



JUDICIAL COUNCIL  
OF CALIFORNIA

TECHNOLOGY COMMITTEE

[www.courts.ca.gov/jctc.htm](http://www.courts.ca.gov/jctc.htm)  
[jctc@jud.ca.gov](mailto:jctc@jud.ca.gov)

**JUDICIAL COUNCIL TECHNOLOGY COMMITTEE**

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

**Date:** April 8, 2019  
**Time:** 12:00 noon - 1:00 p.m.  
**Public Call-in Number:** 1-877-820-7831 Passcode: 3511860

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

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

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

**Call to Order and Roll Call**

**Approval of Minutes**

Approve minutes of the March 14, 2019 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 February 8, 2019, 12:00 noon. Written comments should be e-mailed to [jctc@jud.ca.gov](mailto: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 April 5, 2019, 12:00 noon will be provided to advisory body members prior to the start of the meeting.

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

**Item 1**

**Chair Report**

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

Presenter: Hon. Marsha G. Slough, Chair

**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**

**Tactical Plan for Technology 2019-2020 (Action Requested)**

Review and consider whether to accept the Tactical Plan for Technology 2019-2020, as well as recommend submission of the Plan to the Judicial Council for approval.

Presenters: Hon. Sheila F. Hanson and Ms. Heather L. Pettit, Chief Information Officer, Judicial Council

**Item 4**

**Digital Evidence Workstream Phase 1 Results (Action Requested)**

Request to approve final results from Digital Evidence phase 1, closing phase 1 and initiating phase 2 of the workstream.

Presenters: Hon. Kimberly Menninger, Executive Sponsor for the Digital Evidence Workstream; and Ms. Kathleen Fink, Manager, Judicial Council Information Technology

**Item 5**

**Electronic Delivery of Documents for Incarcerated Individuals**

The Appellate Advisory Committee (AAC) and the Information Technology Advisory Committee (ITAC) are developing a pilot program for the electronic delivery of certain filings and communications in inmate civil cases and habeas proceedings. The presentation will describe the history of the proposal and the status of communications with the California Department of Corrections and Rehabilitation.

Presenter: Hon. Louis R. Mauro, Chair, Appellate Advisory Committee, Vice-Chair, Information Technology Advisory Committee, and Chair, Joint Appellate Technology Subcommittee

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

**Adjourn**



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## JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

### MINUTES OF OPEN MEETING

March 14, 2019

1:00 - 2:00 PM

Sequoia Room, Judicial Council Conference Center  
455 Golden Gate Avenue, San Francisco, CA 94102

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**Advisory Body Members Present:** Hon. Marsha G. Slough, Chair; Hon. Jonathan B. Conklin; Ming W. Chin; Hon. Rebecca Wightman; Ms. Rachel W. Hill; and Ms. Andrea K. Rohmann

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**Advisory Body Members Absent:** Hon. Gary Nadler, Vice-Chair; Hon. Kyle S. Brodie; and Ms. Nancy Eberhardt

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**Liaison Members Present:** Hon. Sheila F. Hanson

**Others Present:** Mr. Robert Oyung; Ms. Heather Pettit; Mr. Mark Dusman; Ms. Virginia Sanders-Hinds; Ms. Jessica Goldstein; Ms. Jamel Jones; Ms. Kathy Fink; Ms. Suzanne Schleder; Mr. David Koon; Mr. Richard Blalock; Ms. Rica Abesa; Ms. Daphne Light; and Ms. Camilla Kieliger

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#### OPEN MEETING

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##### Call to Order and Roll Call

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

##### Approval of Minutes

The advisory body reviewed and approved the minutes of the February 11, 2019 and February 26, 2019 open meetings.

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#### DISCUSSION AND ACTION ITEMS

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##### Item 1

##### Chair Report

**Update:** Hon. Ming Chin, welcomed and thanked everyone for attending on behalf of Hon. Marsha Slough, Chair. Justice Chin reviewed the agenda for the meeting, as well as provided updates on recent meetings in which the Chair and other members represented the JCTC or reported on the JCTC activities.

**Item 2**

**Update/Report on Information Technology Advisory Committee (ITAC)**

**Update:** Hon. Sheila F. Hanson, Chair of ITAC, provided an update and report on the activities of the advisory committee, its subcommittees, and its workstreams. Workstreams with key milestones highlighted included the Digital Evidence, Data Analytics, and Next Generation Hosting.

**Action:** The committee received the report.

**Item 3**

**Jury Management System Grant Program for Fiscal Year 2018-2019 (Action Requested)**

**Update:** Ms. Suzanne Schleder, Senior Business Systems Analyst, in Judicial Council Information Technology office provided an update on the Jury Management System Grant program. She then reviewed the recommended allocations for the Jury Management System Grant program for fiscal year 2018 – 2019.

**Action:** The committee discussed the report and recommended allocations, asked questions, and then approved the recommended allocations for the Jury Management System Grant program for fiscal year 2018 – 2019.

