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JUDICIAL COUNCIL
OF CALIFORNIA

# DATA ANALYTICS ADVISORY COMMITTEE

## MATERIALS FOR March 25, 2026

## Meeting Contents

JUDICIAL COUNCIL OF CALIFORNIA

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# DATA ANALYTICS ADVISORY COMMITTEE

## OPEN MEETING AGENDA

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1))
THIS MEETING IS BEING CONDUCTED BY ELECTRONIC MEANS
THIS MEETING IS BEING RECORDED

| | |
|---|---|
| **Date:** | March 25, 2026 |
| **Time:** | 1:00 p.m. - 4:00 p.m. |
| **Location:** | Remote |
| **Public Call-in Number:** | https://jcc.granicus.com/player/event/4921 |

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, 1:00 p.m. – 1:10 p.m. (10 minutes)**

**Approval of Minutes**
Approve minutes of January 27, 2026, Data Analytics Advisory Committee meeting.

**Public Comment**

## II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(1))

**Written Comment**

This meeting will be conducted by electronic means with a listen only conference line available for the public. As such, the public may submit comments for this meeting only in writing. In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to research@jud.ca.gov or mailed or delivered to Judicial Council of California, 455 Golden Gate Avenue, San Francisco, California 94102, attention: Ms. Kristin Greenaway. Only written comments received by March 24, 2026, 12:00 p.m. 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**

**MyCitations Dashboards, 1:20 p.m. - 1:40 p.m. (20 minutes)**

Criminal Justice Services is seeking DAAC consultation on the development of two dashboards: 1) a court-facing dashboard with county level metrics about court utilization of the MyCitations application and 2) a public facing fact sheet with aggregate data about the Branch's utilization of the tool.

Presenter(s):

Ms. Martha Wright, Manager, Criminal Justice Services

Ms. Sherry Celio, Supervising Analyst, Criminal Justice Services

Mr. Jeffrey Wu, Analyst, Criminal Justice Services

Mr. Callum Urquhart, Analyst, Criminal Justice Services

**Item 2**

**Dashboard Release Policy, 1:40 p.m. – 2:00 p.m. (20 minutes)**

JCC Staff seek input of the Dashboard Release Policy

Presenter(s):

Ms. Leah Rose-Goodwin, Chief Data and Analytics Officer, JCC

**Item 3**

**Budget Change Concept for Data Analytics Modernization, 2:00 p.m. – 2:10 p.m. (10 Minutes)**
Follow-up on approval of budget change concept (BCC)

Presenter(s):

Ms. Leah Rose-Goodwin, Chief Data and Analytics Officer, JCC

**Item 4**

**Judicial Workload Study (JWS) Model, Components, 2:20 p.m. – 3:20 p.m. (1 hour)**
Discuss options for JWS model components and present JWS subcommittee recommendations: (1) Work Year Value, (2) Outliers, and (3) Complex Civil Caseweight

Presenter(s):

Judge Thomas E. Kuhnle. Vice Chair

Mr. Mustafa Sagir, Supervising Analyst, JCC

## IV. Information Only Items (No Action Required)

**Info 1**

**Chair Update, 1:10 p.m. - 1:20 p.m. (10 minutes)**

DAAC chair will provide updates on upcoming DAAC meetings and activities

Presenter(s):

Mr. Jake Chatters, Chair, CEO, Placer Superior Court

**Info 2**

**Adjustment Request Process (ARP), 2:10 p.m. – 2:20 p.m. (10 minutes)**

Introduce ARP submitted by Sacramento Superior Court requesting a Workload Formula Adjustment to support the court's post-conviction workload needs

Presenter(s): Mr. Jake Chatters, Chair, CEO, Placer Superior Court

Ms. Kristin Greenaway, Manager, JCC

**Info 3**

**Next Steps 3:20 p.m. – 3:30 p.m. (10 minutes)**

Presenter(s):

Mr. Jake Chatters, Chair, CEO, Placer Superior Court

## V. ADJOURNMENT

**Adjourn, 4:00 p.m.**

# DATA ANALYTICS ADVISORY COMMITTEE

## MINUTES OF OPEN MEETING

January 27, 2026
1:00 p.m. - 4:00 p.m.
Electronic

| | |
|---|---|
| **Advisory Body Members Present:** | Mr. Jake Chatters, Chair; Hon. Thomas Kuhnle, Vice-Chair; Hon. Tara M. Desautels; Mr. Sharif Elmallah; Ms. Nocona Soboleski; Mr. David Yamasaki; Dr. Bryan Borys; Mr. Christopher Roman; Mr. Travis Trapp; Hon. Benjamin Coats; Ms. Nicole Le; Mr. Robert Oliver; Hon. Lawrence R. Riff; Mr. Brandon Henson; Mr. Kevin Harrigan; Hon. Joyce D. Hinrichs |
| **Advisory Body Members Absent:** | |
| **Others Present:** | Ms. Leah Rose-Goodwin; Ms. Kristin Greenaway; Mr. Mustafa Sagir; Mr. Kyle Capuli; Ms. Anna Stenkamp; Mr. Jonathan Alzate; Ms. Suzanne Tallarico; Mr. Jack Madans |

### OPEN MEETING

**Call to Order and Roll Call**

The chair called the meeting to order at 1:00 p.m., and Ms. Kristin Greenaway took roll call.

**Approval of Minutes**

The advisory body reviewed and approved the minutes of the November 4, 2025, Data Analytics Advisory Committee meeting.

### DISCUSSION AND ACTION ITEMS (ITEMS 1–2)

**Item 1**

**Judicial Workload Study (JWS)**

Presenter(s): Ms. Kristin Greenaway, Manager
Mr. Mustafa Sagir, Supervising Analyst

Mr. Mustafa Sagir presented three key methodological considerations relating to the Judicial Workload Study. First, Mr. Sagir explained that the judicial work year value (WYV) has two components: total available working days and total available case related time per day. Next, Mr. Sagir highlighted a methodology used to identify and treat outliers. Lastly, Mr. Sagir reviewed the asbestos and complex civil caseweights.

During the presentation, the committee gave their feedback regarding each methodological consideration. These three items will be brought to the judicial workload subcommittee for further discussion.

***Action:***

None.

**Item 2**

**Budget Change Concept for Data Analytics Modernization**

Presenter(s): Ms. Leah Rose-Goodwin, Chief Data and Analytics Officer

Ms. Leah Rose-Goodwin highlighted a budget change concept relating to the data analytics program for FY 2027-28. The proposal requests funding and positions that will support the expansion of the statewide data warehouse and analytics platform.

***Action:***

The committee voted to approve the budget change concept.

## INFORMATION ONLY ITEMS (ITEMS 1 – 3)

**Item 1**

**Judicial Workload Study (JWS) Overview**

Presenter(s): Mr. Mustafa Sagir, Supervising Analyst

Ms. Suzanne Tallarico, National Center for State Courts (NCSC)

Ms. Suzanne Tallarico provided key information regarding the most recent judicial officer time study in California. During a 4-week data collection period in 2025, judicial officers tracked their work time across various case types and case activities. Overall, there was a 98% participation rate among judicial officers across 17 counties.

After the time study was conducted, the NCSC sent out a sufficiency of time survey to participants and held validation meetings. Focus groups are scheduled for March to review case complexity. Once the committee finalizes a work year value (WYV), the data collected from the time study will be used to update the caseweights for the judicial workload model.

**Item 2**

**Update on RAS Supplemental Work**

Presenter(s): Mr. Jake Chatters, Chair, CEO, Placer Superior Court

Ms. Leah Rose-Goodwin, Chief Data and Analytics Officer

Mr. Jake Chatters gave an overview of the RAS supplemental work. The purpose of this work is to not re-weight individual caseweights but to find environmental factors that may help explain changes in caseweights. A subcommittee recently met to review certain factors such as new laws since 2018 and filings data. This subcommittee is expected to meet again in February and will provide a summary of this work at the March DAAC meeting.

**Item 3**

**Update on JCC Dashboard Roadmap**

Presenter(s): Mr. Jack Madans, Consultant

Mr. Jack Madans reviewed the pilot dashboard four-step release process and highlighted upcoming JCC dashboard activities. Mr. Madans clarified that authority for this policy will come from the Judicial Council's Administrative Director. Committee members raised concerns about authority and governance structure, with some members questioning if DAAC should have more formal voting authority on data publication.

## ADJOURNMENT

There being no further business, the meeting was adjourned at 4:03 p.m..

Approved by the advisory body on enter date.

# Dashboard Project Scope Document: MyCitations Public-facing Dashboard

## 1. Project Title

Project Title: MyCitations public-facing, guided dashboard (statewide data only)

## 2. Purpose: Define the Problem

Problem Statement: MyCitations is a statewide tool developed by the Judicial Council that allows defendants to request a reduction to their current fine amounts for infractions due to financial hardship. As of June 30, 2024, all courts use MyCitations via interface to their Case Management System. JCC staff created a PowerBi dashboard for the courts to see relevant KPI's and CJS was providing data to the Legislature annually that was made available to the public. With the requirement for the legislative reports ending, CJS no longer has a medium to provide metrics to the public. We would like to create a guided, public facing dashboard to summarize the requests being made to the MyCitations tool.

- What is the core issue or challenge being addressed by this dashboard? T The issue of continued transparence to the public will be addressed by this dashboard.

- Why does this problem matter for the organization or users?
Providing dashboards to the public is good customer service.

- What are the current pain points or inefficiencies?
Currently, no public facing dashboard exists.

Decision Support: Clarify what decisions the dashboard is intended to inform.
The dashboard is meant to inform the public about MyCitations usage and decisions.

- What are the key decisions that will benefit from the insights provided by the dashboard?

This dashboard may inform media requests and future legislation.

## 3. Users: Identify Key Stakeholders

Primary Users: List the core users who will interact with the dashboard (both internal and external).
- Define their roles, needs, and how they will interact with the dashboard.

Users are internal and external stakeholders. These dashboards will provide information for the public. CJS staff will be responsible for maintaining the dashboards and would need administrative access to make changes, all other users will be viewing the dashboards only.

User Needs: Describe the data and insights these users require.

Data on number of requests, number of people making requests, total amounts forgiven and demographics of users. No insight is required for this guided dashboard. The information made available on the dashboard should be easy for anyone to follow.

Stakeholder Engagement: Mention other stakeholders involved, including departments and any external partners or audiences.

Our partners in JCIT and the courts will be involved.

## 4. Redesign Goals: Define the Objectives

Goals of the Dashboard: What specific improvements are you aiming to achieve with this redesign or new build?

- Example goals include: Improve data accessibility, enhance performance, improve user experience, provide mobile-friendly versions, etc.

