionally blank//



Superior Court of the State of California
In and For The County of Placer
Roseville, California

10820 JUSTICE CENTER DRIVE, ROSEVILLE, CALIFORNIA 95678
P.O. BOX 619072, ROSEVILLE, CALIFORNIA 95661

JAKE CHATTERS
COURT EXECUTIVE OFFICER
AND CLERK OF THE SUPERIOR COURT/
JURY COMMISSIONER
(916) 408-6186 FAX (916) 408-6188

March 1, 2016

Hon. Marsha Slough, Chair
Judicial Council Technology Committee

Hon. Jonathan Conklin, Chair
Trial Court Budget Advisory Committee

Re: Funding Request – Creation of Seven Court Information Technology
Infrastructure Consortium

Hon. Marsha Slough and Hon. Jonathan Conklin,

On behalf of the Superior Courts of Lake, Modoc, Plumas, San Benito, Sierra¹, and Trinity² (Hosted Courts), the Superior Court of Placer County (Placer Court) is requesting funding and/or Schedule C relief in the amount of \$238,500 in current year (FY 15/16) and \$498,000 in FY 16/17 to support the creation of the Placer Court Hosting Center (PCHC). The PCHC will provide a hosting location for six small Superior Courts' information technology (IT) infrastructure. The Hosted Courts join in this request.

This one time funding request will help to:

1. Support the Judicial Council's direction to the Judicial Council Technology Committee and the Trial Court Budget Advisory Committee to develop a plan for the eventual elimination of the Interim Case Management System (ICMS).
2. Reduce Improvement and Modernization Fund (IMF) expenditures related to costs for both the California Court Technology Center (CTCC) and the ICMS program.
3. Reduce annual IT related expenses for the Hosted Courts.

¹ Case management system only.

² Case management system only.

Details of the request are provided on the attached Funding Request.

The Placer and Hosted Courts are requesting expedited review of this request to ensure work can begin in April 2016. Work must begin no later than April to ensure implementation is complete in time to provide relief to the IMF at the start of FY 17/18.

On behalf of the participating courts, we are prepared to answer any questions you or your Committees may have and will make ourselves available to any future meetings.

Thank you for your consideration,

Jake Chatters
Court Executive Officer
Placer Superior Court

Krista LeVier
Court Executive Officer
Lake Superior Court

Ronda Gysin
Court Executive Officer
Modoc Superior Court

Deborah Norrie
Court Executive Officer
Plumas Superior Court

Gil Solario
Court Executive Officer
San Benito Superior Court

Lee Kirby
Court Executive Officer
Sierra Superior Court

Staci Holliday
Interim Court Executive Officer
Trinity Superior Court

Funding Request
Creation of Seven Court Information Technology
Infrastructure Consortium
March 1, 2016

Submitted to:
Judicial Council Technology Committee
Trial Court Budget Advisory Committee

Submitted by the Superior Courts of:
Placer (lead), Lake, Modoc, Plumas, San Benito, Sierra, Trinity

Summary of Request

The Superior Court of Placer County (Placer Court) is requesting funding in the amount of \$238,500 in current year (FY 15/16) and \$498,000 in FY 16/17 to support the creation of the Placer Court Hosting Center (PCHC). The PCHC will provide a hosting location for six small Superior Courts' information technology (IT) infrastructure. Participating in this effort are the Superior Courts of Lake, Modoc, Plumas, San Benito, Sierra³, and Trinity⁴ (Hosted Courts). The Hosted Courts join in this funding request.

This request is consistent with the Judicial Council's Technology Governance and Funding Model and the Judicial Council's Strategic Plan for Technology (2014-2018), Judicial Council's April 2014 directive to the Judicial Council Technology Committee (JCTC) to "eventually eliminate subsidies from the TCTF and IMF for both V-3 and ICMS" and with actions taken by the Judicial Council at its February 19, 2015 meeting that directed the JCTC and the Trial Court Budget Advisory Committee (TCBAC) to form a group "to focus on information technology (IT) efficiencies and cost saving measures for smaller courts."

Background and Program Components

The Superior Courts of Lake, Modoc, Plumas, San Benito, Sierra, and Trinity (Hosted Courts) rely on the California Court Technology Center (CTCC) and Judicial Council's Information Technology (JCIT) for most, if not all, of their technology infrastructure. The scope of the services varies by court but generally includes hosting of email, file servers, websites, jury management systems, case management systems, and other mission critical applications.

³ Case management system only.

⁴ Case management system only.

Charges for these services include both general hosting charges for baseline IT infrastructure and charges related to the SUSTAIN Justice Edition Case Management System, generally referred to in Judicial Council documents as the Interim Case Management System (ICMS) program.

Due to the ongoing deficit in the IMF, the TCBAC Revenue and Expenditure Subcommittee has undertaken detailed review of all expenditures from the IMF. This review highlighted that the Hosted Courts are not paying the full cost of either the IT infrastructure-related CTCC charges or the full cost of the ICMS program⁵. Significant dialogue between the JCTC, TCBAC, the Hosted Courts, and JCIT has resulted in a number of specific actions or directives from the Judicial Council. In particular the April 2014 directive to “eventually eliminate subsidies from the TCTF and IMF for both V-3 and ICMS” and its February 2015 directive that the JCTC and TCBAC form a group “to focus on information technology (IT) efficiencies and cost saving measures for smaller courts.”

Initial focus of the JCTC and TCBAC focused on the V3 courts due to the significantly higher cost of that program. The Hosted Courts, concerned about unknown and potentially large cost increases in future years continued to discuss and consider options for finding a stable IT infrastructure at lower cost.

In spring 2015, the Placer Superior Court extended an invitation to the eight ICMS-hosted courts to participate in an evaluation of a court-based IT hosting center for their case management system. The six Hosted Courts expressed interest in the evaluation. The Humboldt and Madera Superior Courts declined to participate at that time.

The Placer Superior Court IT staff met with each of the interested courts throughout the fall of 2015 to identify specific needs and construct an appropriate solution. This effort made it clear that hosting of the case management system alone did not address the Hosted Courts’ needs. Instead, to allow for the greatest cost savings and operational efficiency, any solution would need to include all IT infrastructure.

In December 2015, the Placer Superior Court provided a proposal to the Hosted Courts to create the Placer Court Hosting Center (PCHC). Under this proposal, the PCHC will provide:

- All servers, located at the Gibson Courthouse in Roseville.
- Hosting of Journal Technologies SUSTAIN SJE or eCourt⁶ case management system.

⁵ This review also highlighted that V3 courts were receiving an implicit subsidy for their case management system. Significant effort has been undertaken to support the move of V3 courts away from that solution and the CTCC. Those efforts are not discussed in any detail in this request.

⁶ Only courts currently using these programs were included in the analysis. The Placer Court currently uses both SJE and eCourt and has expertise in the establishment and maintenance of required servers.

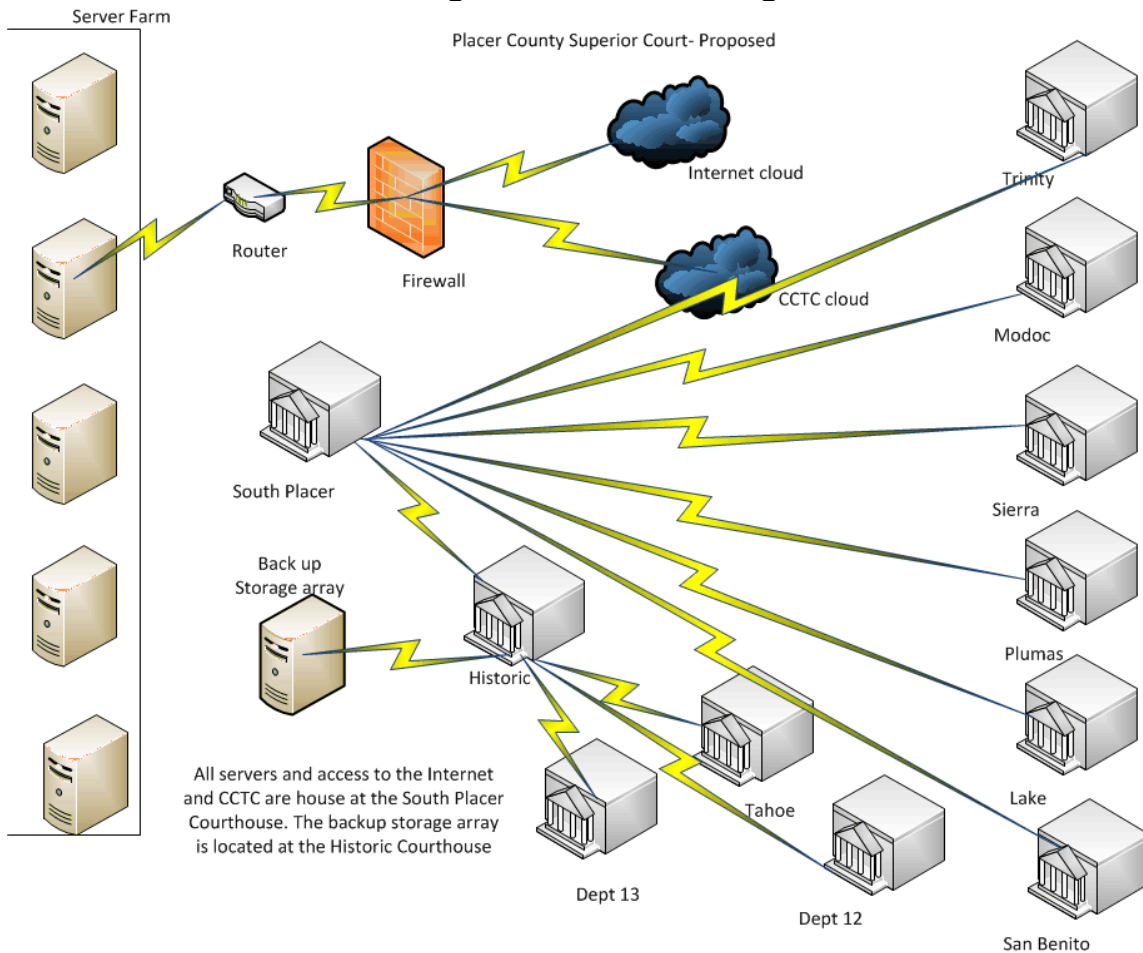
Funding Request: Creation of Seven Court Information Technology Infrastructure Consortium