**Item 4**

**Request to use previous Fiscal Year's Improvement and Modernization Fund (IMF) for SAIC hosting in FY 19/20 for Sustain Justice Edition (SJE) California Court Technology Center (CCTC) Hosting (Action Requested)**

**Update:** Mr. David Koon, Manger in Judicial Council Information Technology office provided an update and presented a request to use the previous fiscal year's IMF funding approved for the Interim Case Management System (ICMS) program for SJE CCTC hosting cost in FY 19/20 as the remaining courts move away from CCTC hosting.

**Action:** The committee asked questions, discussed, and then approved the request for funding.

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

There being no further business, the meeting was adjourned.

# Digital Evidence Workstream Phase 1: Assessment

April 8, 2019



JUDICIAL COUNCIL  
OF CALIFORNIA

# Digital Evidence Workstream Phase 1 Scope

Investigate, Assess, and Report on Statutes, Rules, Business Practice, and Technical Standards Related to Digital Evidence

## *Major Tasks:*

- a) Review existing statutes and rules of court to identify impediments to use of digital evidence and opportunities for improved processes.
- b) Survey courts for existing business practices and policies regarding acceptance and retention of digital evidence.
- c) Survey courts and justice system groups regarding possible technical standards and business practices for acceptance and storage of digital evidence.
- d) Present findings to ITAC and provide recommendations on next steps.

# Recommendation regarding: Business Practices

- Recommend best practices for managing digital evidence electronically
  - Acceptance
  - Storage
  - Viewing
  - Redaction
  - Retention
  - Destruction

# Recommendation regarding: Technology Standards and Practices

Investigate and recommend

- Cost effective technology for presenting digital evidence both inside and out of the courtroom
- Solutions for managing digital evidence electronically



# **Recommendation regarding: Rules and Statutes Impacting Digital Evidence**

- Recommend rules of court to be developed that would facilitate the management of digital evidence, especially electronic management.

# Next Steps:

## Digital Evidence Workstream Phase 2

Develop a branchwide strategy for managing digital evidence

- Recommend **operational best practices** for managing digital evidence where that differs from managing physical evidence.
- Recommend **technology to support** viewing, transmission, acceptance, storage, and protection of digital evidence.
- Identify branchwide **policies and rules** of court to ensure appropriate access, while securing and protecting evidence.
- Define **governance** needed to manage policy or procedural recommendations.
- Identify potential **pilot** opportunities and execute if feasible.

# Questions?

## Action Requested

Approve findings and next steps from the Digital Evidence Workstream Phase 1 and authorize initiation of Workstream Phase 2



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### MEMORANDUM

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<b>Date</b> March 26, 2019	<b>Action Requested</b> Please Review
<b>To</b> Hon. Marsha G. Slough, Chair Hon. Gary Nadler, Vice-Chair Judicial Council Technology Committee	<b>Deadline</b> N/A
<b>From</b> Kathleen Fink, Manager, Judicial Council Information Technology	<b>Contact</b> Kathleen Fink, Manager 415-865-4094 kathleen.fink@jud.ca.gov
<b>Subject</b> Civil Case Management System (V3) Replacement Projects: Status February 26 – March 25, 2019	

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**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 March 25, 2019. The next meeting is scheduled for April 22, 2019.

**Intra Branch Agreements (IBAs):**

Sacramento Superior Court's distribution request for FY 16/17 IBA milestone 2, completed project documents, is submitted for processing.

Orange Superior Court's distribution request for FY 18/19 IBA is submitted for processing.

**Ventura Superior Court** (Journal Technologies - eCourt):

*Small Claims case type live on eCourt on March 4!*

Continuing work on Civil case type.

March 26, 2019

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**San Diego Superior Court** (Tyler Odyssey):

Finishing the cycle of Project Definition Documents that identify configuration and gaps to be remediated.

Moving into a rapid iteration phase: Tyler develops screen mock ups, San Diego reviews and provides feedback, Tyler finalizes to submit for final agreement.

**Sacramento Superior Court** (Thomson Reuters C-Track):

Design sessions are complete.

Sacramento is delivering the Data Conversion Data Quality Matrix to Thomson Reuters.

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

Investigating replacing SAP Business Objects/Crystal Reports with an open source reporting tool.

Testing V3 Release 15.01 for deployment.



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### MEMORANDUM

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**Date**

March 29, 2019

**Action Requested**

Please Review

**To**

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

**Deadline**

N/A

**From**

David Koon, Manager,  
Judicial Council Information Technology

**Contact**

David Koon, Manager  
415-865-4618  
david.koon@jud.ca.gov

**Subject**

Sustain Justice Edition (SJE) Replacement  
Projects: Status for March 1 – 31, 2019

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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 and \$896,000 in FY 18/19 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 project for the Superior Courts of Humboldt, Lake, Madera, Modoc, Plumas, San Benito, Sierra, Trinity, and Tuolumne counties.

**Status:** Judicial Council staff and the SJE courts held a status meeting on March 20, 2019. At this meeting, the SJE courts reviewed the status of the deployments of the new case management system. At their March 14 open meeting, the JCTC reviewed and approved a request to use the previous fiscal year's Improvement and Modernization Funding for hosting at the technology center in FY 19/20 as the remaining courts migrate away from the technology center.

March 29, 2019

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**Next Steps:** Judicial Council staff and the SJE courts will continue to meet monthly to review progress and upcoming milestones.