Our goals are to inform the public about MyCitations usage and decisions by providing a guided dashboard that offers simplicity and transparency for the user. The dashboard should also be mobile-friendly.

Target Outcomes: Describe what success looks like for this dashboard.
- Include measurable targets such as increased engagement, better decision-making, etc.

Increased user traffic and time on page will provide metrics as the measure of success for the user accessing the public dashboard.

## 5. Opportunities for Improvement

Key Areas for Enhancement: Identify existing weaknesses or inefficiencies that the dashboard redesign should address.

The public-facing dashboard provides a clean slate to design a clear, accessible, and guided experience for the public. Drawing from issues in the internal dashboards—like inconsistent formatting, redundant metrics, and maintenance inefficiencies—this version should focus on simplicity and transparency. The dashboard's goal will be to highlight statewide trends without overwhelming users or exposing sensitive information.

A key area for improvement is ensuring that data updates and design changes are easy to maintain. The current court dashboards require manual replacement of county versions and repeated permission reassignment when updates occur. Although permission settings are not a factor for the public dashboard, the same problem of manual updates causing inefficiency and downtime must be avoided by building an automated publishing process. The public version should pull directly from a centralized, validated dataset so that updates flow automatically without developer intervention.

Proposed Solutions: Suggest potential solutions to improve the design, workflow, and user satisfaction.
- Examples: New visualizations, better data structure, improved filtering options, enhanced interactivity, etc.

The design should prioritize clarity, guidance, and accessibility. Instead of open-ended exploration like the internal dashboards, this public dashboard will use a guided storytelling approach, walking users through high-level metrics, context, and insights in a fixed order. The visuals should focus on simplicity—line charts for trends, cards for key statistics, and light interactivity limited to tooltips or drop-down selectors for timeframe adjustments.

From a workflow perspective, all calculations should be driven from Snowflake's standardized schema to ensure alignment with internal metrics. Automated data refreshes should occur nightly, pulling the same validated information that powers the court dashboards. Embedding the dashboard on the public website using Power BI's secure web embed feature will ensure that updates appear seamlessly without requiring manual republishing.

Potential Features: Identify any new features or functionalities that could be introduced, like dynamic filtering, case-type profiles, etc.

The guided dashboard should feature clearly defined sections, such as overall request trends, average reduction amounts, rate of approval versus denial, and average processing time. Each section could include concise textual explanations, ensuring accessibility for audiences unfamiliar with judicial processes.

Dynamic date filtering may still be included, but it should be simplified to ensure a consistent viewing experience for all visitors, for example, providing buttons for preset timeframes such as "Last 12 Months" or "Since 2019."

## 6. Technical Considerations

Technology Stack: Specify any technology requirements for the dashboard (e.g., migration to Power BI, Tableau, etc.).

The public dashboard will be developed in Power BI, embedded directly on the Judicial Council's public website using Microsoft's Power BI Publish to Web (secure embed) functionality. Snowflake will serve as the data warehouse, while Azure Data Factory will manage automated transformations. This setup will ensure consistency with the court dashboards while minimizing maintenance effort.

Data Integration: Describe how data will be integrated into the dashboard. Are there any new data sources or automated processes needed?

Data will be extracted from Snowflake's production-ready schema, ensuring that only aggregated and non-identifiable data is displayed. The dashboard will use incremental data refreshes to update new records nightly, maintaining current information without requiring full reloads. The public dashboard will reference the same validated datasets used by the internal dashboards, guaranteeing consistency between public and court-restricted reporting.

If new metrics or visual elements are introduced, they will first be validated in the internal environment before being pushed to the public site. This process ensures accuracy and protects against display errors or incomplete data during updates.

Performance Requirements: Include any technical performance requirements, such as response time, accessibility standards, or compliance needs (e.g., WCAG compliance, ADA).

The public dashboard should load in a reasonable amount of time. Accessibility features, such as high color contrast, readable font sizes, keyboard navigation, and screen reader compatibility, should be available. Because this will be a guided dashboard with limited interactivity, optimization can focus on visual clarity and fast load times for high-traffic environments.

Data Storage: Mention the database or data warehouse where the information will reside, including any integration needs.

All source data will remain in Snowflake, ideally within a dedicated schema such as `DWH_PROD.PUBLIC_METRICS`, containing only pre-aggregated and anonymized data suitable for public release. The Power BI service will connect to Snowflake through a gateway to maintain security. Historical data will be retained for multi-year trend analysis, with archival views available for long-term reference.

## 7. Success Criteria: How Will We Know It's Working?

KPIs and Metrics: Define how the success of the dashboard will be measured.
- Examples: Increased time on page, reduced PAJAR requests, legislative or policy impacts, data-driven decisions, etc.

User Engagement: Include metrics on user engagement, such as session duration, frequency of use, or feedback quality.

We will know the public, dashboard is successful as we monitor user traffic and time on the page. If we are able to show an increase to these metrics over time, then we will have been successful.

## 8. Open Questions & Risks

Outstanding Questions: List any unresolved questions that need to be addressed (e.g., data availability, design preferences).

Before development begins, the scope of content for public display must be finalized. Decisions need to be made about which metrics will be shown, the desired level of narrative guidance, and how frequently the dashboard should be updated.

Risks and Dependencies: Identify any risks or dependencies that could impact the project's success (e.g., data quality issues, technical limitations).

The main risks involve data sensitivity and misinterpretation. Even when data is aggregated, users might misread or misrepresent findings without proper context. Setting up a guided dashboard will assist in providing clarity to the reader and eliminate possible misrepresentation. Additionally, schema or metric changes in Snowflake could disrupt dashboard accuracy if not communicated and validated beforehand. A secondary risk lies in maintaining synchronization between public and internal dashboards—if metrics are renamed or reformulated internally, they must be reflected in the public version to preserve consistency.

Mitigation Plans: Outline how risks will be mitigated or managed.

To manage these risks, a data governance workflow should be implemented that includes formal review and approval before any new metric is published. All data and visualizations should undergo QA checks against internal dashboards to confirm accuracy. Technical mitigation should include automated alerts for failed refreshes, version-controlled publication tracking, and an internal staging environment for previewing changes before they go live.

## 9. Stakeholder Review & Approval

Key Reviewers: List the stakeholders whose feedback and approval are required before the project can go live.

We will want to solicit feedback from our partners in JCIT and the courts before the project can go live.

-Approval Process: Detail the process for approval, including any review sessions or committees (e.g., Court Executive Advisory Committee if public data is involved).

Approval Process: Approval is required from CJS Supervising Analyst, Sherry Celio and CJS Manager, Martha Wright.

Engagement Plan: Plan for engaging stakeholders throughout the project, ensuring they provide valuable input.

Engagement Plan: We will be reaching out to Orange Court for their input as this project starts. They have been a valuable partner in offering insights court facing dashboard and we believe they would be interested in providing assistance with this public facing guided dashboard. We will seek feedback from all 58 courts before we publish, and we will work with our partners in JCIT.

## 10. Timeline & Milestones

Define the major milestones and timeline for the project, including key deliverables.
Deadlines: Specify any deadlines that need to be met (e.g., quarterly reviews, legislative reporting deadlines).

Project Phases: There are no deadlines or milestones.

# Dashboard Project Scope Document: MyCitations Court-facing Dashboard

## 1. Project Title

Project Title: MyCitations Court-facing analytics tool (county/statewide data)

## 2. Purpose: Define the Problem

Problem Statement: MyCitations is a statewide tool developed by the Judicial Council that allows defendants to request a reduction to their current fine amounts for infractions due to financial hardship. As of June 30, 2024, all courts use MyCitations via interface to their Case Management System. JCC staff created a PowerBi dashboard for the courts to see relevant KPI's about the number of requests they receive, the known demographics of the population making the requests, and the results of the courts' decisions. These, court facing dashboards require modification to be more user friendly for JCC staff and more useful for courts.

- What is the core issue or challenge being addressed by this dashboard? The dashboards summarize activity in all courts but some KPI's are not functional and CJS staff does not have the appropriate permissions to make and publish the changes ourselves. CJS staff has to work with the vendor, Oncore, to make all changes and our oldest ticket has been open for more than twelve months without resolution. CJS hopes to be more empowered to maintain and enhance its dashboards into the future.

- Why does this problem matter for the organization or users?

We want courts to use the dashboards as a resource to reconcile the data in their CMS and also to learn form any additional metrics offered. When the dashboard isn't functional or accurate the courts don't trust the information we are providing. We want to foster a relationship of trust with the courts and provide them with the at a glance information they need to monitor the activity in MyCitations.

- What are the current pain points or inefficiencies?

Some KPI's aren't using the correct formulas and the current ticket to fix the issues has been open with Oncore for over a year. CJS staff is unable to make substantive changes on our own without working with Oncore. Additionally, updates are only applied to the original report and not each of the 58 copies. Permissions settings are not preserved when reports in the workspace are replaced with updated versions. We hope to set up a workspace for each court that allows us to distribute copies of the original report with appropriate county filters to their respective workspaces.

Decision Support: Clarify what decisions the dashboard is intended to inform.

The dashboard is meant to summarize MyCitations traffic and decisions, inform courts about those decisions, and provide courts with a snapshot of changing workload due to number of requests.

- What are the key decisions that will benefit from the insights provided by the dashboard? Courts will be able to make important workload and business process decisions based on the visualizations.

## 3. Users: Identify Key Stakeholders

Primary Users: List the core users who will interact with the dashboard (both internal and external).

- Define their roles, needs, and how they will interact with the dashboard.

Users are all internal stakeholders (JCC and Court Staff). CJS staff will be responsible for maintaining the dashboards and would need administrative access to make changes, all other users will be viewing the dashboards only.

User Needs: Describe the data and insights these users require. Data on number of requests, number of people making requests, amounts originally due and amounts due after decision, amounts reduced, demographics of users.

Stakeholder Engagement: Mention other stakeholders involved, including departments and any external partners or audiences. Orange Court has been a valuable partner in offering insights when the dashboard stopped working or needed improvements and we believe they would be interested in providing assistance with this project to provide input from the court's perspective.

## 4. Redesign Goals: Define the Objectives

Goals of the Dashboard: What specific improvements are you aiming to achieve with this redesign or new build?

- Example goals include: Improve data accessibility, enhance performance, improve user experience, provide mobile-friendly versions, etc.

Our goals are to improve overall appearance of dashboard, improve or remove unnecessary KPI's and ensure CJS has the ability to make future changes to the dashboard on their own. We want an interactive dashboard that is also mobile-friendly.

Target Outcomes: Describe what success looks like for this dashboard.
- Include measurable targets such as increased engagement, better decision-making, etc.

Ability for CJS to make changes to the dashboard in the future will be the first success. Increased user traffic and time on page will provide additional metrics as the measure of success for the court user.