- Uniform IT policies and security rules.
- Centralized connection to the PCHC, external connections running from the PCHC to the eventual location (for example, hosted court connects to the PCHC, which then connects to the Phoenix application).
- Services will be provided Monday – Friday, 7 am to 5 pm
- The PCHC would host (or manage contracts for hosting⁷) the following non-exclusive list:
 - Internet
 - Email, including archiving
 - File storage (i.e. reports, memos, etc)
 - Conduit to the California Courts Technology Center for connection to Phoenix (financial system) and the California Court Protective Order Registry
 - Connection to DMV
 - Journal Technologies SJE and/or eCourt case management system
 - Jury Management Systems
 - Document Management Systems
 - DNS
 - DHCP
 - Domain Naming
 - Jury instructions
 - Martin Dean Essential Forms
 - XSpouse
 - XArrears
 - Microsoft Office (routine purchase or Office 365 at Hosted Court preference)
 - Backup and recovery services
 - Website hosting.

Exhibit 1 provides a visual representation of the new PCHC.

⁷ Some applications may be purchased as software as a service to avoid the need for local installation.

Exhibit 1: Placer Court Hosting Center Network Diagram



The PCHS proposal included a court by court cost analysis for the transition from the CTCC to the PCHC for each court along with a five year projection of operating and replacement costs (see Financial Summary section).

In January 2016, all six Hosted Courts expressed their desire to move to the PCHC.

Financial Summary and Funding Request

Implementation Costs

The total one-time cost to bring the six courts into the PCHC is approximately **\$988,000**. Exhibit 2 provides a high-level summary of the deployment costs.

Exhibit 2: Total Implementation Costs

Cost Category	\$
Vendor Costs (All Courts)	\$393,000
Vendor Costs-Additional for San Benito/Lake	\$65,000
Staffing Costs	\$256,000
Hardware/Software Costs	\$274,000
Total	\$988,000

Implementation costs will be spread over two fiscal years as follows:

FY 15/16 -- \$450,000

FY 16/17 - \$538,000.

Ongoing Costs

Annual ongoing costs will be approximately \$373,000⁸. This cost will be allocated to each participating court on a per user basis. These costs are inclusive of all direct hardware, software, services, and staff costs.

By comparison, the six courts currently pay \$768,000 annually to the Judicial Council for hosting costs. The Judicial Council pays an additional \$373,000 annually for data center costs related to the ICMS that is paid for by the IMF⁹. It is unclear whether there are additional non-case management system hosting costs paid by the JCC that are not passed on to the court. Further the \$768,000 paid by the Hosted Courts does *not* include any costs related to JCC staff support of the ICMS. The PCHC is not intended to replace the work done by JCC staff to support the ICMS program, only to replace the data center costs.

Total annual ongoing costs for PCHC: \$373,000

Current CTCC annual costs related to ICMS and the Hosted Courts: \$1,141,000¹⁰

Moving to the PCHC would result in a significant savings for the Hosted Courts and the IMF. Assuming that only 60% of the CTCC costs can be avoided, there would be a savings of \$470,000 annually in data center costs alone. Providing a return on the

⁸ Does not include estimate of cost increases between current and start of project. Does include rough increase of 5% per year for inflation after Year 1. Year 5 will have a significantly higher cost due to routine hardware replacement. Does not include costs for CMS, DMS, JMS, or other software maintenance paid directly by hosted courts to their vendors. Also does not include Office 365, if hosted courts choose this option.

⁹ The ICMS Program receives IMF funding totaling \$1.039 million in FY 15/16. Of that total, \$373,000 is required for CTCC costs associated with the ICMS Program. The additional expenditures relate to staffing and consultants to support the ICMS Program. A separate effort is underway to replace the ICMS Program in a way that relieves expenses from the IMF. Further, the \$373,000 represents the total CTCC costs and includes charges necessary to support the two hosted courts that are NOT included in the PCHC.

¹⁰ Represents the costs paid by Hosted Courts for non-ICMS hosting costs and the ICMS hosting costs. Does not include expenditure by the JCC using IMF or other funds for non-ICMS hosting costs attributable to the Hosted Courts but not included in their Schedule C charges.

initial implementation costs in just 2.1 years. This is a low estimate given that there are likely other JCC costs related to hosting these courts that have not been identified.

Schedule

The intent of the participating courts is to complete the transition to the PCHC by June 30, 2017. This would enable the Judicial Branch to begin decommissioning elements of the CTCC beginning in January 2017 and complete the ramp down of the portions related to the participant courts effective July 1, 2017. To accomplish this goal, the courts have agreed to the following rough schedule:

- December 2015-January 2016 – Hosted Courts decision to move forward with concept.
- February-March 2016 – Development and execution of Intra-Branch Agreements.
- April-June 2016 – Infrastructure design and purchase.
- July-November 2016 – Network build, DMV interface for all courts built, design of data migration, SUSTAIN environment created at Placer Court for all other courts.
- December 2016-June 2017 – Courts moved onto PCHC, one per month.
- June 30, 2017 – All implementation activities complete
- July 1, 2017 – First year of program officially begins.

Funding Request

The Hosted Courts are requested funding and/or Schedule C relief of:

- **FY 16/17 - \$238,500**
- **FY 17/18 - \$498,000**

This request is for one-time funding and/or Schedule C relief to support the transition to the PCHC. No ongoing funding is requested.

The Hosted Courts are in very different financial positions, but have been able to identify the following funding for the one-time costs as outlined in Exhibit 3.

Exhibit 3: Funding Available // Requested By Fiscal Year

	Court	Funding Available	Remaining Cost
FY 15/16 Implementation Costs			\$ 450,000
	Lake	\$ 40,000	\$ 410,000
	Modoc	\$ 20,000	\$ 390,000
	Plumas/Sierra	\$ 71,500	\$ 318,500
	San Benito	\$ 55,000	\$ 263,500
	Trinity	\$ 25,000	\$ 238,500
	Total Funding Available 15/16	\$ 211,500	
	Funding Requested FY 15/16		\$ 238,500
FY 16/17 Implementation Costs			\$ 538,000
	Lake	\$ -	\$ 538,000
	Modoc	\$ 8,000	\$ 530,000
	Plumas/Sierra	\$ 17,000	\$ 513,000
	San Benito	\$ 15,000	\$ 498,000
	Trinity	\$ -	\$ 498,000
	Total Funding Available 16/17	\$ 40,000	
	Funding Requested FY 16/17		\$ 498,000
	TOTAL FUNDING REQUESTED		\$ 736,500

The Hosted Courts will continue to monitor their budgets for additional funding that may become available to support this project. Due to the need for the Placer Superior Court to execute contracts with third party vendors, the funding requests cannot wait until later in the current year. If the Hosted Courts identify additional available funding to provide to the project, the amount provided by Branch funds could be reduced by an equal amount.

The Hosted Courts and Placer Superior Court are open to any option on how best to provide the requested funding. Inter-branch agreements are being developed between the Placer Superior Court and each Hosted Court to allow for the provision of services and related payment. As such, the Committees may wish to provide funding to the Hosted Courts. Alternatively, in lieu of an additional allocation, an action could be taken to waive the Hosted Courts' Schedule C costs in both fiscal years. Finally, the requesting courts are not opposed to funding being provided directly to the Placer Superior Court for this project, should the Committees believe this the most effective course of action.

