



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: September 24, 2019
Time: 1:00 – 1:30 p.m.
Location: Tower Room A, Judicial Council Conference Center
2850 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833

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 September 9, 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 September 23, 2019, 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: Rita Alderucci. Only written comments received by September 23, 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– 2)

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. Kyle S. Brodie, Chair

Item 2

2019-2020 Pilot Courts for Digitizing Documents (Action Requested)

The committee will consider the recommended selection of pilot courts for the initial phase for digitizing paper and/or filmed case files for the Appellate and Superior Courts. This funding was received through the Budget Change Proposal process and supports the Strategic Plan goals of Promoting the Digital Court and Advancing IT Security and Infrastructure. Proposed pilot courts were selected according to the objectives of the program and the established criteria.

Presenters: Ms. Heather L. Pettit, Chief Information Officer and Director, Judicial Council Information Technology
Ms. Kathy Fink, Manager, Judicial Council Information Technology

A D J O U R N M E N T

Adjourn



JUDICIAL COUNCIL OF CALIFORNIA

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MEMORANDUM

Date

September 16, 2019

Action Requested

Review and approval

To

Hon. Kyle Brodie, Chair
Judicial Council Technology Committee

Deadline

September 24, 2019

From

Heather L. Pettit, Chief Information Officer
Information Technology

Contact

Kathleen Fink, Manager
Information Technology
(415) 865-4094
Kathleen.Fink@jud.ca.gov

Subject

Digitizing Records Pilot Program: Court
Selection

Executive Summary

The Judicial Council Tech committee (JCTC) is asked to consider the recommended selection of pilot courts for an initial phase of the Digitizing Records Pilot Program for the Appellate and Superior Courts. Funding was received for phase one of this program through the Budget Change Proposal process. Proposed pilot courts were selected according to the objectives of the program and the established criteria.

Background

The Judicial Council received funding to conduct phase one of a multi-phase program for digitizing mandatory court records, including paper and/or filmed case files for the Superior and Appellate Courts. The goal for phase one is to digitize the equivalent of 28,000 linear feet of paper case files. After this phase, the data, including digitization costs, timelines and business re-engineering effort, will be analyzed to refine the cost estimates, processes and techniques so that funding needed for remaining courts can be requested in the future, as appropriate for the remaining non-digitized courts.

The Digitizing Records Pilot Program supports the Strategic Plan goals of Promoting the Digital

Court by increasing access to the courts, administering justice in a timely and efficient manner, and optimizing case processing by supporting a foundation for the digital court by implementing comprehensive digital services for the public and justice partners.

An initial survey to gather information on courts interested in participating in the pilot program was distributed to the courts in November 2017. Survey results supplied the information necessary for the Budget Change Proposal (BCP). A subsequent survey (attached) gathered information on courts interested in participating in the immediate pilot program to digitize paper case files. Based on the results, staff developed a selection of proposed pilot courts according to the objectives of the program and established criteria. The selection criteria are provided below.

Selection Criteria

The selection criteria used for ranking court applications for the Digitizing Records Pilot Program includes:

- Court agreement to re-engineer business processes to utilize a fully electronic case file.
- Available court staff resources to conduct phase one of the program.
- Court agreement to contribute to a digitizing documents playbook summarizing best practices.
- Previous experience in digitizing documents.
- Courts of varying sizes: small, medium, large, and at least one appellate court.
- Total volume of documents to digitize.
- Types of files to digitize: paper, microfilm, microfiche.

Court Selection

The following table ranks the courts interested in participating in the pilot based on the selection criteria; based on this ordering, the courts identified below are recommended for selection:

Appellate Courts	Selected
Fifth District Court of Appeals	X
Third District Court of Appeals	
Trial Courts	
San Mateo Superior Court	X
Alameda Superior Court	X
San Luis Obispo Superior Court	X
Santa Clara Superior Court	X
Sutter Superior Court	X

Placer Superior Court	X
Los Angeles Superior Court	X
Kern Superior Court	
Madera Superior Court	
San Joaquin Superior Court	
San Francisco Superior Court	
Orange Superior Court	
Tulare Superior Court	
Sacramento Superior Court	
Contra Costa Superior Court	
Amador Superior Court	
Santa Cruz Superior Court	
Lake Superior Court	
Tehama Superior Court	
Sierra Superior Court	
Humboldt Superior Court	
Modoc Superior Court	
Santa Barbara Superior Court	
Colusa Superior Court	
El Dorado Superior Court	

Action Requested

The JCTC is requested to approve the above selections for the initial phase of the Digital Records Pilot Program.

Attachment



JUDICIAL COUNCIL OF CALIFORNIA

Digitizing Paper Pilot Court Selection Survey (2019)

1. Introduction

Note: This PDF is provided as a preview to the survey. Please complete the survey online at: <https://www.surveymonkey.com/r/LM5MSDR>

An initial survey to gather information on courts interested in participating in a pilot program to digitize paper, microfilm, and microfiche case files was distributed to the courts in November, 2017. That survey supplied the information needed to request funds from the Department of Finance. It is hoped that the pilot will be funded beginning July 2019.