## 5. Opportunities for Improvement

Key Areas for Enhancement: Identify existing weaknesses or inefficiencies that the dashboard redesign should address.

The current court dashboards lack visual and functional consistency, making them difficult to maintain and interpret. Users often struggle with cluttered visuals, redundant metrics, and limited filtering capabilities. Although the existing date filter updates all visuals and displays the active range, the interface could be more intuitive and efficient.

Another significant challenge is the maintenance process. When updates are made to the master dashboard, each of the 58 county dashboards must be manually replaced. Every time a dashboard is replaced, permissions have to be redistributed. These inefficiencies slow down the rollout of updates, increase the possibility of errors and access lapses, and reduce confidence in the tool's reliability.

Proposed Solutions: Suggest potential solutions to improve the design, workflow, and user satisfaction.
- Examples: New visualizations, better data structure, improved filtering options, enhanced interactivity, etc.

The redesigned dashboards should implement a unified design framework that standardizes layouts, colors, and typography across all courts. Enhanced filtering options should allow users to view data by case type, eligibility, and outcome, while interactive visuals, such as hover-tooltips or drill-downs, could make exploration more intuitive.

Automation is key to resolving the current maintenance challenges. A centralized data model with linked visuals should enable updates to cascade automatically to all dashboards. In Power BI, this can be achieved by housing reports in a master workspace and distributing filtered versions to county-specific workspaces. This approach eliminates the need to manually replace reports or reassign permissions, significantly improving scalability and workflow efficiency.

Improving the date filter's usability should also be prioritized. Adding multi-select date ranges and quick preset options like "last 30 days" or "fiscal year-to-date" would allow users to easily toggle between time periods while maintaining clarity in what range is currently applied.

Potential Features: Identify any new features or functionalities that could be introduced, like dynamic filtering, case-type profiles, etc.

New functionality should make the dashboards more actionable and tailored to judicial workflows. Potential features include dynamic filtering by violation type, eligibility status, and resolution outcome, as well as drill-down capabilities that allow users to move from high-level trends to detailed summaries.

## 6. Technical Considerations

Technology Stack: Specify any technology requirements for the dashboard (e.g., migration to Power BI, Tableau, etc.).

The new dashboards will be developed using Power BI (Enterprise License) with Snowflake serving as the primary data warehouse and Azure Active Directory (AD) for secure authentication and access control. This technology stack allows centralized data management while maintaining the flexibility to expand features or integrate additional visualization tools in the future.

Data Integration: Describe how data will be integrated into the dashboard. Are there any new data sources or automated processes needed?

Data will flow from the Production database to Snowflake, where it will be cleaned, validated, and transformed for reporting. Partial data loads will be used to process only new or changed records thereby improving performance and reliability. Automated nightly refreshes will ensure the data remains current across all dashboards.

Performance Requirements: Include any technical performance requirements, such as response time, accessibility standards, or compliance needs (e.g., WCAG compliance, ADA).

Each dashboard should load in a reasonable amount of time for standard queries. Role-based access must be enforced so that each court can only view its own data while allowing JCC staff to access aggregate statewide metrics.

Data Storage: Mention the database or data warehouse where the information will reside, including any integration needs.

All data will reside within Snowflake, primarily in the `DWH_PROD.TRAFFIC_ADJUDICATION` schema. Power BI will connect through a secure gateway for automated refreshes. Data retention should maintain a five-year rolling window for operational analytics, while older data can remain archived in Snowflake views accessible for longitudinal analysis.

## 7. Success Criteria: How Will We Know It's Working?

KPIs and Metrics: Define how the success of the dashboard will be measured.
- Examples: Increased time on page, reduced PAJAR requests, legislative or policy impacts, data-driven decisions, etc.

User Engagement: Include metrics on user engagement, such as session duration, frequency of use, or feedback quality.

We will know the changes we've made are working as we monitor user traffic and time on the page. If we are able to show an increase to these metrics, then we will have been successful.

## 8. Open Questions & Risks

Outstanding Questions: List any unresolved questions that need to be addressed (e.g., data availability, design preferences).

Open questions include deciding how granular drill-down options should be to prevent inadvertent exposure of sensitive case-level data. It also needs to be established who will own long-term maintenance, documentation, and user training responsibilities.

Risks and Dependencies: Identify any risks or dependencies that could impact the project's success (e.g., data quality issues, technical limitations).

The project's success depends on consistent data quality across counties, as discrepancies could distort statewide comparisons. Schema changes in Snowflake pose another risk if they are not coordinated with dashboard refresh cycles.

Manual processes, such as dashboard replacement and permission reassignment, have historically been a major source of risk and inefficiency. Transitioning to a dedicated workspace per county will mitigate this issue, but it will require careful setup and initial coordination with IT.

Mitigation Plans: Outline how risks will be mitigated or managed.

To manage these risks, a structured data governance calendar should be established to align schema updates with Power BI refresh schedules. Automated QA scripts written in R or SQL can validate record counts and detect discrepancies after each refresh.

## 9. Stakeholder Review & Approval

Key Reviewers: List the stakeholders whose feedback and approval are required before the project can go live.

We will want to solicit feedback from our partners in JCIT and the courts before the project can go live.

-Approval Process: Detail the process for approval, including any review sessions or committees (e.g., Court Executive Advisory Committee if public data is involved).

Approval Process: Approval is required from CJS Supervising Analyst, Sherry Celio and CJS Manager, Martha Wright. These dashboards are not public facing and will only provide data to the courts about the MyCitations activities of their court and of all courts in a statewide view. But courts won't have access to each other's dashboards, and these won't be visible to the public.

Engagement Plan: Plan for engaging stakeholders throughout the project, ensuring they provide valuable input.

Engagement Plan: We will be reaching out to Orange Court for their input as this project starts. They have been a valuable partner in offering insights when the dashboard stopped working or needed improvements and we believe they would be interested in providing assistance with this project.

## 10. Timeline & Milestones

Define the major milestones and timeline for the project, including key deliverables.
Deadlines: Specify any deadlines that need to be met (e.g., quarterly reviews, legislative reporting deadlines).

Project Phases: There are no deadlines or milestones.

Effective: Xxxx XX–Xxxx XX, 2026

# Data Visualization Release Policy

## Purpose

This policy requires Judicial Council staff to follow a methodical process to solicit court feedback when developing and releasing data visualizations that include court-provided data. This will ensure transparency, validation, usefulness, and notice, while supporting the California Judicial Branch's commitment to using data in ways that contribute to greater public understanding of the work of the branch and ensure data informed branch decision-making.

This policy requires Judicial Council staff to consult with 1) the Data Analytics Advisory Committee (DAAC) to provide a technical review involving court data subject matter experts and 2) the Court Executive Officers of courts who have provided data that will be included in the visualization.

## Applicability

This policy applies to **all visualizations to be released digitally (e.g. via embed on public websites or via JRN or PowerBi for court use) that display or characterize court collected data at any level of aggregation.**

## Principles

The process described in this policy will assist the California judicial branch in achieving the following:

- Data visualizations that report clear, accurate, and helpful information about the California court system and the administration of justice.
- Data visualizations for court use that provide useful, reliable information to support sound decision-making.
- Data visualizations for public and court use created by the Judicial Council are developed in accordance with standards and best practices to ensure they are consistent in design and quality.

## Phases for Court Review

1. **Consultation** – Court data subject matter experts have an opportunity to provide input on the scope and data elements of data visualizations designed for courts or the public that include data collected from – or describing trial court operations.
2. **Validation** – The concept, narrative and underlying data used in the creation of data visualizations must be validated with court leaders before release.
3. **Notice**– Courts must be notified of release timing of data visualizations intended for the public and aware of the final version of the data visualization prior to release.

# Development and Release Process for JCC Data Visualizations

## *Phase 1: Consultation*

**Purpose**: The Judicial Council office ("office") must seek review, comment, and input on data visualizations from the Data Analytics Advisory Committee (DAAC) by completing the following steps:

1. Develop a scope document for the data product using the Judicial Council Research, Analytics, and Data (RAD) recommended template. Council staff may develop these proposals in collaboration with court subject matter experts as needed.
2. Share the scope and draft visualizations with DAAC. The DAAC Chair(s) will determine the appropriate pathway or venue for committee review.
3. The JCC office will address feedback from committee chair(s), members, and/or their designee(s) with edits to the data product or comprehensive explanation.
4. The JCC office will share a summary of feedback received through the chosen review pathway and how issues have been addressed with DAAC via email. DAAC reserves the right to make a recommendation to the JCC Administrative Director and Chief Data Analytics Officer about any aspect of the design and release of proposed data products.

## *Phase 2: Validation*

**Purpose**: The JCC office must give leaders of courts providing data an opportunity to review, validate , and provide comment on the visualization(s) before release by completing the following steps:

1. JCC office will share the scope document, draft dashboard, and a summary of DAAC's recommendation (if available) with the court executives of courts who provided data included in the visualizations to be released.
2. The JCC office will collect feedback for at least 10 court days.
3. The JCC office will address feedback from court executives or their designee(s) with edits to the data visualization or explanation.
4. The JCC Office will share a summary of summary of feedback received and edits made during the validation phase to the Court Executive Officers of courts providing data for visualizations.

## *Phase 3: Notice (for visualizations being released publicly)*

**Purpose**: The office must notify courts before visualizations are published publicly as follows.

1. Notify Court Executive Officers five court days **prior** to publication.
2. The notice will Include talking points stating the dashboard's purpose and content to be useful in answering questions from staff and/or public

## Special Cases:

- **Cosmetic Changes or Data Refreshes**: Visualizations that have already been approved through this process or released prior to the adoption of this policy that are simply being updated with new data or cosmetic changes (e.g., layout, colors, organization) are exempt.

- **Additional data elements or metrics added to an already reviewed dashboard.** JCC staff will give the DAAC Chair the option to restart the full review process. If DAAC Chairs decline review, then the dashboard can proceed to the Validation phase.

- **Expedited review for Court-facing visualizations not for public release**: Dashboards intended for only court audiences may satisfy the Consultation and/or Validation steps via email to Court Executives when deemed appropriate by the DAAC Chair.

- **Expedited review for public dashboards that only feature metrics/data aggregated to a statewide level**. DAAC & CEAC (Court Executive Advisory Committee) Chair(s) can approve expedited review bypassing the Consultation and Validation stage for dashboards only presenting metrics at a statewide level. The JCC office can proceed to the Notice phase.