Closing

The Placer Superior Court and the Hosted Courts appreciate the opportunity to present this funding request and thank both the JCTC and TCBAC for their consideration and welcome the opportunity to provide additional detail or answer any of the Committees' questions.

Appendix C: Eliminate IMF Subsidies Memo

The IMF Subsidies Options Memo submitted to the Judicial Council Technology Committee and Trial Court Budget Advisory Committee begins on the following page.

//Rest of page left intentionally blank//



Superior Court of the State of California
In and For The County of Placer
Roseville, California

10820 JUSTICE CENTER DRIVE, ROSEVILLE, CALIFORNIA 95678
P.O. BOX 619072, ROSEVILLE, CALIFORNIA 95661

JAKE CHATTERS
COURT EXECUTIVE OFFICER
AND CLERK OF THE SUPERIOR COURT/
JURY COMMISSIONER
(916) 408-6186 FAX (916) 408-6188

April 9, 2016

Hon. Marsha Slough, Chair
Judicial Council Technology Committee

Re: Request for Plan for Eventual Elimination of Subsidies from TCTF and IMF for ICMS and Managed Court Program

Hon. Marsha Slough:

On March 1, 2016, the Placer Court Hosting Center (PCHC) project courts submitted a joint funding request to the Judicial Council Technology Committee (JCTC) and the Trial Court Budget Advisory Committee (TCBAC). The funding request raised a number of policy-related questions regarding the impact of the move of the PCHC participants on other ICMS courts.

Attached to this memorandum, please find a request that the Judicial Council Technology Committee approve a cooperatively developed plan for the eventual elimination of subsidies from the TCTF and IMF for the ICMS and Managed Court Programs. This request attempts to answer some of the questions raised and provides scenarios that meet the Judicial Council's directive to the JCTC while attempting to minimize the impacts on the local courts.

Although this policy-focused request and the potential impacts have been discussed with the impacted courts, the attached document has not been formally approved by those courts.

The attached could not have been prepared without extensive assistance and information from Judicial Council Information Technology staff, and I would like to express my appreciation for their time and efforts.

Please do not hesitate to contact me if you or the JCTC members have any questions.

Sincerely,

/s/

Jake Chatters
Court Executive Officer
Superior Court of Placer County

Attachment: Request for Plan for Eventual Elimination of Subsidies from TCTF and IMF for ICMS and Managed Court Program (Hosting), April 9, 2016

Request for Plan for Eventual Elimination of Subsidies from TCTF and IMF for ICMS and Managed Court Program (Hosting)

April 9, 2016

Background

In April 2014 the Judicial Council directed the Judicial Council Technology Committee (JCTC) to “develop a plan to eliminate the subsidies from the IMF and the TCTF to courts for CCMS V3 and Sustain Justice Edition costs, and to make recommendations to the Judicial Council”. The Judicial Council expanded on this topic in February 2015 by issuing a directive that the JCTC and Trial Court Budget Advisory Committee (TCBAC) form a group “to focus on information technology (IT) efficiencies and cost saving measures for smaller courts.”

On March 1, 2016, a seven court consortium¹ submitted a funding request to the JCTC and TCBAC to support the creation of the Placer Court Hosting Center (PCHC), which would allow those courts to move away from the California Court Technology Center (CCTC) and reduce subsidies provided by the IMF in future years.

The March 1 funding request raised some questions about the impact of this move on the other courts participating in the ICMS and Managed Court Programs.

This document attempts to address those questions, presents a number of scenarios that would address the Judicial Council’s 2014 directive, and concludes with a request for action by the JCTC.

This request is being submitted as supplemental information to the March 1, 2016 funding request. Unlike the original request, however, it has not been formally reviewed or approved by all PCHC courts. The ultimate request is made by the author.

Scope

The California Court Technology Center (CCTC) hosts varied systems for use by the Judicial Council and its staff agency, the courts of review, and the trial courts. This report focuses solely on the following systems and/or programs hosted at CCTC:

- **Interim Case Management System (ICMS) Program** – The ICMS program provides project management and technical expertise to support the eight (8) trial courts which have their Sustain Justice Edition (SJE) case management system hosted at the CCTC. As a result of reduced ICMS program funding, the ICMS support has been primarily focused on maintenance and operations activities which are required such as implementation of

¹ The seven court consortium included the Superior Courts of Lake, Modoc, Placer, Plumas, Sierra, San Benito and Trinity.

legislative updates, production support, patch management, CCTC infrastructure support and CCTC hosting services. There is also ICMS support for minimal enhancements requested by the courts.

- **Managed Court Program** – The Managed Court Program provides information technology hosting services for six courts. This includes provision of IT services beyond the case management system including, but not limited to, email, file storage, backup and recover, and critical business applications. Five courts are currently fully hosted with a sixth court using hosted email services only.

For purposes of this document, all other CCTC services are assumed to remain constant.

Objectives

The analysis contained in this document intends to:

- Eliminate subsidies from the TCTF and IMF for the ICMS and Managed Court programs beginning in FY 17/18 with complete elimination by the end of FY 18/19.
- Ensure continued case management system operation for the courts using the ICMS program.
- Ensured continued operation for courts participating in the Managed Court program.
- Support an IT administrative structure that is consistent with funded in a manner consistent with other trial courts throughout the state.
- Accomplish this task within existing Branch funding.

Key Assumptions

- The ICMS program courts are working on an RFP for a replacement of that system. It is anticipated that this RFP will be issued in Spring/Summer 2016. A Budget Change Proposal will be required to fund the replacement of the system. It is anticipated that the BCP will be submitted for consideration in the FY 17/18 Budget Year. Assuming the BCP is funded, implementation activities would likely begin in early 2018 with completion in 2020 or beyond.

For these reasons, this project assumes that courts will continue to use the existing ICMS application during the time period being reviewed and does not include information on potential case management system replacement or any related future support costs.

All cost projections focus on savings related to the hosting or CTCC costs of the ICMS program only. Current budget for JC IT staff and consultants that support the case

management system would continue until the ICMS system is fully replaced.

Any reference to eliminating subsidies from the IMF or TCTF is specifically focused on the CTCC and other hosting related costs. It is assumed the IMF will continue to fund ICMS application support until that program is replaced.

- The policy direction to eliminate funding remains a commitment of the Judicial Council. For purposes of this plan, a goal date of complete elimination by the end of FY 18/19 was used. The Judicial Council did not select a date in their previous actions related to the ICMS Program.
- Implementation of this effort will not require the issuance of a Budget Change Proposal. If a Budget Change Proposal is required, all or part of the activities, and any related financial projections, may be delayed.
- Implementation dates are for planning purposes and still need to be confirmed and agreed to by the involved courts.
- One time costs for the Humboldt, Madera, and San Luis Obispo courts were developed during initial planning conversations with those courts. As such they are preliminary only.
- That the Judicial Council adopts the procedures for “Trial Court Reserves Held in the Trial Court Trust” being recommended by the TCBCAC at its April 15, 2016 meeting.

Scenarios

This section presents three options for achieving the objectives of this effort. Specifically:

- **Scenario 1: No Change in Program, subsidies eliminated with phased-in approach starting FY 17/18 and fully eliminated for the start of FY 19/20.**
The ICMS and Managed Courts programs remain at the CTCC, but the subsidies from the TCTF and IMF related to hosting costs are phased out starting in FY 17/18 and are completely eliminated for the start of FY 19/20. One ICMS court has already announced plans to move out of the CTCC in 2018 and this scenario includes completion of that effort.
- **Scenario 2: Partial reduction of use of CTCC, subsidies eliminated with phased-in approach starting FY 18/19 and fully eliminated for the start of FY 19/20.**
Some of the courts using the ICMS and Managed Courts programs leave the CTCC beginning in FY 16/17 and completing in FY 18/19. Any remaining courts using these services at the CTCC are fiscally responsible for all hosting related costs of the program, with a two year phase in starting in FY 18/19.

- **Scenario 3: Elimination of the ICMS and Managed Court Program use of CTCC, if any use remains at the start of FY 19/20, any such costs are paid by the participating courts.**

All courts using ICMS and the Managed Courts program leave the CTCC. Courts begin leaving in FY 16/17 with the final court eliminating use of CTCC by the end of December 2018. If any courts remain on these programs at the CTCC at the start of FY 19/20, those courts would be responsible for any costs of the program.

Scenario 1: No Change in Program, subsidies eliminated with phased-in approach starting FY 17/18 and fully eliminated for the start of FY 19/20.

Under this scenario, the ICMS and the managed court programs continue to be hosted at the CCTC. The Imperial Superior Court has already announced their plans to leave the ICMS program in 2018. With the Imperial Superior Court's departure, at the conclusion of FY 18/19:

- ICMS Program continues to support the courts of Humboldt, Lake, Madera, Modoc, Plumas/Sierra, San Benito, and Trinity.
- Managed Court program continues to support the courts of Lake, Madera, Modoc, Plumas, San Benito, Trinity, and San Luis Obispo (email only).