The purpose of this survey is to help the Judicial Council gather information on courts interested in participating in a pilot program to digitize paper case files.

This is an optional survey and only courts needing funds and able to participate in a pilot are expected to respond.

The survey will close on Friday, May 17, 2019.

Questions should be directed to: Kathleen.Fink@jud.ca.gov.

On behalf of Judicial Council Information Technology, thank you in advance for your time.



JUDICIAL COUNCIL OF CALIFORNIA

Digitizing Paper Pilot Court Selection Survey (2019)

2.

* 1. Please complete your contact information. Email and phone are requested in case follow up with the court is needed.

Name

Title

Court

Email Address

Phone Number

The following section attempts to gather information for selecting pilot courts for the Digitizing Paper Pilot.

* 2. Would you like to participate in the Digitizing Paper Pilot?

Yes

No

Comment



JUDICIAL COUNCIL OF CALIFORNIA

Digitizing Paper Pilot Court Selection Survey (2019)

3.

* 3. Will your court commit to a fully electronic environment for the case types that you digitize after the pilot is over? Fully committing to an electronic environment means no more maintaining or adding to a paper case file when the digitization pilot project is complete.

Yes

No

Comment

* 4. Will you commit staff time and resources to re-engineer your paper business processes to utilize a fully electronic case file in the selected case type(s) by examining and redesigning existing workflows without external assistance? This includes, but is not limited to project managing the effort, workflow re-engineering, implementation of software tools for accessing the electronic files, training court users, educating public users, and any other associated tasks.

Yes

No

Comment

* 5. Will you make staff and resources available to oversee and coordinate the conversion of your paper and filmed case files as part of the pilot?

Yes

No

Comment

* 6. Will you make staff available to assist Judicial Council staff with the development and review of a Budget Change Proposal (BCP) and Request for Proposal (RFP)?

Yes

No

Comment

* 7. Will you participate in the development of a digitizing court documents "playbook" to summarize your learnings so that other courts can implement similar programs?

Yes

No

Comment

* 8. Do you have experience converting paper, microfilm, and/or microfiche to electronic documents?

Yes

No

If you answered yes, please describe your experience



JUDICIAL COUNCIL OF CALIFORNIA

Digitizing Paper Pilot Court Selection Survey (2019)

4.

* 9. Which case types have you converted and to what extent (list of case types and percentages)?

	0%	1% - 25%	26% - 50%	51% - 75%	76% - 99%	100%
Civil (includes Civil Unlimited, Small Claims and Unlawful Detainer)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Probate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mental Health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Juvenile Delinquency/Justice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Juvenile Dependency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Criminal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Traffic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Automatic Appeals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment (list other case types noted above)

10. What vendor(s) have you used?

11. Have you re-engineered your business process to support electronic case files?

Yes

No

Comment



JUDICIAL COUNCIL OF CALIFORNIA

Digitizing Paper Pilot Court Selection Survey (2019)

5.

12. Do you have a document management system?

Yes

No

Comment (please specify)

* 13. What case types are you considering or interested in converting for the purposes of the pilot?

- Civil (includes Civil Unlimited, Small Claims and Unlawful Detainer)
- Probate
- Mental Health
- Family
- Juvenile Delinquency/Justice
- Juvenile Dependency
- Criminal
- Traffic
- Automatic Appeals
- Other (please specify)
- Other (please specify)
- Other (please specify)

Comment (list other case types noted above)

* 14. For each case type you wish to pilot, how many courtrooms would be involved? (The number of physical courtrooms will help us estimate additional equipment required such as scanners and widescreen monitors.)

Civil (includes Civil Unlimited, Small Claims and Unlawful Detainer)

Probate

Mental Health

Family

Juvenile Delinquency/Justice

Juvenile Dependency

Criminal

Traffic

Automatic Appeals

Other (please specify)

Other (please specify)

Other (please specify)

15. For the previous question, please provide any additional comments.

* 16. Do you have physical space available to use as a document preparation and scanning area? (must be at least 48 square feet (6x8)).

Yes

No

Comment

The following section attempts to gather more specific volume data.

* 17. Do you have active case files in paper format? Active, for our purposes, is defined to mean case files that will appear on calendar within the next 3 months.

Yes

No

Comment



JUDICIAL COUNCIL OF CALIFORNIA

Digitizing Paper Pilot Court Selection Survey (2019)

6.

* 18. How many linear feet do you have for your active case files in paper format?

To measure linear footage, please measure:

- for boxes: total length of boxes

- for file drawers: total depth of drawers assuming file folders are vertical; total width if horizontal/lateral

- for shelving: total length of shelves

Civil (includes Civil
Unlimited, Small Claims
and Unlawful Detainer)

Probate

Mental Health

Family

Juvenile
Delinquency/Justice

Juvenile Dependency

Criminal

Traffic

Automatic Appeals

Other (please specify)

Other (please specify)

Other (please specify)

19. For the previous question, please provide any additional comments.

* 20. Do you have case files in paper format that must be kept permanently or for more than 10 years?