Judicial Council *of* California

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# M E M O R A N D U M

Date
March 19, 2026

To
Members of the Data Analytics Advisory Committee

From
Mustafa Sagir, Supervising Analyst
Research, Analytics, and Data

Subject
Methodological Issues Related to Judicial Workload Study Update - Special Case Type Caseweights: Asbestos and Complex Civil

Action Requested
Please Review

Deadline
N/A

Contact
Mustafa Sagir
Research, Analytics, and Data

415-865-7553 phone
mustafa.sagir@jud.ca.gov

**Executive Summary**

This memo addresses methodological considerations for two special case types—Asbestos and Complex Civil—that are not fully resolved by the standard case-weighting approach. Each presents a distinct challenge requiring committee guidance before final caseweights can be established.

*Asbestos*

San Francisco Superior Court was the only court that reported asbestos case-related time during the statewide time study (caseweight: 166). In addition, Los Angeles Superior Court provided a caseweight (828) from its 2024 independent workload study, which is incorporated for comparison and statewide calculations. The number of courts used to develop asbestos caseweight is not unusual, as there are generally three courts that serve as the primary courts that

handle asbestos cases in the state. However, upon review of the data the San Francisco value looked low, and staff reached out to the court. Discussions with the court reveal that San Francisco value likely understates typical workload because the court's assigned asbestos judge was absent for a significant portion of the study period.

Three options are presented to address the Asbestos caseweight:

**Option A** – Retain the 2019 statewide caseweight of 553 (do not incorporate current data from either court);

**Option B** – Update using current court caseweight data for San Francisco (166) and Los Angeles (828), yielding a statewide weight of 497; or

**Option C** – Use a hybrid approach that adjusts the San Francisco value for the absent judge while also incorporating time for judges who filled in to work on Asbestos cases during the time study, yielding a statewide weight of 528.

*Please note: These statewide Asbestos caseweight examples are presented for illustrative purposes only and do not represent final caseweights. They are provided to assist with the committee discussion. Please do not disseminate.*

The Asbestos case type caseweight item was presented to the Judicial Workload Subcommittee of the Data Analytics Advisory Committee on February 27. This option addresses the known data limitation in San Francisco by replacing the unadjusted time study value with an adjusted figure that accounts for the period of judicial absence, while incorporating the current Los Angeles value. It balances data currency with data quality and produces a caseweight more reflective of actual Asbestos workload.

*Complex Civil*

Complex Civil caseweights vary widely across study courts, and a small number of courts—those with dedicated Complex Civil departments or substantial filing volumes—account for the majority of filings.

Two options are presented to address the Complex Civil caseweight:

**Option A** – include all study courts

**Option B** – limit the calculation to courts with substantial Complex Civil activity (Los Angeles, San Francisco, Orange, Santa Clara, and San Bernardino), using the mean.

The Complex Civil case type caseweight item was presented to the Judicial Workload Subcommittee of the Data Analytics Advisory Committee on February 27. Following its review, the subcommittee recommends Option B. This option limits the caseweight calculation to courts with substantial Complex Civil activity — Los Angeles, San Francisco, Orange, Santa Clara, and

San Bernardino — using the mean, which gives proportionally greater weight to courts with higher case processing demands. This approach is consistent with prior JWS methodology and ensures the statewide caseweight reflects courts most experienced with this case type

**Issue**

Two case types—Asbestos and Complex Civil—present methodological challenges that are not fully addressed by the standard case-weighting approach used in the Judicial Workload Study (JWS). Each requires specific analytical treatment before a statewide caseweight can be established.

- **Asbestos** cases related time was reported by only one court during the time study. The study also incorporates Los Angeles Superior Court's caseweight from its 2024 independent study. During validation meetings, San Francisco flagged a data quality concern during. The small number of observations and the presence of a known data limitation raise questions about how best to establish a statewide caseweight.
- **Complex Civil** cases exhibit wide variation in reported caseweights across courts, and filing volumes are highly concentrated in a small number of larger courts with dedicated departments. This raises questions about which courts should inform statewide caseweight and what aggregation method is most appropriate.

**Background**

Note: *All figures referenced in this memo are based on time study data and assume a work year value of 214 days. They are presented for illustrative purposes only and do not represent final caseweights. Please note: They are provided to assist with the committee discussion. Please do not disseminate.*

**1. Asbestos**

Asbestos is a specialized case type with a small statewide caseload concentrated in a limited number of courts. In the current time study, only San Francisco Superior Court reported time associated with asbestos cases. Los Angeles Superior Court data were incorporated from its independently conducted workload study.

The 2019 JWS similarly relied on these same two courts to establish the statewide asbestos caseweight. At that time, San Francisco reported a caseweight of 746 and Los Angeles reported 359, yielding a statewide caseweight of 553.

**2. Complex Civil**

Complex Civil cases are handled across multiple superior courts but are heavily concentrated in a small number of larger courts. Several courts have established dedicated Complex Civil

departments to manage these cases, reflecting the specialized and resource-intensive nature of this case type.

In the prior JWS, the Complex Civil caseweight was calculated using only larger courts, and the mean was used as the aggregation method to give proportionally greater weight to higher case processing time courts. The current study data show a similarly wide range of reported caseweights across participating courts, with filing volumes concentrated in a subset of courts.

## Analysis

### 1. Asbestos

#### a. Current Time Study Data

Two courts contributed asbestos caseweight data for the current study:

- **San Francisco:** The time study yielded a caseweight of 166. However, during the validation meeting, the Presiding Judge noted that the court's assigned asbestos judge was absent for a significant portion of the study period. As a result, the recorded time likely understates the typical judicial workload associated with asbestos cases in that court. The Asbestos Judge and court Data Analytics Manager confirmed the underreporting during conversations with the court.
- **Los Angeles:** A caseweight of 828 was reported, based on the court's 2024 independent workload study.

The combination of a limited number of reporting courts and a known data limitation in the San Francisco data makes it difficult to establish a statewide asbestos caseweight using standard methods alone. Contextual judgment is required.

#### b. Adjusted San Francisco Value

To address the underreporting caused by the extended absence of the assigned asbestos judge, staff imputed the amount of missing judicial time by scaling the judge's reported asbestos-related time to cover the full study period. This imputation yields an adjusted San Francisco caseweight of 228, which better represents expected workload under normal staffing conditions.

#### c. Comparison with 2019 JWS

The table below compares the Asbestos caseweight values from the 2019 JWS with current study data and the hybrid-adjusted values, along with the resulting statewide caseweight under each scenario.

**Table 1. Asbestos Caseweight Comparison Across Options**

| Option | San Francisco Caseweight | Los Angeles Caseweight | Statewide Caseweight (Mean) | Basis |
|---|---|---|---|---|
| Option A Retain 2019 values | 746 | 359 | **553** | Prior JWS (2019) values; no update |
| Option B Update with current data | 166 | 828 | **497** | Current time study (SF) + LA independent study; SF value may understate typical workload |
| Option C Hybrid approach | 228 | 828 | **528** | SF adjusted for absent asbestos judge; LA current value |

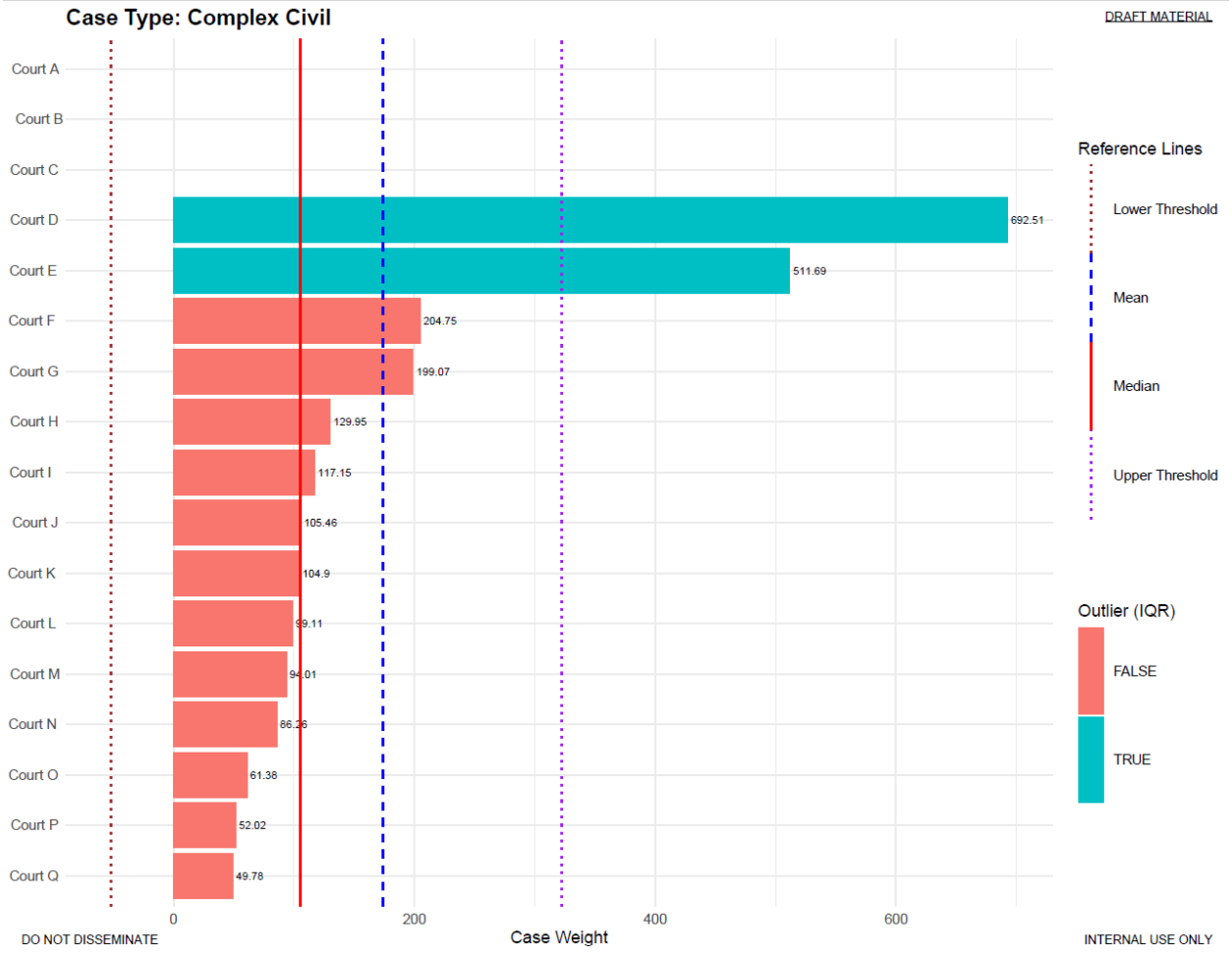
*Note: Statewide caseweight is the mean of San Francisco and Los Angeles values. The 2019 statewide weight was also based on these two courts. Current figures assume a work year value of 214 days.*

## 2. Complex Civil

### a. Wide Variation in Court-Level Caseweights

Time study results for Complex Civil cases show a broad range of reported caseweights across participating courts. This variation reflects genuine differences in how courts handle Complex Civil matters—including whether a court has a dedicated Complex Civil department, the complexity and volume of cases assigned, and local case management practices. Figure 1 shows the caseweight distribution among study courts. Three courts did not report any complex civil case related time during the study.