The TCTF and IMF continue to subsidize these programs fully through FY 16/17. Starting in FY 17/18, the subsidy is reduced by 25%, shifting this cost burden to the participating courts. In FY 18/19, the subsidy is reduced by 50% (total), shifting an additional 25% of the cost to the participating courts. No subsidy is provided in FY 19/20 and the courts are paying for the full cost of the program.

All mention of elimination of the "subsidy" refers to covering hosting-related costs. As previously outlined, costs related to the support of the ICMS application, currently funded by the IMF, are assumed to continue until that system is replaced.

Exhibit 1, on the following page, shows the program budget for FY 2015/2016 through FY 2019/2020.

Request for Plan for Eventual Elimination of Subsidies from TCTF and IMF
for ICMS and Managed Court Program (Hosting)

Exhibit 1: Scenario 1 Budget Breakdown

Line Item	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20
Expenses					
ICMS Program: Hosting Costs at CCTC	\$ 1,431,487	\$ 1,214,486	\$ 1,232,549	\$ 1,232,549	\$ 1,208,580
-Less: ICMS Program Cost Reduction at CCTC-Imperial Departure					\$ (65,000)
ICMS Program: Software Support	\$ 657,430	\$ 663,430	\$ 663,430	\$ 663,430	\$ 663,430
Managed Courts Program: Hosting Costs (CCTC, Consultants, and JCC Staff)	\$ 988,297	\$ 988,297	\$ 988,297	\$ 988,297	\$ 988,297
TOTAL EXPENSES	\$ 3,077,214	\$ 2,866,213	\$ 2,884,276	\$ 2,884,276	\$ 2,795,307
Revenues					
Base Schedule C from Courts (Schedule C - FY 15/16 Base Year)	\$ 1,622,825	\$ 1,622,825	\$ 1,622,825	\$ 1,622,825	\$ 1,622,825
--(Less) Imperial Leaves CCTC/No Longer Participates in Costs				\$ (161,160)	\$ (161,160)
Subtotal - Base Payments from Courts	\$ 1,622,825	\$ 1,622,825	\$ 1,622,825	\$ 1,461,665	\$ 1,461,665
Additional Revenue from Courts Due to Elimination of Subsidy:					
--Add 25% Reduction in Subsidy			\$ 149,505	\$ 189,795	\$ 167,553
--Add Additional 25% Reduction in Subsidy				\$ 189,795	\$ 167,553
--Add Elimination of Remaining Subsidy					\$ 335,106
Subtotal - Additional Revenue from Courts	\$ -	\$ -	\$ 149,505	\$ 379,590	\$ 670,212
Base IMF Funding (FY 15/16 Base Year)	\$ 1,454,389	\$ 1,454,389	\$ 1,454,389	\$ 1,454,389	\$ 1,454,389
--Add/(Less) ICMS Program: Hosting Costs at CCTC Changes		\$ (217,001)	\$ (198,938)	\$ (198,938)	\$ (287,907)
--Add/(Less) ICMS Program: Software Support Changes		\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
--Add/(Less) Managed Courts Program: Hosting Cost Changes		\$ -	\$ -	\$ -	\$ -
Subtotal - Base IMF Funding w/ Cost Adjustments	\$ 1,454,389	\$ 1,243,388	\$ 1,261,451	\$ 1,261,451	\$ 1,172,482
IMF Funding Adjustments					
--Add/(Less) Shortfall in Local Court Revenue/Base IMF	\$ -	\$ -	\$ -	\$ 161,160	\$ 161,160
--(Less) 25% Reduction in Subsidy			\$ (149,505)	\$ (189,795)	\$ (167,553)
--(Less) Additional 25% Reduction in Subsidy				\$ (189,795)	\$ (167,553)
--(Less) Elimination of Remaining Subsidy					\$ (335,106)
Subtotal - IMF Funding Adjustments	\$ -	\$ -	\$ (149,505)	\$ (218,430)	\$ (509,052)
TOTAL REVENUE	\$ 3,077,214	\$ 2,866,213	\$ 2,884,276	\$ 2,884,276	\$ 2,795,307
BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -
Summary of Revenue by Fund Type					
Subtotal - IMF Revenue	\$ 1,454,389	\$ 1,243,388	\$ 1,111,946	\$ 1,043,021	\$ 663,430
Subtotal - Local Court Revenue	\$ 1,622,825	\$ 1,622,825	\$ 1,772,330	\$ 1,841,255	\$ 2,131,877

Scenario 2: Partial reduction of use of CTCC, subsidies eliminated with phased-in approach starting FY 18/19 and fully eliminated for the start of FY 19/20.

Under this scenario, the majority of courts shift to alternative locations and no longer use the CCTC for either ICMS or the Managed Court program. This occurs as follows:

- A seven court consortium creates the Placer Court Hosting Center (PCHC), located at the Placer Superior Court. This results in six ICMS courts leaving the CCTC and five courts discontinuing participation in the Managed Court program. This occurs over two years:
 - Plumas/Sierra and Lake Courts move in late FY 16/17 (contemplated as April and May 2017).
 - Trinity, San Benito, and Modoc move in early FY 17/18 (contemplated as July, August, September 2017).
- The Imperial Superior Court leaves the ICMS program in December 2018.

At the conclusion of FY 18/19:

- ICMS Program continues to support the courts of Humboldt and Madera.
- Managed Court program continues to support Madera and San Luis Obispo (email only).

The TCTF and IMF continue to subsidize these programs fully through FY 16/17. Relief to the IMF begins in FY 17/18 exclusively through reduction of costs associated with the six courts that depart to the PCHC. No additional charges are passed on to the courts remaining at CCTC. In FY 18/19, the subsidy is reduced by 50%, shifting the cost to the courts remaining on the CCTC. No subsidy is provided in FY 19/20 and the courts are paying for the full cost of the program.

All mention of elimination of the “subsidy” refers to covering costing-related costs. As previously outlined, costs related to the support of the ICMS application, currently funded by the IMF, are assumed to continue until that system is replaced.

A one-time funding request has been submitted by the seven court consortium, spread over two fiscal years, to support transition costs to the PCHC. This funding has been requested for FY 15/16 and FY 16/17. Because the Judicial Council will not be able to act on the request until June 2016, it is likely that this funding will instead be needed in FY 16/17 with a small carryover need in FY 17/18.

Exhibit 2, on the following page, shows the program budget for FY 2015/2016 through FY 2019/2020.

Request for Plan for Eventual Elimination of Subsidies from TCTF and IMF
for ICMS and Managed Court Program (Hosting)

Exhibit 2: Scenario 2 Budget Breakdown

Line Item	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20
Expenses					
ICMS Program: Hosting Costs at CCTC	\$ 1,431,487	\$ 1,214,486	\$ 1,232,549	\$ 1,232,549	\$ 1,208,580
--Less: ICMS Program Cost Reduction at CCTC-Imperial Departure					\$ (65,000)
--Less: ICMS Program: Hosting Cost Reduction Six Court Departure				\$ (93,000)	\$ (93,000)
Subtotal: ICMS Hosting Costs at CCTC	\$ 1,431,487	\$ 1,214,486	\$ 1,232,549	\$ 1,139,549	\$ 1,050,580
ICMS Program: Software Support	\$ 657,430	\$ 663,430	\$ 663,430	\$ 663,430	\$ 663,430
Subtotal: ICMS Program: Software Support	\$ 657,430	\$ 663,430	\$ 663,430	\$ 663,430	\$ 663,430
Managed Courts Program: Hosting Costs (CCTC, Consultants, and JCC Staff)	\$ 988,297	\$ 988,297	\$ 988,297	\$ 988,297	\$ 988,297
--Less: Managed Courts Program: Hosting Cost Reduction Due to PCHC			\$ (463,077)	\$ (463,077)	\$ (463,077)
-Add: Managed Courts Program: Hosting Cost Increase to Remaining Courts			\$ 142,832	\$ 142,832	\$ 142,832
Subtotal: Managed Courts Program	\$ 988,297	\$ 988,297	\$ 668,053	\$ 668,053	\$ 668,053
Subtotal Program Expenses	\$ 3,077,214	\$ 2,866,213	\$ 2,564,032	\$ 2,471,032	\$ 2,382,063
One-Time Placer Hosting Transition Costs (Placer Costs Only)		\$ 717,500	\$ 315,200		
One-Time CCTC Charges for Placer Hosting Transition		\$ 17,500	\$ 17,500		
Subtotal Transition Expenses	\$ -	\$ 735,000	\$ 332,700	\$ -	\$ -
TOTAL EXPENSES	\$ 3,077,214	\$ 3,601,213	\$ 2,896,732	\$ 2,471,032	\$ 2,382,063

Request for Plan for Eventual Elimination of Subsidies from TCTF and IMF
for ICMS and Managed Court Program (Hosting)

Exhibit 2: Scenario 2 Budget Breakdown, Cont.

