



# JUDICIAL COUNCIL OF CALIFORNIA

TECHNOLOGY COMMITTEE

[www.courts.ca.gov/jctc.htm](http://www.courts.ca.gov/jctc.htm)  
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## JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

### MINUTES OF OPEN MEETING

August 14, 2023

12:00 PM to 1:00 PM

Videoconference

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**Advisory Body Members Present:** Hon. Kyle S. Brodie, Chair; Hon. C. Todd Bottke, Vice-Chair; Hon. Kevin C. Brazile; Hon. Jonathan B. Conklin; Mr. David Fu; and Hon. Glenn Mondo

**Advisory Body Members Absent:** Ms. Rebecca Fleming; and Hon. Carol Corrigan

**Others Present:** Hon. Sheila F. Hanson; Ms. Heather Pettit; Mr. John Yee; and Judicial Council Staff

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#### OPEN MEETING

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##### **Call to Order and Roll Call**

The chair called the meeting to order and took roll call.

##### **Approval of Minutes**

The advisory body reviewed and approved the minutes of the June 20, 2023 open meeting and the June 28, 2023 action by email.

There were no public comments received for this meeting.

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#### DISCUSSION AND ACTION ITEMS (ITEM 1-5)

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##### **Item 1**

###### **Chair Report**

**Update:** Hon. Kyle S. Brodie provided an update on the July Judicial Council meeting, as well as other meetings he attended since the June JCTC meeting. He also shared information about the upcoming August 21 branchwide webinar to update the courts on the IT Modernization Funding program project approvals and next steps for the upcoming fiscal year.

##### **Item 2**

###### **Information Technology Advisory Committee (ITAC): Update and Report**

**Update:** Hon. Sheila F. Hanson, Chair of the Information Technology Advisory Committee, provided an update on the activities of ITAC. She also shared that the Joint Information

Security Governance Subcommittee held its kickoff meeting, and that the Judicial Council approved the 2023 – 2024 Tactical Plan for Technology.

**Item 3**

**Language Access Services Signage and Technology Grant Program (Action Requested)**

**Update:** Mr. Douglas G. Denton, Principal Manger, provided an overview of the Signage and Technology Grant Program, Cycle 5, FY 2023-24, as well as the proposed allocations.

**Action:** The Technology Committee members discussed and asked questions about the program and proposed allocations. The committee voted to approve and recommend the proposed allocations to the Judicial Council.

**Item 4**

**IT Modernization Funding Fiscal Year 2023-24 Branchwide Programs (Action Requested)**

**Update:** Ms. Heather L. Pettit, Chief Information Officer / Director, reviewed the IT Modernization Funding Program FY 2023-24 budget for branchwide programs and the information security program.

**Action:** The Technology Committee members discussed and asked questions. The committee voted to approve the IT Modernization Funding Programs branchwide programs and information security program budgets.

**Item 5**

**California Courts Connected Framework (Action Requested)**

**Update:** Ms. Heather L. Pettit, Chief Information Officer / Director, reviewed the proposed refinements and updates to the California Courts Connected framework that incorporates the feedback from stakeholder groups.

**Action:** The Technology Committee asked staff to make updates to the framework and decided to continue the discussion at the next meeting.

There being no further business, the meeting was adjourned.



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### MEMORANDUM

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<b>Date</b> August 29, 2023	<b>Action Requested</b> Review and approval
<b>To</b> Hon. Kyle S. Brodie, Chair Judicial Council Technology Committee	<b>Deadline</b> N/A
<b>From</b> Heather Pettit, Chief Information Officer/ Director of Information Technology	<b>Contact</b> Deborah Silcox, Principal Manager Information Technology 916-532-5216 Deborah.Silcox@jud.ca.gov
<b>Subject</b> Jury Management System Grant Requests and Proposed Grant Allocations FY 23-24	Satlin Singh, Sr. Business Systems Analyst Information Technology 916-643-6952 Satlin.Singh@jud.ca.gov

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#### **Background**

The Judicial Council has funded Jury Management System (JMS) grant since FY 00-01. 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, self check-in kiosks, check writing and a variety of other modules that reduce court costs and improve the juror experience.

The budget for the JMS Grant Program is funded by royalties generated by published Judicial Council developed jury instructions. Because of this, the amount available for grant funding can vary from year to year. For FY 23-24, the Judicial Council approved **\$665,000** in funding for the Jury Management System Grant Program. The grant application period opened on March 27,

2023, and requests were due by April 21, 2023. After the Technology Committee approves the proposed grant allocations, Intra-branch Agreements will be executed with the trial courts receiving funds.