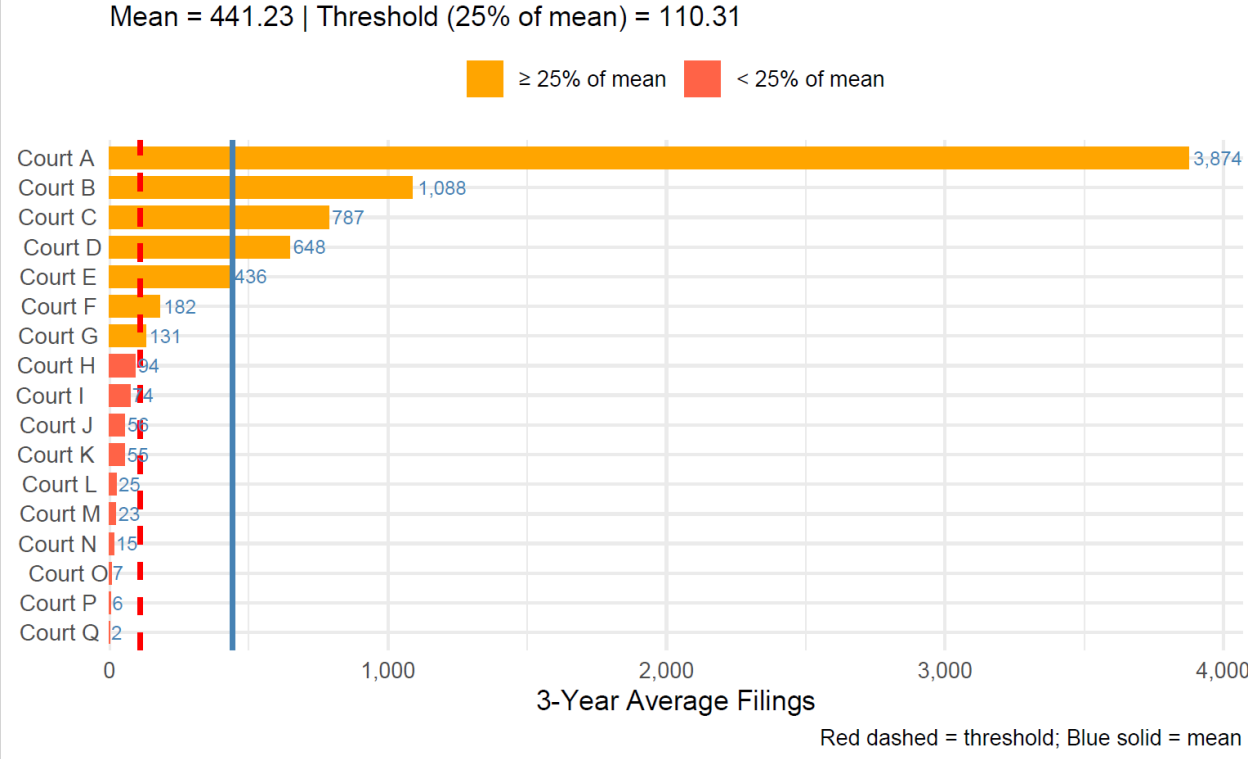
**Figure 1. Complex Civil Caseweights by Time Study Courts**




### b. Filing Volume Concentration

Three-year average Complex Civil filings are heavily concentrated in a small number of courts. As shown in Figure 2, courts such as Los Angeles, Santa Clara, Orange, San Bernardino, and San Francisco account for the large majority of Complex Civil filings among the study courts. Many remaining courts report filing volumes well below the mean.

**Figure 2. Three-year Average Complex Civil Filings by Time Study Courts**




### c. Courts with Dedicated Complex Civil Departments

During validation meetings, it was noted that courts with dedicated Complex Civil departments—or those with substantial Complex Civil filing volumes—may be more appropriate to include when establishing a statewide caseweight, given the specialized nature of these cases. Table 2 identifies the courts that meet either criterion.

**Table 2. Courts with Dedicated Complex Civil Departments or Substantial Filings**

| Superior Court | Dedicated Complex Civil Department | Notes |
|---|---|---|
| Los Angeles | Yes | Largest complex civil filings among study courts |
| Orange | Yes | High filing volume; dedicated department |
| Santa Clara | Yes | High filing volume; dedicated department |
| San Francisco | Yes | High filing volume; dedicated department |
| San Bernardino | No | High filing volume |

## Options

### 1. Asbestos

Staff present the following options for establishing statewide Asbestos caseweight:

**Option A — Retain the 2019 statewide caseweight (553).** This option maintains the results of the prior study.

**Option B — Update with current study data:** This option uses the unadjusted San Francisco value (166) from the current time study and the Los Angeles value (828) from its independent study. It reflects the most recent available data but incorporates a San Francisco value that likely understates typical workload due to the absent asbestos judge.

**Option C — Hybrid approach using adjusted San Francisco value:** This option replaces the unadjusted San Francisco time study value with the adjusted value of 228, which accounts for the period of judicial absence. Combined with the current Los Angeles value of 828. This approach balances currency with data quality.

### 2. Complex Civil

Staff present the following options for establishing a statewide Complex Civil caseweight:

**Option A — Include all study courts:** This approach treats all participating courts equally. However, the resulting statewide caseweight may be influenced by courts with very low Complex Civil filing volumes which could reduce the representativeness of the estimate.

**Option B — Limit the calculation to courts with substantial Complex Civil activity, using the mean:** This approach is consistent with the methodology used in the prior JWS and ensures that the statewide caseweight reflects courts most experienced with this case type. Under this approach, the statewide caseweight would be calculated using the mean of caseweights from Los Angeles, San Francisco, Orange, Santa Clara, and San Bernardino—courts that either have dedicated Complex Civil departments or handle a relatively high amount of complex civil filings.

## Recommendations

*Asbestos*

Following its review, the Judicial Workload Subcommittee recommends **Option C**. This option addresses the known data limitation in San Francisco by replacing the unadjusted time study value with an adjusted figure that accounts for the period of judicial absence, while incorporating the current Los Angeles value. It balances data currency with data quality and produces a caseweight more reflective of actual Asbestos workload.

*Complex Civil*

Following its review, the Judicial Workload Subcommittee recommends **Option B**. This option limits the caseweight calculation to courts with substantial Complex Civil activity — Los Angeles, San Francisco, Orange, Santa Clara, and San Bernardino — using the mean, which gives proportionally greater weight to courts with higher case processing demands. This approach is consistent with prior JWS methodology and ensures the statewide caseweight reflects courts most experienced with this case type.

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# M E M O R A N D U M

**Date**
March 19, 2026

**To**
Members of the Data Analytics Advisory Committee

**From**
Mustafa Sagir, Supervising Analyst
Research, Analytics, and Data

**Subject**
Methodological Issues Related to Judicial Workload Study Update - Identification and Treatment of Outliers

**Action Requested**
Please Review

**Deadline**
N/A

**Contact**
Mustafa Sagir
Research, Analytics, and Data

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## Executive Summary

This memo presents the methodology for identifying and treating outlier courts in caseweight calculations for the Judicial Workload Study (JWS). Because statewide caseweights are derived by aggregating court-level data, atypically high or low values from individual courts can distort results if not addressed systematically. Key findings and options are summarized below.

- **Identifying Outlier Courts:** Applying a statistical method (IQR method)[1] to time study data, courts have been identified as to whether there are outliers. This was done for each case

[1] The IQR method was applied to each case type to identify courts with atypically high or low caseweights. Under this method, a court is flagged as an outlier if its caseweight falls more than 1.5 times the interquartile range above the 75th percentile or below the 25th percentile. This method is preferred over the Z-score approach because caseweight data are often skewed, and the IQR method does not rely on assumptions of symmetry. Please see Appendix for detailed explanation.

type. All identified outliers are on the upper end of the spectrum. The model did not identify any outlier court on the lower end of the spectrum.

- **Impact of removing outliers:** Removing outliers produces noticeably larger changes in the statewide mean caseweights (ranging from approximately 6.7% to 23.2%) than in the statewide median caseweights (ranging from approximately 2.3% to 7.8%). On average, the mean is affected roughly three times more than the median. When statewide caseweights are calculated using the median, removing outlier courts has only a small effect on the results, confirming the median's stability in the presence of extreme values.

**Options**

Three options to address outliers were analyzed:

**Option A –** Retain all courts and base statewide caseweights on the median of individual court weights. This approach minimizes sensitivity to outliers and avoids discretionary exclusion decisions.

**Option B –** Remove identified outlier courts and calculate statewide caseweights using the median of the remaining courts. This eliminates extreme values while the median continues to provide stability against any residual skew. The impact on statewide caseweights would be minimal.

**Option C –** Remove identified outlier courts and calculate statewide caseweights using the mean of the remaining courts. The mean will give proportionally greater weight to courts with higher caseweights, which may be appropriate if those values reflect genuine workload intensity.

The outlier item was presented to the Judicial Workload Subcommittee of the Data Analytics Advisory Committee on February 27. Following its review, the Judicial Workload Subcommittee recommends Option A. The median-based approach without court exclusion is both methodologically sound and practically defensible — it preserves all available data, eliminates the need for case-by-case exclusion determinations, and produces stable statewide caseweights even in the presence of atypically high values.

**Issue**

Statewide caseweights are derived from court-level caseweight data. For some case types, certain courts report values that are unusually high or low relative to others. If not properly accounted for, these extreme values can distort statewide caseweights and, in turn, affect judicial need estimates.

This memo addresses two related questions:

- How should outlier courts be identified consistently across case types?
- How should identified outliers be treated when calculating statewide caseweights?

The approach taken to both questions has direct implications for the accuracy and fairness of the resulting judicial need estimates.

## Background

The JWS develops statewide caseweights by aggregating court-level caseweights derived from the judicial time study. Each participating court contributes its own caseweight, and these values are combined—typically using the median—to produce a statewide figure.

Because the number of study courts for any given case type may be relatively small, a single court with unusually high or low value can have a disproportionate effect on aggregate results. This is particularly true when using the mean. The median is more resistant to extreme values, but even median-based aggregation benefits from a clear and consistent framework for identifying and assessing atypical observations.

During validation meetings with presiding judges and court executive officers, staff shared case-type-specific caseweight graphs and received feedback on how individual court values compared to those of other courts. That feedback — combined with statistical analysis — informs the approach described in this memo.