Line Item	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20
Revenues					
Base Schedule C from Courts (Schedule C - FY 15/16 Base Year)	\$ 1,622,825	\$ 1,622,825	\$ 1,622,825	\$ 1,622,825	\$ 1,622,825
--(Less) Lake/Plumas/Sierra Leave CCTC/No Longer Participate in Costs			\$ (330,900)	\$ (330,900)	\$ (330,900)
--(Less) San Benito/Modoc/Trinity Leave CCTC/No Longer Participate in Costs			\$ (211,803)	\$ (423,606)	\$ (423,606)
--(Less) Imperial Leaves CCTC/No Longer Participates in Costs				\$ (161,160)	\$ (161,160)
Subtotal - Base Payments from Courts	\$ 1,622,825	\$ 1,622,825	\$ 1,080,122	\$ 707,159	\$ 707,159
Court Participation in Transition Costs					
-- Add One-Time Court Participation in Transition Costs - PCHC		\$ 251,500			
Subtotal - Court Participation in Transition Costs	\$ -	\$ 251,500	\$ -	\$ -	\$ -
Additional Revenue from Courts Due to Elimination of Subsidy:					
--Add 50% Reduction in Subsidy				\$ 550,221	\$ 505,737
--Add Elimination of Remaining Subsidy					\$ 505,736
Subtotal - Additional Revenue from Courts	\$ -	\$ -	\$ -	\$ 550,221	\$ 1,011,473
Base IMF Funding (FY 15/16 Base Year)	\$ 1,454,389	\$ 1,454,389	\$ 1,454,389	\$ 1,454,389	\$ 1,454,389
--Add/(Less) ICMS Program: Hosting Costs at CCTC Changes		\$ (217,001)	\$ (198,938)	\$ (291,938)	\$ (380,907)
--Add/(Less) ICMS Program: Software Support Changes		\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
--Add/(Less) Managed Courts Program: Hosting Cost Changes			\$ (320,245)	\$ (320,245)	\$ (320,245)
Subtotal - Base IMF Funding w/ Cost Adjustments	\$ 1,454,389	\$ 1,243,388	\$ 941,206	\$ 848,206	\$ 759,237
IMF Funding Adjustments					
--Add/(Less) Shortfall in Local Court Revenue/Base IMF	\$ -	\$ 483,500	\$ 875,403	\$ 915,666	\$ 915,666
--(Less) 50% Reduction in Subsidy				\$ (550,221)	\$ (505,737)
--(Less) Elimination of Remaining Subsidy					\$ (505,736)
Subtotal - IMF Funding Adjustments	\$ -	\$ 483,500	\$ 875,403	\$ 365,445	\$ (95,807)
TOTAL REVENUE	\$ 3,077,214	\$ 3,601,213	\$ 2,896,732	\$ 2,471,032	\$ 2,382,063
BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -
Summary of Revenue by Fund Type for JCC Paid Expenses					
Subtotal - IMF Revenue	\$ 1,454,389	\$ 1,726,888	\$ 1,816,609	\$ 1,213,651	\$ 663,430
Subtotal - Local Court Revenue	\$ 1,622,825	\$ 1,622,825	\$ 1,080,122	\$ 1,257,380	\$ 1,718,632

Scenario 3: Elimination of the ICMS and Managed Court Program use of CTCC, if any use remains at the start of FY 19/20, any such costs are paid by the participating courts.

Under this scenario, all courts shift to alternative locations and no longer use the CCTC for either ICMS or the Managed Court program. This occurs as follows:

- A seven court consortium creates the Placer Court Hosting Center (PCHC), located at the Placer Superior Court. This results in six ICMS courts leaving the CCTC and five courts discontinuing participation in the Managed Court program. This occurs over two years:
 - Plumas/Sierra and Lake Courts move in late FY 16/17 (contemplated as April and May 2017).
 - Trinity, San Benito, and Modoc move in early FY 17/18 (contemplated as July, August, September 2017).
- The Humboldt Superior Court moves to a local installation of the ICMS in FY 17/18 (contemplated as October 2017).
- The Madera Superior Court, with assistance from the 5th District Court of Appeal, moves to a local installation of the ICMS and discontinues participation on a Managed Court. This occurs in two phases:
 - Discontinues participation in the Managed Court program in September 2017.
 - Moves to a local installation of the ICMS in November 2017.
- The San Luis Obispo Superior Court moves to a local solution for email by December 2018.
- The Imperial Superior Court leaves the ICMS program in December 2018.

At the conclusion of FY 18/19, all ICMS and Managed Court program use of the CCTC has concluded and all servers have been decommissioned.

The TCTF and IMF continue to subsidize these programs until the end of FY 2018/2019. The IMF received relief in FY 2017/2018 and FY 2018/2019 through a slow reduction of expenditures related to the programs. By FY 19/20, no further expenditures from the IMF will be necessary for the CTCC related costs of these programs. If, however, courts remain on the system, those remaining would be responsible for any continuing costs of the CTCC for these programs.

A one-time funding request has been submitted by the seven court consortium, spread over two fiscal years, to support transition costs to the PCHC. This funding has been requested for FY 15/16 and FY 16/17. Because the Judicial Council will not be able to act on the request until June 2016, it is likely that this funding will instead be needed in FY 16/17 with a small carryover

need in FY 17/18.

The Humboldt Superior Court is exploring locally hosting the ICMS application. This is in the preliminary stages, but high end costs are estimated at \$525,000. This includes costs for DMV and other interfaces at full cost. It is possible these costs could be reduced if done at a similar time to Madera and/or the PCHC.

The Madera Superior Court has initiated an effort to create an internal IT Department. The Fifth District Court of Appeal has offered support in this analysis and is providing project management support as the Madera Superior Court creates this function in-house. This effort kicked-off on April 4, 2016 with an initial planning discussion. Rapid estimates prepared during that meeting place initial one-time startup costs at approximately \$600,000. This includes costs for DMV and other interfaces at full cost. It is possible these costs could be reduced if done at a similar time to Humboldt and/or the PCHC.

The Humboldt and Madera Superior Courts may be able to participate in these one-time costs. The extent to which they are capable of funding these one-time costs is not currently known. For simplicity, the analysis that follows shows all one-time costs for these courts to be borne by the IMF.

Exhibit 3, on the following page, shows the program budget for FY 2015/2016 through FY 2019/2020.

Request for Plan for Eventual Elimination of Subsidies from TCTF and IMF
for ICMS and Managed Court Program (Hosting)

Exhibit 3: Scenario 3 Budget Breakdown.

Line Item	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20
Expenses					
ICMS Program: Hosting Costs at CCTC	\$ 1,431,487	\$ 1,214,486	\$ 1,232,549	\$ 1,232,549	\$ 1,208,580
--Less: ICMS Program Cost Reduction at CCTC-Imperial Departure					\$ (65,000)
--Less: ICMS Program: Hosting Cost Reduction Six Court Departure				\$ (93,000)	\$ (93,000)
--Less: ICMS Program: Hosting Cost Reduction All Servers Decommissioned (Humboldt/Madera leave)					\$ (1,050,580)
Subtotal: ICMS Hosting Costs at CCTC	\$ 1,431,487	\$ 1,214,486	\$ 1,232,549	\$ 1,139,549	\$ -
ICMS Program: Software Support	\$ 657,430	\$ 663,430	\$ 663,430	\$ 663,430	\$ 663,430
Subtotal: ICMS Program: Software Support	\$ 657,430	\$ 663,430	\$ 663,430	\$ 663,430	\$ 663,430
Managed Courts Program: Hosting Costs (CCTC, Consultants, and JCC Staff)	\$ 988,297	\$ 988,297	\$ 988,297	\$ 988,297	\$ 988,297
--Less: Managed Courts Program: Hosting Cost Reduction Due to PCHC			\$ (463,077)	\$ (463,077)	\$ (463,077)
--Less: Managed Courts Program: Hosting Cost Reduction Due to Madera Depart			\$ (149,201)	\$ (298,401)	\$ (298,401)
--Less: Managed Courts Program: Hosting Cost Reduction Due to SLO eMail Depart				\$ (66,383)	\$ (66,383)
Subtotal: Managed Courts Program	\$ 988,297	\$ 988,297	\$ 376,020	\$ 160,436	\$ 160,436
Subtotal Program Expenses	\$ 3,077,214	\$ 2,866,213	\$ 2,271,999	\$ 1,963,415	\$ 823,866
One-Time Placer Hosting Transition Costs (Placer Costs Only)		\$ 719,000	\$ 269,000		
One-Time CCTC Charges for Placer Hosting Transition		\$ 17,500	\$ 17,500		
One-Time Madera Hosting (ICMS and Managed Court) Transition Costs (Madera Costs)		\$ 400,000	\$ 200,000		
One-Time CCTC Charges for Madera Hosting Transition		\$ 9,000	\$ 9,000		
One-Time Humboldt Hosting (ICMS Only) Transition Costs (Humboldt Costs)		\$ 300,000	\$ 225,000		
One-Time CCTC Charges for Humboldt Hosting Transition		\$ 9,000	\$ 9,000		
One-Time SLO Hosting (Email Only) Transition Costs (SLO Costs)		\$ -	\$ -		
One-Time CCTC Charges for SLO Hosting Transition		\$ 9,000	\$ 9,000		
Subtotal Transition Expenses	\$ -	\$ 1,463,500	\$ 738,500	\$ -	\$ -
TOTAL EXPENSES	\$ 3,077,214	\$ 4,329,713	\$ 3,010,499	\$ 1,963,415	\$ 823,866

Request for Plan for Eventual Elimination of Subsidies from TCTF and IMF
for ICMS and Managed Court Program (Hosting)

Exhibit 3: Scenario 3 Budget Breakdown, Cont.