For FY 23-24, the Judicial Council received jury grant requests from 8 trial courts for 9 projects. After an initial review, all 8 of the projects were considered for possible funding as part of the FY 23-24 JMS grant. To assist with developing a proposed allocation of grant funding, a prioritization framework was developed using the jury program objectives, prioritization categories and other considerations. These objectives, categories and other considerations are discussed in more detail below.

### **Program Objectives**

There are several objectives which serve as the underlying foundation when reviewing the jury management system grant requests. These objectives include:

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

### **Prioritization Categories**

Listed below are the jury project prioritization categories used to form proposed funding recommendations.

1. Jury Management System Version Replacement/Upgrade: Replace/upgrade the jury management software/infrastructure being used by the court to help keep the systems on supported platforms.
2. IVR/ IWR Enhancements/Other Jury Management System Modules: Enhancements that 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. 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.
4. Imaging: Automates court staff responses to paper documents and other correspondence, phone calls for postponement, permanent excuses, and qualification/disqualification.

5. Peripheral Hardware: Includes items such as scanners, printers, folder/sealer machines used to assist with mailing jury summons. This category also includes audio/video equipment in the courtroom or jury room to assist jurors.
6. Juror Experience/Technical Equipment: Includes items such as charging tables and display monitors that enhance the juror's experience.

### **Other Considerations**

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

1. Ongoing items such as software subscription fees, support and maintenance cost were removed (if included) from the funding requests as ongoing costs are not funded as part of the jury grant program.
2. Limit the amount of allocation for each court to no more than 10 percent of the total funding available unless there is sufficient funding after allocating funds to all qualifying projects.

### **Proposed Jury Grant Funding Metrics**

Using the framework described above, the recommendation is to allocate a total of **\$665,000** in jury grant awards which will provide funding to 8 courts for 8 projects. A summary of court funding requests, proposed allocations, and project descriptions are in the table below in the Recommendation section of this memo.

### **Recommendation**

It is the staff's recommendation to distribute the funds as indicated in the table on the following page.

Jury Grant Requests and Proposed Grant Allocations FY 2023-2024

August 29, 2023

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#	Court	Description	Requested Allocation	Proposed Allocation	JMS Program Priority Category
1	Del Norte	Jury System Upgrade	\$45,000.00	\$45,000.00	Jury Management System Upgrade
			<b>\$45,000.00</b>	<b>\$45,000.00</b>	
2	Kern	Jury Management Services – Check-in Kiosks	\$9,950.00	\$9,950.00	Self-Check-in
			<b>\$9,950.00</b>	<b>\$9,950.00</b>	
3	Kings	Juror Express Check-in Kiosk	\$5,000.00	\$5,000.00	Self-Check-in
4	Kings	Juror Educational Orientation Video (will be covered under a different grant)	15,500.00	\$0.00	Juror Experience/ Technical Equipment
			<b>\$5,000.00</b>	<b>\$5,000.00</b>	
5	Madera	Jury Management System Enhancement - Jury Minder Text/Call	\$9,500.00	\$9,500.00	Jury Management System Upgrade
			<b>\$9,500.00</b>	<b>\$9,500.00</b>	
6	Merced	Jury Kiosk Upgrades	\$10,032.00	\$10,032.00	Self-Check-in
			<b>\$10,032.00</b>	<b>\$10,032.00</b>	
7	Riverside	Hardware Refresh for Self-Check-In Kiosks	\$147,730.00	\$147,730.00	Self-Check-in
			<b>\$147,730.00</b>	<b>\$147,730.00</b>	
8	San Francisco	Remote Jury Selection Management	\$1,061,000.00	\$409,840.00	Jury Management System Replacement
			<b>\$1,061,000.00</b>	<b>\$409,840.00</b>	
9	Sutter	Jury Phone and Text Reminders	\$27,948.00	\$27,948.00	Jury Case Management System Module
			<b>\$27,948.00</b>	<b>\$27,948.00</b>	
<b>Total:</b>			<b>\$1,331,660.00</b>	<b>\$665,000.00</b>	

**Next Steps**

- Present the proposed allocations to the Judicial Council Technology Committee for review and approval.
- Notify each court of the approved allocation.
- Prepare an Intra-branch Agreement (IBA) with each court.



# California Courts Connected

The California Courts Connected framework represents a model of the foundational systems needed to operate courts and how those systems can be extended to provide digital services for the public and justice system partners.




## Foundational Systems

- Case Management System
- Electronic Records Management
- Jury Management
- Courthouse
- Financials
- Human Resources
- Collaboration & Office Tools














## Sharing Solutions

- Branch & Court Development
- State & Local Integrations




## Public & Partner Services

self-service

-  Self Help
-  Forms
-  Filings
-  Case Records
-  Notifications
-  Payments
-  Jury Service
-  Proceedings
-  Dispute Resolution
-  Customer Service
-  Branch Solutions

live interaction

Enhanced Language Access




Security & Infrastructure