Note: *All figures referenced in this memo are based on time study data and assume a work year value of 214 days. They are presented for illustrative purposes only and do not represent final caseweights.*

## Analysis

### 1. Outlier Identification Method

Two methods are commonly used to identify statistical outliers: The Z-score and the IQR Method (For a description of each please see Appendix A). Because caseweight data are often skewed, JCC staff used the IQR method, which does not rely on assumptions of normality.

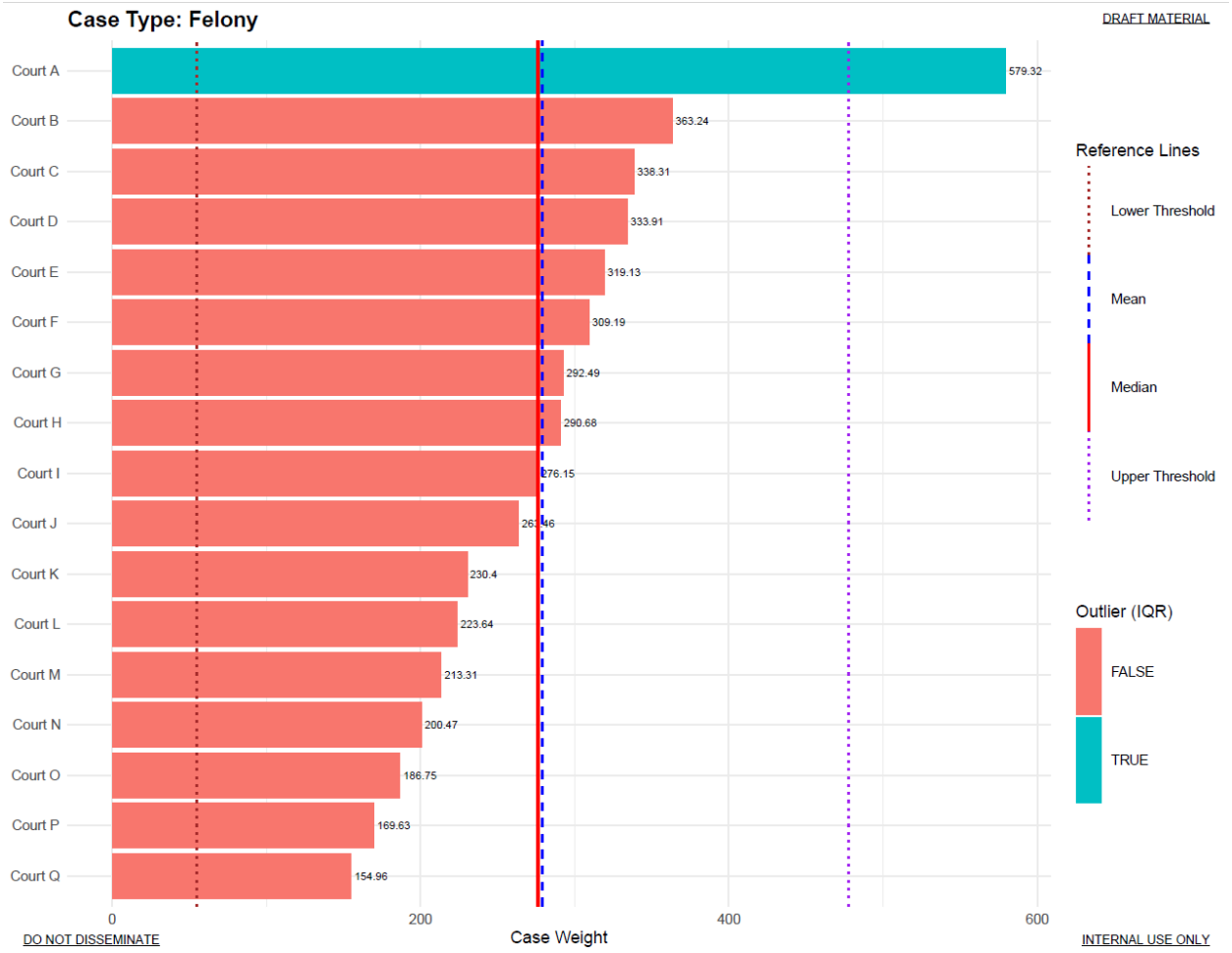
### 2. Outlier Identification – Case Type Examples (Felony and Limited Civil)

The following figures display court-level caseweights for two case types, ordered from highest to lowest. Each chart shows the median (blue dashed line), the mean (solid red line), and the upper and lower IQR-based outlier thresholds (dashed purple and brown lines). Courts identified as outliers are highlighted in turquoise; courts within the thresholds are shown in red.

### Example 1: Felony

For the Felony case type, the IQR method identifies one court as an outlier, with a caseweight exceeding the upper threshold. All remaining courts fall within expected ranges. Figure 3 demonstrates the caseweight distribution among study courts and identified outlier.

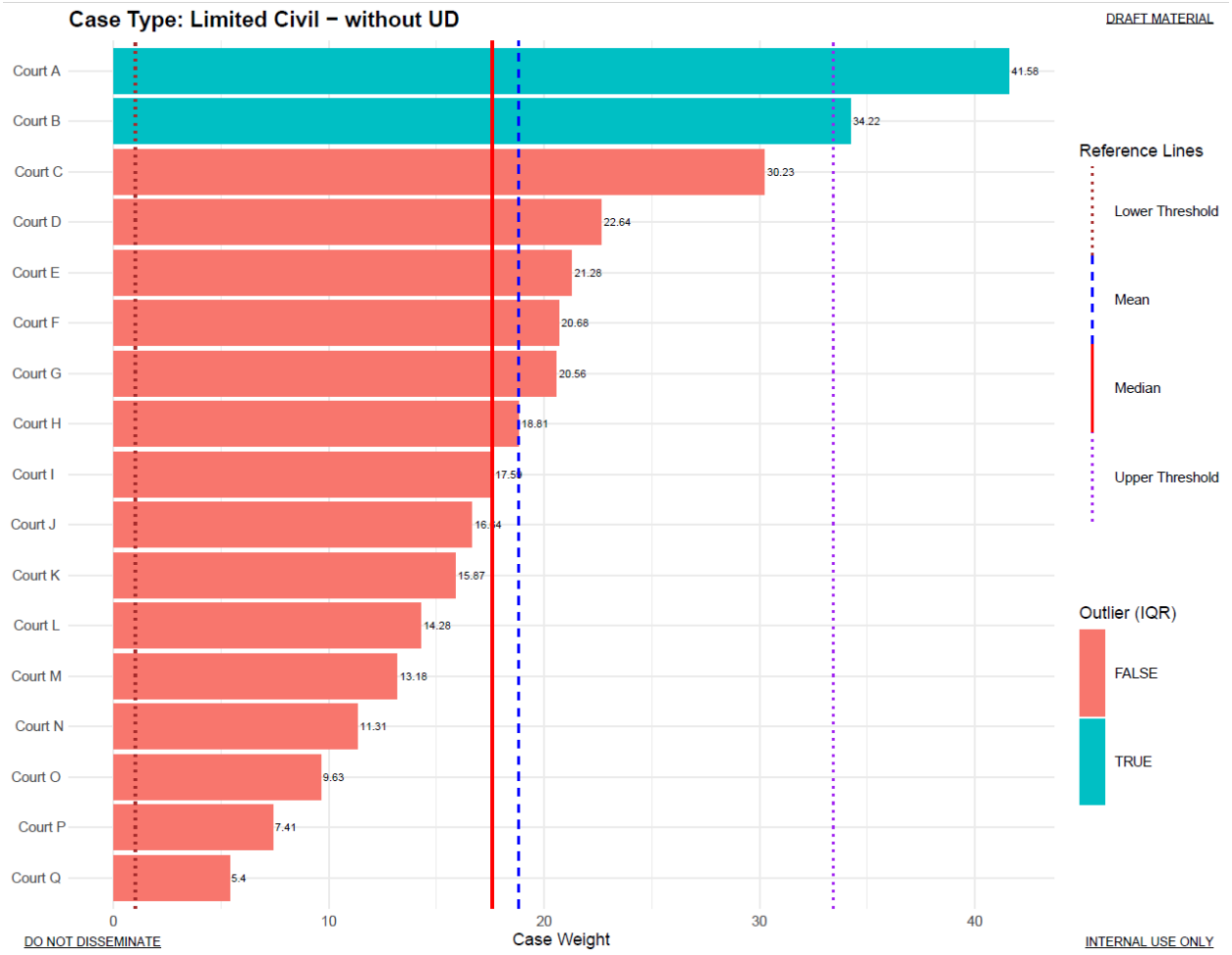
**Figure 3. Felony Caseweights by Study Court with IQR Outlier Thresholds Outlier Identification**




**Example 2: Limited Civil (Excluding Unlawful Detainer)**

For the Limited Civil (excluding Unlawful Detainer) case type, two courts exceed the upper IQR threshold and are flagged as outliers. All other courts fall within the expected range. Figure 4 shows the Limited Civil (excluding Unlawful Detainer) case type outlier identification.

**Figure 4. Limited Civil (excluding Unlawful Detainer) Caseweights by Study Court with IQR Outlier Thresholds Outlier Identification**




## 3. Treatment of Outliers

Before discussing treatment options, it is useful to review the distinction between the mean and the median, as this distinction is central to understanding how outliers affect statewide caseweights.

### Mean vs. Median: Background

- The **mean** is the arithmetic average of all values. It is sensitive to extreme observations: a single high or low value can shift the mean substantially.
- The **median** is the middle value when data are sorted. It is resistant to extreme values and continues to reflect the central tendency of the distribution even when outliers are present.

Table 3 below illustrates this distinction using a simple example dataset.

**Table 3. Illustrative Example — Effect of an Extreme Value on Mean and Median**

| | With Extreme Value (250) | Without Extreme Value |
|---|---|---|
| Dataset | 30, 32, 35, 38, 40, 42, 45, 50, 70, 250 | 30, 32, 35, 38, 40, 42, 45, 50, 70, ~~250~~ |
| Mean | 63.2 | 42.4 |
| Median | 41.0 | 40.0 |
| Difference (Mean − Median) | 22.2 | 2.4 |

Removing the extreme value (250) causes the mean to drop from 63.2 to 42.4 — a change of 20.8 points — while the median shifts only from 41.0 to 40.0, a change of just 1.0 point. This illustrates why measures based on the mean are far more sensitive to outliers than median-based measures.

### a. Treatment Options

Two main approaches can be used to address identified outliers:

i. **Exclude outlier courts and compute the statewide caseweight from the remaining courts:** This approach removes the influence of atypical values but requires a case-by-case determination for each outlier and reduces the number of courts contributing to the statewide estimate.

ii. **Retain all courts and base statewide caseweights on the median rather than the mean:** The median's resistance to extreme values means that outlier courts have limited influence on the statewide result, even when included. This approach preserves all available data and avoids discretionary exclusion decisions.