Line Item	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20
Revenues					
Base Schedule C from Courts (Schedule C - FY 15/16 Base Year)	\$ 1,622,825	\$ 1,622,825	\$ 1,622,825	\$ 1,622,825	\$ 1,622,825
--(Less) Lake/Plumas/Sierra Leave CCTC/No Longer Participate in Costs			\$ (330,900)	\$ (330,900)	\$ (330,900)
--(Less) San Benito/Modoc/Trinity Leave CCTC/No Longer Participate in Costs			\$ (211,803)	\$ (423,606)	\$ (423,606)
--(Less) Madera and Humboldt Leave CCTC/No Longer Participate in Costs				\$ (555,932)	\$ (555,932)
--(Less) SLO Leaves CCTC for Email/No Longer Participate in Costs				\$ (56,860)	\$ (56,860)
--(Less) Imperial Leaves CCTC/No Longer Participates in Costs				\$ (161,160)	\$ (161,160)
Subtotal - Base Payments from Courts	\$ 1,622,825	\$ 1,622,825	\$ 1,080,122	\$ 94,367	\$ 94,367
Court Participation in Transition Costs					
-- Add One-Time Court Participation in Transition Costs - PCHC		\$ 251,500			
--Add One-Time Court Participation in Transition Costs - Humboldt		TBD	TBD		
--Add One-Time Court Participation in Transition Costs - Madera		TBD	TBD		
--Add One-Time Court Participation in Transition Costs - SLO		None anticipated			
Subtotal - Court Participation in Transition Costs	\$ -	\$ 251,500	\$ -	\$ -	\$ -
Additional Revenue from Courts Due to Elimination of Subsidy:	NOT NEEDED - IMF PARTICIPATION ELIMATED VIA PROGRAM CHANGES				
Base IMF Funding (FY 15/16 Base Year)	\$ 1,454,389	\$ 1,454,389	\$ 1,454,389	\$ 1,454,389	\$ 1,454,389
--Add/(Less) ICMS Program: Hosting Costs at CCTC Changes		\$ (217,001)	\$ (198,938)	\$ (291,938)	\$ (1,431,487)
--Add/(Less) ICMS Program: Software Support Changes		\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
--Add/(Less) Managed Courts Program: Hosting Cost Changes		\$ -	\$ (612,278)	\$ (827,862)	\$ (827,862)
Subtotal - Base IMF Funding w/ Cost Adjustments	\$ 1,454,389	\$ 1,243,388	\$ 649,173	\$ 340,590	\$ (798,959)
IMF Funding Adjustments					
--Add/(Less) Shortfall in Local Court Revenue/Base IMF	\$ -	\$ 1,212,000	\$ 1,281,203	\$ 1,528,458	\$ 1,528,458
Subtotal - IMF Funding Adjustments	\$ -	\$ 1,212,000	\$ 1,281,203	\$ 1,528,458	\$ 1,528,458
TOTAL REVENUE	\$ 3,077,214	\$ 4,329,713	\$ 3,010,499	\$ 1,963,415	\$ 823,866
BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -
Summary of Revenue by Fund Type for JCC Paid Expenses					
Subtotal - IMF Revenue	\$ 1,454,389	\$ 2,455,388	\$ 1,930,376	\$ 1,869,048	\$ 729,499
Subtotal - Local Court Revenue	\$ 1,622,825	\$ 1,874,325	\$ 1,080,122	\$ 94,367	\$ 94,367

Comparison

Exhibit 4, on the following page, provides a breakdown of the annual ongoing savings (or cost) of each scenario for the IMF and local courts. This analysis assumes no contributions towards one-time costs from the Humboldt and Madera Superior Courts. Both courts have indicated they will be able to contribute some amount to the one time costs. However, because these amounts are not currently known, the analysis leaves all such costs with the IMF.

Exhibit 4 highlights the following:

- Scenario 1:
 - Reduces annual ongoing expenses from the IMF by \$670,000, a 46% reduction.
 - Reduces the burden on the IMF over five years by just under \$1.2 million, an 18% decrease.
 - Increases annual ongoing program expenses for local courts by \$670,000, a 41% increase.
 - Increases the burden on local courts over five years by just under \$1.2 million, a 15% increase.
- Scenario 2:
 - Reduces annual ongoing expenses from the IMF by \$670,000, a 46% reduction.
 - Increases the burden on the IMF over five years by \$160,000, a 2% increase.
 - Increases annual ongoing program expenses for local courts by roughly \$250,000, a 16% increase.
 - Decreases the burden on local courts over five years by just under \$240,000, a 3% decrease.
 - Overall funds, saves 13% annually ongoing and 1% over the first five years.
- Scenario 3:
 - Reduces annual ongoing expenses from the IMF by \$670,000, a 46% reduction.
 - Increases the burden on the IMF over five years by \$1.6 million, a 25% increase. (This assumes no participation from the Humboldt or Madera Superior Courts in one-time costs, as that information is not currently available.)
 - Decreases annual ongoing program expenses for local courts by roughly \$1.37 million, a 16% increase.
 - Decreases the burden on local courts over five years by just over \$3 million, a 39% decrease.
 - Overall funds, saves 66% annually ongoing and 9% over the first five years.

Scenario 3 savings may be overstated due to the lack of estimates for ongoing costs for local hosting in Madera and Humboldt. A more complete analysis has been performed for the courts in the PCHC. The percent savings over five years and annual savings ongoing for these courts may be more illustrative of the true savings for Scenario 3 across all courts. For PCHC courts:

- 51% reduction in annual ongoing expenses at year five and after.
- 19% decrease in expenses over next five years.

Request for Plan for Eventual Elimination of Subsidies from TCTF and IMF
for ICMS and Managed Court Program (Hosting)

Exhibit 4: Summary of Impacts

		Current (No Change in Policy or Program)	Scenario 1	Scenario 2	Scenario 3	
1	Impact on IMF	FY 15/16 IMF Expenditures for Program(s)	\$ 1,454,389	\$ 1,454,389	\$ 1,454,389	\$ 1,454,389
2		FY 19/20 (and Annual Ongoing) IMF Expenditures for Program	\$ 1,333,642	\$ 663,430	\$ 663,430	\$ 663,430
3		Annual Ongoing (Savings)/Additional Expense		\$ (670,212)	\$ (670,212)	\$ (670,212)
4		Percent Change (Annual Ongoing Compared to 15/16)		-46%	-46%	-46%
5		Total Expenditure Over Five Years	\$ 6,715,482	\$ 5,516,175	\$ 6,874,968	\$ 8,372,631
6		Five Year (Decrease)/(Increase) Compared to Current		\$ (1,199,307)	\$ 159,486	\$ 1,657,150
7		Percent Change (Five Year Expenditure)		-18%	2%	25%
8	Impact on Local Courts (Program Expenses)	FY 15/16 Expenditures for Program(s)	\$ 1,622,825	\$ 1,622,825	\$ 1,622,825	\$ 1,622,825
9		FY 19/20 (and Annual Ongoing) Expenditures for Program	\$ 1,461,665	\$ 2,131,877	\$ 1,718,632	\$ 94,367
10		Annual Ongoing (Savings)/Additional Expense		\$ 670,212	\$ 256,967	\$ (1,367,298)
11		Percent Change (Annual Ongoing Compared to 15/16)		41%	16%	-84%
12		Total Expenditure Over Five Years	\$ 7,791,806	\$ 8,991,113	\$ 7,553,286	\$ 4,766,007
13		Five Year (Decrease)/(Increase) Compared to Current		\$ 1,199,307	\$ (238,521)	\$ (3,025,799)
14	Percent Change (Five Year Expenditure)		15%	-3%	-39%	
15	Impact on All Funds (Program Expenses)	FY 15/16 Expenditures for Program(s)	\$ 3,077,214	\$ 3,077,214	\$ 3,077,214	\$ 3,077,214
16		FY 19/20 (and Annual Ongoing) Expenditures for Program	\$ 2,795,307	\$ 2,795,307	\$ 2,382,063	\$ 757,797
17		Annual Ongoing (Savings)/Additional Expense		\$ -	\$ (413,245)	\$ (2,037,510)
18		Percent Change (Annual Ongoing Compared to 15/16)		0%	-13%	-66%
19		Total Expenditure Over Five Years	\$ 14,507,288	\$ 14,507,288	\$ 14,428,253	\$ 13,138,638
20		Five Year (Decrease)/(Increase) Compared to Current		\$ -	\$ (79,034)	\$ (1,368,650)
21	Percent Change (Five Year Expenditure)		0%	-1%	-9%	
22	Impact on PCHC Courts (All Expenditures) [1]	FY 15/16 Expenditures for ICMS/Hosting [2]	\$ 772,156	\$ 772,156	\$ 772,156	\$ 772,156
23		FY 19/20 (and Annual Ongoing) Expenditures for ICMS/Hosting	\$ 772,156	\$ 1,131,067	\$ 381,609	\$ 381,609
24		Annual Ongoing (Savings)/Additional Expense		\$ 358,911	\$ (390,548)	\$ (390,548)
25		Percent Change (Annual Ongoing Compared to 15/16)		46%	-51%	-51%
26		Total Expenditure Over Five Years [3]	\$ 3,860,782	\$ 4,400,257	\$ 3,128,431	\$ 3,128,431
27		Five Year (Decrease)/(Increase) Compared to Current		\$ 539,475	\$ (732,351)	\$ (732,351)
28	Percent Change (Five Year Expenditure)		14%	-19%	-19%	