Yes

No

Comment



JUDICIAL COUNCIL OF CALIFORNIA

Digitizing Paper Pilot Court Selection Survey (2019)

7.

* 21. How many linear feet do you have for your case files in paper format that must be kept permanently or for more than 10 years?

To measure linear footage, please measure:

- for boxes: total length of boxes

- for file drawers: total depth of drawers assuming file folders are vertical; total width if horizontal/lateral

- for shelving: total length of shelves

Civil (includes Civil
Unlimited, Small Claims
and Unlawful Detainer)

Probate

Mental Health

Family

Juvenile
Delinquency/Justice

Juvenile Dependency

Criminal

Traffic

Automatic Appeals

Other (please specify)

Other (please specify)

Other (please specify)

22. For the previous question, please provide any additional comments.

* 23. Do you have any microfilm that needs to be digitized?

Yes

No

Comment



JUDICIAL COUNCIL OF CALIFORNIA

Digitizing Paper Pilot Court Selection Survey (2019)

8.

* 24. How many rolls of microfilm do you currently have that need to be digitized?

Civil (includes Civil
Unlimited, Small Claims
and Unlawful Detainer)

Probate

Mental Health

Family

Juvenile
Delinquency/Justice

Juvenile Dependency

Criminal

Traffic

Automatic Appeals

Other (please specify)

Other (please specify)

Other (please specify)

25. For the previous question, please provide any additional comments.

* 26. Do you have any microfiche that needs to be digitized?

Yes

No

Comment



JUDICIAL COUNCIL OF CALIFORNIA

Digitizing Paper Pilot Court Selection Survey (2019)

9.

* 27. How many sheets of microfiche do you currently have that need to be digitized?

Civil (includes Civil
Unlimited, Small Claims
and Unlawful Detainer)

Probate

Mental Health

Family

Juvenile
Delinquency/Justice

Juvenile Dependency

Criminal

Traffic

Automatic Appeals

Other (please specify)

Other (please specify)

Other (please specify)

28. For the previous question, please provide any additional comments.

29. Can you think of anything we may have missed that we need to take into consideration?



JUDICIAL COUNCIL OF CALIFORNIA

Digitizing Paper Pilot Court Selection Survey (2019)

10.

Thank you for participating in the Digitizing Paper Pilot Court Selection survey.

Please click on DONE to submit your answers.



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JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

MINUTES OF OPEN MEETING

September 9, 2019

12:00 - 1:00 PM

Teleconference

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

Advisory Body Members Absent: Hon. Gary Nadler, Vice-Chair; Hon. Kyle S. Brodie; and Ms. Andrea K. Rohmann

Others Present: Hon. Louis R. Mauro; Hon. C. Todd Bottke; Ms. Heather Pettit; Mr. Mark Dusman; Ms. Jessica Goldstein; Ms. Jamel Jones; Ms. Kathy Fink; Mr. Richard Blalock; Mr. Douglas Denton; Mr. Don Will; Ms. Daphne Light; Ms. Andrea Jaramillo; and Mr. Eric Long

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 August 12, 2019 open meeting.

DISCUSSION AND ACTION ITEMS

Item 1

Chair Report

Update: Hon. Marsha G. Slough, Chair, welcomed and thanked everyone for attending. Justice Slough reviewed the agenda for the meeting and provided updates on recent meetings in which the Chair and other members represented the JCTC or reported on the JCTC activities. Justice Slough welcomed the new JCTC Chair Judge Brodie and the Vice-Chair Judge Bottke. She wished the committee well in the next year, as she transitioned to her new role of Chair of the Executive and Planning Committee. Justice Slough also provided an update related to funding the initial phase of a project to digitize paper and filmed case files for the Appellate and Superior Courts. The funding was received through the budget change proposal process and supports the Strategic Plan goals of Promoting the Digital Court and Advancing IT Security and Infrastructure.

Item 2

Update/Report on Information Technology Advisory Committee (ITAC)

Update: Hon. Louis R. Mauro, Vice-Chair of ITAC, provided an update and report on the activities of the advisory committee, its subcommittees, and its workstreams.

Action: The committee received the report.

Item 3

2019-2020 Language Access Signage and Technology (Action)

Update: Mr. Douglas Denton, Supervising Analyst in the Center for Families, Children, & the Courts provided an update and presented a proposal for a grant program to disburse \$2.55 million for language access signage, technology infrastructure support, and equipment needs for the trial courts and the Judicial Council for 2019-2020 and ongoing.

Action: The committee asked questions about the program and then voted to approve the program for submission to the Judicial Council at its September 2019 meeting.

Item 4

2019-20 State Trial Court Improvement and Modernization Fund (IMF) for V3 Case Management System (CMS)

Update: Ms. Heather Pettit, Chief Information Officer for the Judicial Council, and Ms. Kathy Fink, Manager in Judicial Council Information Technology provided an update on the status of the V3 courts' CMS transition projects and on a recommendation to reallocate unspent funds provided in a 2016-17 budget change proposal for Sacramento Superior Court as it relates to the V3 CMS transition.

Action: The committee received the report.

A D J O U R N M E N T

There being no further business, the meeting was adjourned.