It is also important to note that some courts flagged as statistical outliers may reflect genuine workload differences. Validation discussions with presiding judges and court executive officers supported this interpretation for some higher-weight outliers.

## 4. Impact of Removing Outliers

To assess the practical significance of the outlier treatment decision, staff calculated statewide caseweights for four case types both with and without identified outlier courts. Results are presented separately for mean-based and median-based aggregation.

### a. Effect on Statewide Mean Caseweights

Removing outliers produces noticeable changes in the statewide mean, varying by case type. Across the four case types examined, the percent difference between the all-courts

mean and the outlier-removed mean ranges from approximately 6.7% to 23.2%. Table 4 illustrates this using four case types.

**Table 4. Effect of Removing Outliers on Statewide Mean Caseweights**

| Case Type | Statewide Mean (All Courts) | Statewide Mean (Outliers Removed) | Percent Difference |
|---|---|---|---|
| Case Type A | 279 | 260 | 6.7% |
| Case Type B | 19 | 16 | 13.7% |
| Case Type C | 45 | 40 | 11.7% |
| Case Type D | 119 | 91 | 23.2% |

### b. Effect on Statewide Median Caseweights

The impact on the statewide median is substantially smaller. Across the same four case types, removing outliers changes the median by approximately 2.3% to 7.8%, roughly one-third the magnitude of the effect on the mean.

**Table 5. Effect of Removing Outliers on Statewide Median Caseweights**

| Case Type | Statewide Median (All Courts) | Statewide Median (Outliers Removed) | Percent Difference |
|---|---|---|---|
| Case Type A | 276 | 270 | 2.3% |
| Case Type B | 18 | 17 | 5.4% |
| Case Type C | 41 | 40 | 4.1% |
| Case Type D | 82 | 76 | 7.8% |

These results are consistent across case types and confirm that the median provides greater stability in the presence of extreme values. When statewide caseweights are based on the median, the decision of whether to exclude outlier courts has only a modest effect on the final result.

## Summary of Findings

The analysis presented in this memo supports the following conclusions:

- **The IQR method is the appropriate tool for identifying outlier courts.** It does not rely on assumptions of symmetry and is robust to the skewed distributions commonly observed in caseweight data.

- **All identified outliers in this analysis fall on the upper end of the distribution.** Some may reflect legitimate workload differences rather than data quality issues, which further supports retaining them in the analysis.
- **Removing outliers has a larger effect on the statewide mean caseweights than on the statewide median.** The mean is affected approximately three times more than the median across the case types included in the study

**Options**

The following options are presented for consideration regarding the treatment of outliers.

**Option A – Retain all courts** and base statewide caseweights on the **median** of individual court weights. This approach minimizes sensitivity to outliers and avoids discretionary exclusion decisions.

**Option B – Remove identified outlier courts and calculate statewide caseweights using the median** of the remaining courts. This eliminates extreme values while the median continues to provide stability against any residual skew. The impact on statewide caseweights would be minimal.

**Option C – Remove identified outlier courts and calculate statewide caseweights using the mean** of the remaining courts. The mean will give proportionally greater weight to courts with higher caseweights, which may be appropriate if those values reflect genuine workload intensity.

**Recommendation**

Following its review, the Judicial Workload Subcommittee recommends **Option A**. The median-based approach without court exclusion is both methodologically sound and practically defensible — it preserves all available data, eliminates the need for case-by-case exclusion determinations, and produces stable statewide caseweights even in the presence of atypically high values.

**Attachments**

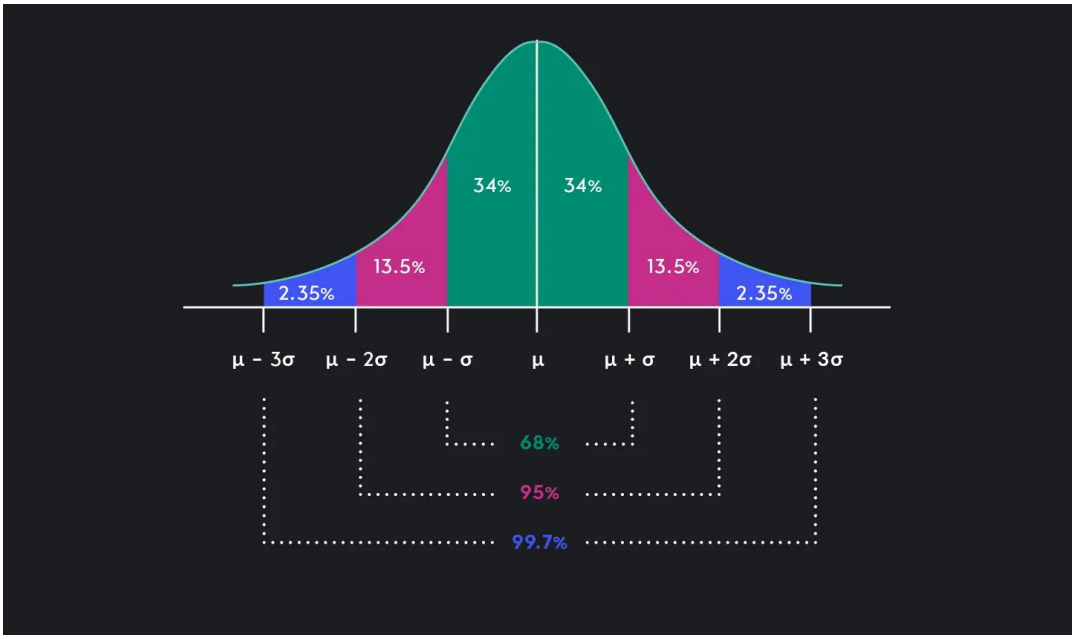
Attachment 1. Outlier Identification Methods

**Attachment 1: Outlier Identification Methods**

**The Z-Score (3 Standard Deviation) Method:**

The Z-score method identifies outliers based on their distance from the mean, expressed in units of standard deviation. Under a conventional three-standard-deviation threshold, a value is flagged as an outlier if it falls more than three standard deviations above or below the mean. The Z-score method is most effective when data are normally distributed. In skewed datasets, extreme values inflate the mean and standard deviation, widening the thresholds and potentially masking true outliers. In skewed distributions, this can cause the thresholds to widen, potentially masking outliers rather than flagging them. Figure 1 illustrates this approach.

**Figure 1 Z-Score (3 Standard Deviation) Method for Identifying Outliers**




**The IQR Method:**

The IQR method identifies outliers based on the spread of the middle 50 percent of the data, defined by the 25th percentile (Q1) and 75th percentile (Q3). Because it does not rely on the mean or standard deviation, it is not distorted by extreme values and performs more reliably with skewed data.

Because caseweight distributions are often right-skewed, the IQR method offers greater reliability. It is based on percentiles rather than the mean or standard deviation and therefore remains stable even when extreme values are present. The IQR method is therefore better suited

for this application. Figure 2 illustrates the IQR Method and Table 1 shows a step-by-step example of identifying outliers.

**Figure 2 Interquartile Method for Identifying Outliers**

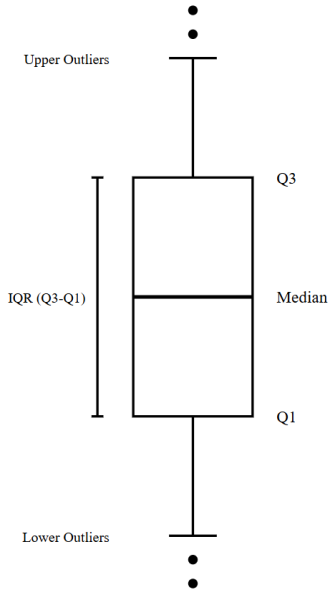



**Table 1. IQR Method — Step-by-Step**

| Step | Description | Formula / Example |
|---|---|---|
| 1. Find Q3 (75th percentile) | Upper boundary of the middle 50% of courts | e.g., Q3 = 450 minutes |
| 2. Find Q1 (25th percentile) | Lower boundary of the middle 50% of courts | e.g., Q1 = 280 minutes |
| 3. Calculate IQR | Distance between Q3 and Q1; represents the spread of the middle half of courts | IQR = Q3 − Q1 = 450 − 280 = 170 |
| 4. Upper threshold | Courts above this value are flagged as high outliers | Q3 + 1.5 × IQR = 450 + 255 = 705 |
| 5. Lower threshold | Courts below this value are flagged as low outliers | Q1 − 1.5 × IQR = 280 − 255 = 25 |
| 6. Identify outliers | Any court outside either threshold is flagged as an outlier for that case type | Court with value > 705 or < 25 = outlier |

*Note: Values shown are illustrative. Actual thresholds vary by case type.*

### a. Overview of Methods

Table 2 shows the comparison of the methods. Because the caseweight data are frequently right-skewed, the IQR method is selected for the study.

**Table 2. Comparison of Outlier Identification Methods**

| Feature | Z-Score (3 Standard Deviations) | IQR Method |
|---|---|---|
| Basis | Mean and standard deviation | 25th and 75th percentiles |
| Distribution assumption | Assumes roughly normal (symmetric) distribution | No symmetry assumption required |
| Sensitivity to extreme values | High — extreme values inflate the mean and standard deviation, potentially masking outliers | Low — based on the middle 50% of data, robust to skew |
| Best suited for | Symmetric, normally distributed data | Skewed or non-normal data, as is common in case-weight distributions |
| **Approach selected** | **—** | **✓ Selected for this study** |

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# M E M O R A N D U M

Date
March 13, 2026

To
Members of the Data Analytics Advisory Committee

From
Mustafa Sagir, Supervising Analyst
Research, Analytics, and Data

Subject
Methodological Issues Related to Judicial Workload Study Update – Revision of Judicial Work Year Value

Action Requested
Please Review

Deadline
N/A

Contact
Mustafa Sagir
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## Executive Summary

This memo summarizes proposed updates to the Judicial Work Year Value (WYV), a foundational model input that drives both case weight calculations and assessed judicial need. Staff identified two components requiring reassessment based on recent data and time study findings.

- **Available working days:** The addition of Juneteenth (2023) reduces available days by one (increasing branch holidays from 13 to 14). Additionally, court-reported leave data from 12 study courts show a mean of 35.4 combined leave days—the prior model used 33-days. These should be considered Time study data show a median of approximately 49 minutes of non-case-related activity per day, down from the 120 minutes assumed in prior studies. This implies approximately 431 minutes of case-related time per day, compared to 360 minutes previously — increasing annual case-related minutes from 77,400 to 91,372.