Notes:

IMF Expenditures and Local Court (Program Expenses) assume Humboldt and Madera Courts do not contribute to one-time costs. Should they be able to contribute, impacts on the IMF will be reduced and impacts on local courts will increase in equal dollars.

[1] Savings on all expenses related to ICMS and hosted services for the courts participating in the Placer Court Hosting Center. One-time contributions and ongoing expenses are more complete for this subset.

[2] Reflects current Schedule C expenses for all related services.

[3] Calculated as five times the FY 15/16 Schedule C costs.

Conclusion and Request

Based on the information presented in this analysis, it is requested that the Judicial Council Technology Committee work further with the TCBAC to enact Scenario 3. This may be accomplished by the JCTC:

1. Endorsing the position that all Sustain hosted courts move away from the current IMF subsidized funding structure to an IT administrative program that is funded in a manner consistent with other trial courts throughout the state.
2. Endorsing Scenario 3, a cooperatively developed plan by and with the hosted ICMS and Managed Courts that ends all IMF subsidies by the beginning of FY 19/20.
3. Working with the Trial Court Budget Advisory Committee to find one-time funding for the support of this effort, as early as the current year.
4. Continuing to support the Sustain hosted courts in their efforts to acquire a replacement of the outdated ICMS as a longer term goal, which would further reduce IMF expenditures.



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 6, 2018	Review and approval
To	Deadline
Hon. Marsha G. Slough, Chair Judicial Council Technology Committee	March 12, 2018
From	Contact
Rob Oyung, Chief Operating Officer Operations & Programs Division	David Koon, Manager Information Technology 415-865-4618 David.Koon@jud.ca.gov
Subject	
Jury Management System Grant Program FY 2017-2018 Grant Requests and Proposed Grant Allocations	Suzanne Schleder, Sr. Business Systems Analyst Information Technology 916-643-7038 Suzanne.Schleder@jud.ca.gov

Background

The budget for the Jury Management System Grant Program is funded by royalties, generated by published Judicial Council developed jury instructions, which are deposited in the Trial Court Improvement and Modernization Fund. These funds can only be used for jury-related projects. The Judicial Council approved \$465,000 in funding for the Jury System Grant Program in FY 17-18. Judicial Council Budget Services also identified potential additional jury royalty funding of approximately \$536,000 in FY 17-18 for the Jury Management System Grant Program. The Revenue and Expenditure subcommittee of the Trial Court Budget Advisory Committee will take up the potential use for this additional funding by the Jury Management System Grant Program at their March 21, 2018 meeting. For purposes of this memo, the proposed FY 17-18 jury grant allocations assume access to the additional funding of \$536,000 which brings the total funding available to \$1,001,000.

The Judicial Council has funded Jury grants since FY 2000-2001. Initially, the fund allocations were designed to help courts migrate from DOS based systems to Windows based systems. With

the advent of the one day one trial program, these grants evolved into helping courts become more efficient in jury management with Interactive Voice Response (IVR)/Interactive Web Response (IWR) systems, Imaging, check writing and a variety of other modules that reduce court costs and improve jurors' experiences.

The FY 2017-2018 jury management system application process began on October 12, 2017 and concluded on January 12, 2018. At the close of the application deadline, the Judicial Council had received jury management system grant requests from 22 trial courts for 27 projects totaling \$1,173,993. To assist with developing a proposed allocation of jury management system grant funding, a prioritization framework was developed using the jury program objectives and other considerations. These objectives and other considerations are discussed in more detail below.

Program Objectives

There were several objectives which served as the underlying foundation when reviewing the jury management system grant requests. These goals included:

- Assist those courts with upgrading their jury management system software/infrastructure to keep the systems on supported platforms;
- Fund as many different courts as possible;
- Fund enhancements and modules that reduce the court's costs; and
- Minimize the court resources needed to provide information to jurors and provide jurors with greater access to information as well as improve the jurors' experience.

Prioritization Categories

Listed below are the categories used to assign a priority to jury projects from which a recommendation for funding could be made. These jury projects were submitted by the trial courts after a solicitation was sent by the Judicial Council Technology Committee Chair to all trial court Presiding Judges and Court Executive Officers.

1. Jury Management System Version Upgrade: Upgrades the jury management software/infrastructure being used by the court to help keep the systems on supported platforms.
2. Interactive Voice Response (IVR)/ Interactive Web Response (IWR) Enhancements/Modules: These project requests for IVR/IWR enhancements offer cost savings to the court by reducing the court resources needed to provide information to potential jurors while also providing potential jurors with a convenient way to obtain jury information.
3. Short Message Service (SMS): This module provides jurors with reminder information via text/phone messages which improves jury responses.

4. Self-Check-In: This module offers different levels of functionality depending upon the specific jury grant proposal but in general allows jurors to perform some level of self-check in when reporting to the court.
5. Imaging: Automates court staff responses to paper documents and other correspondence, phone calls for postponement, permanent excuses, and qualification/disqualification.
6. Jury Panel Display Monitor System: Provides display monitors to jurors about their status and where to assemble.
7. Peripheral Hardware: Includes items such as scanners, printers, folder/sealer machines used to assist with mailing jury summons.

Other Considerations

In addition to the prioritization framework identified above, there were other factors considered in determining which projects to fund. They include the following:

1. Ongoing items such as software subscription fees, support and maintenance were removed from the funding requests as ongoing costs are not funded as part of the jury grant program;
2. As part of the review of jury grant requests submitted by the courts, vendor quotations and estimates were reviewed for reasonableness and compliance with the objectives of the jury system grant program. Ultimately, any reimbursement from the jury grant program will only be made for the amount supported by vendor invoices submitted by the court;
3. Limit the amount of allocation for each court to no more than 10 percent of the total funding available. For purposes of this allocation, the limit included potential additional funding which brought the limit of \$100,100 per court.

Proposed Jury Grant Funding Metrics

Using the framework described above, the recommendation is to allocate a total of \$804,427 in jury grant funding which will provide some level of funding to 26 of the 27 requested projects. A summary of the funding requests by prioritization category is shown below. In addition a table showing the detail by court is included in the “Staff Recommendation” section of this memo:

Priority #1: JMS Version Upgrade – 8 funded out of 8 requested projects

Priority #2: IVR/IWR– 4 funded out of 4 requested projects

Priority #3: SMS (text messaging) – 4 funded out of 4 requested projects

Priority #4: Self Check-In – 3 funded out of 3 requested projects

Jury Management System Grant Program FY 2017 – 2018

March 6, 2018

Page 4

Priority #5: Imaging – 3 funded out of 3 requested projects

Priority #6: Jury Panel Display System – 1 funded out of 1 requested projects

Priority #7: Peripheral Hardware – 3 funded out of 3 requested projects

Staff Recommendation

It is staff's recommendation to distribute the funds as indicated in the attached table:

Jury Management System Grant Program FY 2017 – 2018

March 6, 2018

Page 5

#	Court	Description	Requested Allocation	Proposed Allocation	Priority Category
1	Butte	Self check in kiosks	\$21,301	\$19,126	Self Check-in (Priority #4)
		Display monitors		\$2,175	Jury Panel Display Monitor System (#6)
	Total Butte Court Allocation			\$21,301	
2	El Dorado	Upgrade IVR to Jury+ Voice	\$33,923	\$33,923	IVR/ IWR Add/ Enh. (Priority #2)
	Total El Dorado Court Allocation			\$33,923	
3	Fresno	Video w all/projection system	\$64,286	\$0	
	Total Fresno Court Allocation			\$0	
4	Humboldt	Add SMS Interactive, SMS reminder and phone reminder module	\$32,121	\$26,990	SMS (Priority #3)
	Total Humboldt Court Allocation			\$26,990	
5	Imperial	Subscription Software solution and project management costs	\$111,400	\$4,400	JMS version upgrade (Priority #1)
	Total Imperial Court Allocation			\$4,400	
6	Inyo	Upgrade Jury+ to Web Generation	\$16,250	\$16,250	JMS version upgrade (Priority #1)
	Total Inyo Court Allocation			\$16,250	
7	Los Angeles	Add Additional Optical Mark Recognition (OMR)	\$39,500	\$39,500	Imaging (Priority #6)
	Total Los Angeles Court Allocation			\$39,500	
8	Madera	Upgrade JMS to WebGen	\$28,975	\$28,975	JMS version upgrade (Priority #1)
	Total Madera Court Allocation			\$28,975	

Jury Management System Grant Program FY 2017 – 2018

March 6, 2018

Page 6

#	Court	Description	Requested Allocation	Proposed Allocation	Priority Category
9	Mariposa	Upgrade to Jury+Web Generation	\$50,023	\$45,475	JMS version upgrade (Priority #1)
		Self check in kiosks		\$4,547	Self Check-in (Priority #4)
	Total Mariposa Court Allocation			\$50,023	
10	Mendocino	Replace aging equipment	\$4,200	\$1,000	Server/ hardware Replacement (#7)
	Total Mendocino Court Allocation			\$1,000	
11	Merced	Upgrade IVR/Reminder module	\$28,072	\$26,990	SMS (Priority #3)
	Total Merced Court Allocation			\$26,990	
12	Orange	Develop Juror Mobile Check In	\$46,250	\$45,250	Self Check-in (Priority #4)
	Total Orange Court Allocation			\$45,250	
13	San Bernardino	Upgrade IVR to Cloud based server	\$50,140	\$39,580	IVR/ IWR Add/ Enh. (Priority #2)
		SMS Int/Phone and text reminder		\$10,560	SMS (Priority #3)
	Total San Bernardino Court Allocation			\$50,140	
14	San Joaquin	Upgrade to Jury+ WebGen	\$88,883	\$52,700	JMS version upgrade (Priority #1)
		Jury+ Imaging Solution		\$36,183	Imaging (Priority #5)
	Total San Joaquin Court Allocation			\$88,883	
15	San Luis Obispo	Upgrade to Jury+ WebGen	\$63,250	\$63,250	JMS version upgrade (Priority #1)
	Total San Luis Obispo Court Allocation			\$63,250	

Jury Management System Grant Program FY 2017 – 2018

March 6, 2018

Page 7

#	Court	Description	Requested Allocation	Proposed Allocation	Priority Category
16	San Mateo	Develop communication platform	\$40,000	\$40,000	SMS (Priority #3)
		Migrate jury IVR to VoIP	\$50,000	\$50,000	IVR/IWR (Priority #2)
	Total San Mateo Court Allocation			\$90,000	
17	Santa Barbara	Replace JMS	\$286,500	\$100,100	JMS version upgrade (Priority #1)
	Total Santa Barbara Court Allocation			\$100,100	
18	Shasta	IVR Jury+ Voice	\$38,750	\$38,750	IVR/ IWR Add/ Enh. (Priority #2)
	Total Shasta Court Allocation			\$38,750	
19	Tehama	Replace aging hardware for jury summons processing	\$4,363	\$4,363	Server/ hardware Replacement (#7)
	Total Tehama Court Allocation			\$4,363	
20	Tulare	Upgrade to Jury+ WebGen	\$39,600	\$39,600	JMS version upgrade (Priority #1)
	Total Tulare Court Allocation			\$39,600	
21	Ventura	Add 3 Jury+ Imaging OCR stations with scanners	\$16,815	\$15,348	Imaging (Priority #5)
	Total Ventura Court Allocation			\$15,348	
22	Yolo	Replace Kiosks	\$19,391	\$19,391	Server/ hardware Replacement (#7)
	Total Yolo Court Allocation			\$19,391	

Jury Management System Grant Program FY 2017 – 2018

March 6, 2018

Page 8

Next Steps

Present the proposed allocations to the Judicial Council Technology Committee for review and approval. Confirm that the Revenue & Expenditure (R&E) Subcommittee approves the use of additional funding for FY 17-18 at their March 21, 2018 meeting. Once approved by the JCTC and the additional funding approved by R&E subcommittee, notify each court of the approved allocation and prepare Inter-Branch Agreements (IBAs) with each court for their jury grant.

RO/VSH/dk



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 February 27, 2018	Action Requested Please Review
To Hon. Marsha G. Slough, Chair Hon. Gary Nadler, Vice-Chair Judicial Council Technology Committee	Deadline N/A
From Kathleen Fink, Manager, Judicial Council Information Technology	Contact Kathleen Fink, Manager 415-865-4094 kathleen.fink@jud.ca.gov
Subject Civil Case Management System (V3) Replacement Projects: Status January 23 – February 26, 2018	

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

Status: The monthly Project Status meeting was held on February 26, 2018.

The **Intra-Branch Agreements** (IBAs) for fiscal year 2017/2018 for Ventura, San Diego, Sacramento, and Orange have all been fully executed.

Ventura Superior Court (Journal Technologies eCourt): The court is continuing testing and configuration for small claims case type. They have completed inbound and outbound forms and data mapping is 90% complete.

The court is targeting to go paperless on Day 1 of Go Live for each case type. They are working with Journal Technologies to design and configure work queues/workflows that are critical to enabling this.

February 26, 2018

Page 2

The Production environment is built and Journal Technologies is validating the software install.

San Diego Superior Court (Tyler Odyssey): Kickoff meetings were held week of February 19, including court and Tyler project participants.

The court is finalizing the internal operations, IT, and accounting teams. Each team will partner with their Tyler counterparts.

The court is validating the initial gap analysis findings from 2017. Tyler will be performing a demo of the configuration to court project teams.

The court started weekly configuration sessions in small claims case types with Tyler. From March through September 2018, the court will prioritize Day 1 Go-Live requirements, as well as working with Tyler on data conversion and code mapping.

Sacramento Superior Court (Thomson Reuters C-Track): The court is negotiating with Thomson Reuter on the participation agreement for the Design and Discovery phase.

Orange Superior Court (Update CMS V3 for supportability and reliability):

The court has deployed the most recent release, built from source now managed by Orange, into production on January 29. Next step is to incorporate the latest V3 release patch into R13.11.

Specifications for Linux equipment have been finalized and the court is refining the plan to migrate V3 to Linux.

The court is in the process of hiring temp resources to work on the conversion project.



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. TANI G. 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. GARY NADLER
Vice-chair

Hon. Kyle S. Brodie
Mr. Jake Chatters
Hon. Ming W. Chin
Ms. Rachel W. Hill
Ms. Audra Ibarra
Ms. Andrea K. Wallin-Rohmann

Date

March 2, 2018

To

Hon. Marsha G. Slough, Chair
Hon. Gary Nadler, Vice-Chair
Judicial Council Technology Committee

From

David Koon
Manager, Judicial Council Information
Technology

Subject

Sustain Justice Edition (SJE) Replacement
Projects - Status December 16, 2017 –
February 28, 2018

Action Requested

Please Review

Deadline

N/A

Contact

David Koon
David.koon@jud.ca.gov

Members of the Judicial Council Technology Committee:

As requested, this communication provides a written update regarding the progress of the nine courts using the Sustain Justice Edition (SJE) case management system which collectively received \$4.1 million in funding for FY 17/18 as a result of submitting a BCP to replace the SJE case management system with a modern 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: All of the SJE Courts have finalized the installment payment milestones needed for their Intra-Branch Agreements (IBAs). The IBAs will be used to distribute the BCP funding to the courts for the deployment of the new case management system. An IBA template has also been finalized and is being used by Judicial Council staff along with each court's installment payments to draft the intra-branch agreements. The SJE courts have met with Journal Technologies on a deployment approach for the new case management system. The deployment approach will involve three phases with four courts being deployed in the first phase, three courts in the second phase and two courts in the last phase.

March 2, 2018

Page 2

Next Steps: Judicial Council staff will work with the courts to finalize and execute the IBA's. The SJE courts will continue work with Journal Technologies on planning the deployment of the new case management system.

Further updates will be provided in upcoming meetings. Thank you.