### Options

*Available Working Days*

- **Option A — Status quo on leave; adopt 214 days:** Considering there has been no policy change in leave and education/training time, retain the 33-day leave assumption and account only for Juneteenth as a 14th state holiday. This yields 214 available working days. Case weights would decrease slightly.
- **Option B — Update leave to 35 days; adopt 212 days:** Considering actual leave usage in practice, update the leave assumption to 35 days based on court-reported data and NCSC other-state study evidence, and account for Juneteenth. This yields 212 available working days. Case weights would decrease slightly.

The available working days item—as part of the judicial work year—was presented to the Judicial Workload Subcommittee of the Data Analytics Advisory Committee on March 3. Following its review, Judicial Workload Subcommittee recommends Option B. Updating the leave assumption to 35 days brings the WYV in line with both court-reported usage and NCSC peer-state evidence, yielding 212 available working days.

*Case-Related Time Per Day*

- **Option A — Retain 6-hour assumption (360 minutes):** Maintain the prior assumption for consistency with previous studies.
- **Option B — Update to 431 minutes (7 hours 11 minutes):** Adopt the median value from the current time study. This reduces non-case-related time from 120 to 49 minutes per day and increases total annual case-related minutes from 77,400 to 91,372.
- **Option C — Update to 420 minutes (7 hours):** Adopt a rounded intermediate value that accounts for the time study data while preserving a reasonable allocation of 60 minutes per day for non-case-related activities such as community outreach, legal research, committee work, and meetings.

The case-related time per day item—as part of the judicial work year—was presented to the Judicial Workload Subcommittee of the Data Analytics Advisory Committee on March 3. Following its review, Judicial Workload Subcommittee recommends Option B. Adopting 431 minutes of case-related time per day reflects the current time study median and represents the most empirically current basis for this component.

## Issue

The judicial work year value is a foundational input in California's judicial workload model. It is calculated by multiplying the total number of days a judicial officer is available for case-related work by the number of case-related minutes per day. This value feeds directly into case weight calculations and, in turn, into assessments of judicial need across the state's superior courts.

The Judicial Workload Study (JWS) uses three main components for estimating judicial need in the trial courts: caseweights (time in minutes), case filings (most recent 3-year average), and the WYV (time in minutes). This memo addresses updates to WYV, which has two sub-components:

- The number of available working days per year, and
- The number of case-related working hours per day.

Table 1 summarizes the WYV parameters, identifies which are subject to change, and shows current values. Since the 2018 study, two developments warrant reassessment: (1) the addition of Juneteenth as a state holiday in 2023, and (2) time study and court-reported data indicating shifts in actual leave usage and daily case-related time.

**Table 1. Work Year Value Parameters**

| WYV Parameter | Subject to Change | Current Value |
|---|---|---|
| Days in calendar year | No | 365 days |
| Weekend days | No | 104 days |
| Number of state holidays during which the court is closed | Yes, if there is a change in the state holidays observed | 13 days |
| Number of used leave and training/education days among study courts, excluding extended leave.* | Yes, if there was a change in policy or practice | 33 days |
| Number of case-related minutes per day | Yes, if there was a change in policy or practice | 6 hours (360 minutes) |

** Extended leave is accounted for in caseweights by weighting up participants' minutes.*

## Background

California's 2011 and 2018 Judicial Workload Studies both used a WYV of 215 working days, based on the following:

- 365 total calendar days, less 104 weekend days, less 13 state holidays, less 33 days of vacation and other leave.
- Six hours (360 minutes) of case-related activity per judicial officer per day, with the remaining two hours allocated to non-case-related activities (administration, community outreach, committees, meetings, legal research, and writing).

With 215 total working days per year and 6 case-specific hours, the case-specific minutes per year per judicial officer used in the previous studies is 77,400.

The 2024 Los Angeles Superior Court judicial workload study — the most recent comparable study — used a WYV of 214 days, reflecting 13 holidays and 34 combined leave days. Two factors now warrant statewide reassessment:

- Juneteenth became a California state holiday effective in 2023, reducing available working days by one.
- Court-reported data and the current time study indicate that both leave usage and case-related time per day differ materially from prior assumptions.

## Analysis

### 1. Working Days Available

The prior use of 33 leave days to calculate WYV appears to understate current, actual judicial leave usage. The following policies and data sources inform this evaluation.

#### a. Comparison with Recent NCSC Studies

A review of NCSC judicial workload studies from 2023 through 2025 shows work year values ranging from 208 to 215 days (Table 2). The median implied leave across these states is 35.5 days.

**Table 2. NCSC Statewide Judicial Workload Studies — Work Year Values**

| State / Study | Year Value | Official Holidays | Vacation / Sick / Other Leave |
|---|---|---|---|
| **California (2019)** | **215** | **13** | **33** |
| Georgia (2023) | 215 | 12 | 34 (Annual Leave: 15, Sick Leave: 9, Judicial Education: 10) |
| Montana (2023) | 212 | 11 | 38 |
| Florida (2024) | 208 | 13 | 40 (PTO: 30, Judicial Education and Committee Work: 10) |
| Pennsylvania (2024) | 214 | 13 | 34 |
| Indiana (2024) | 213 | 13 | 35 (Vacation: 21, Sick/personal leave: 4, Education/CLE: 10) |
| Michigan (2025) | 214 | 13 | 34 (Paid Time Off: 24, Training and Conference: 10) |
| Iowa (2025) | 214 | 11.5 | 35.5 |
| Tennessee (2025) | 210 | 12 | 39 (Vacation/sick/other leave: 27, Training and conferences: 12) |

| State / Study | Year Value | Official Holidays | Vacation / Sick / Other Leave |
|---|---|---|---|
| Wisconsin (2025) | 208.6 | 10–11 | 42 |
| **Mean** | **212** | **12** | **36.8** |
| **Median** | **213** | **12** | **35.5** |

*Source: NCSC statewide judicial workload studies; official holidays from respective state court websites.*

### b. Court-Reported Leave Data

Leave data collected from 12 study courts covering calendar years 2022 through 2024 show a mean of 35.4 days and a median of 35.85 days of combined vacation, sick, and education/training leave (Table 3). These figures slightly exceed the use of 33 days in prior model. The shift may be caused by the change in demographic composition of the bench. It is important to note that vacation entitlements under Rule 10.603 have not changed since the last time study.

**Table 3. Court-Reported Leave Data — 3-Year Averages (2022–2024)**

| Superior Court | Vacation | Sick Leave | Education / Training | Total |
|---|---|---|---|---|
| Court A | 25.0 | 7.0 | 5.7 | 37.7 |
| Court B | 26.4 | 5.6 | 6.8 | 38.8 |
| Court C | 19.0 | 6.7 | 6.7 | 30.7 |
| Court D | 26.7 | 6.0 | 5.5 | 38.2 |
| Court E | 22.4 | 3.8 | 3.8 | 30.0 |
| Court F | 25.1 | 5.2 | 4.1 | 34.5 |
| Court G | 25.7 | 3.6 | 4.2 | 33.4 |
| Court H | 25.3 | 6.0 | 2.3 | 33.7 |
| Court I | 27.0 | 4.3 | 3.7 | 35.0 |
| Court J | 26.6 | 5.0 | 7.3 | 38.9 |
| Court K | 26.7 | 6.0 | 4.3 | 37.0 |
| Court L | 28.0 | 5.0 | 3.7 | 36.7 |
| **Mean** | **25.3** | **5.3** | **4.8** | **35.4** |
| **Median** | **26.1** | **5.2** | **4.3** | **35.9** |

*Source: Data collected directly from 12 time study courts. Figures represent three-year averages.*

**c. California Judicial Leave Framework (**Rule 10.603. Authority and duties of presiding judge)

Rule 10.603 of the California Rules of Court establishes annual vacation entitlements as follows:

- 24 days for judges with fewer than 7 years of service
- 27 days for judges with at least 7 but fewer than 14 years of service
- 30 days for judges with 14 or more years of service

In addition, judges receive 2 mandatory personal leave days per year, and presiding judges may authorize additional leave in extraordinary circumstances or allow carryover of unused vacation days (up to 30 days). While entitlements establish a ceiling, the court-reported data indicate that actual usage is around 26 days.

**d. California Judicial Education Framework (Rule 10.462. Minimum education requirements and expectations for trial court judges and subordinate judicial officers)**

Rule 10.462 provides information on minimum education requirements and expectations for trial court judges and subordinate judicial officers. Judges are expected under rule 10.462 to complete 30 hours of education credit every three years. Compliance has remained at 98–99%. These requirements have not changed since 2007.

**e. Addition of Juneteenth**

Juneteenth became an official California state holiday in 2023. This reduces the number of available working days by one (from 13 to 14 holidays), independent of any adjustment to leave assumptions.

## 2. Case-Related Time Per Day

Prior workload studies applied 6 hours (360 minutes) per day to case-related activities and 2 hours (120 minutes) to non-case-related activities. These values have not been updated since the earlier studies dating back to the early 2000s.

A survey of NCSC judicial workload studies conducted in other states from 2023 through 2025 shows non-case related time values ranging from 43 to 120 minutes. Table 4 shows the day value, non-case related time, and yearly case related availability in minutes values from these studies. The mean of non-case-related time from these studies is 82 minutes, whereas the median is 90 minutes.

**Table 4. NCSC Statewide Judicial Workload Studies — Case-Related Time Per Day**

| State / Study | Day Value (hours) | Non-Case-Related Time (minutes) | Case-Related Availability (minutes/year) |
|---|---|---|---|
| **California (2019)** | **8** | **120** | **77,400 (215 × 6 × 60)** |
| Montana (2023) | 8 | 61 | 85,648 |
| Georgia (2023) | 7.5 | 120 | 70,950 |
| Florida (2024) | 7.5 | 90 | 74,880 |
| Pennsylvania (2024) | 7.5 | 90 | 77,040 |
| Indiana (2024) | 7.5 | 90 | 83,070 |
| Michigan (2025) | 7.5 | 90 | 73,830 |
| Iowa (2025) | 7.5 | 90 | 77,040 |
| Tennessee (2025) | 7.5 | 88 | 76,114 |
| Wisconsin (2025) | 7.5 | 60 | 81,354 |
| Oregon (2025) | 8 | 43 | 87,435 |
| **Mean** | **7.6** | **82** | **79,365** |
| **Median** | **7.5** | **90** | **77,040** |

*Source: NCSC statewide judicial workload studies.*

Current time study data, however, indicate that the median non-case-related time per day is 49 minutes—a reduction of 71 minutes from the prior assumption. This implies judicial officers spend more time on case related activities in a day. This accounts for approximately 7 hours and 11 minutes (431 minutes) of available case-related time per day, a substantial increase.

The WYV is a key metric in the workload value. As one of two primary variables in the final workload need formula, changes can have an impact on assessed judicial need. Table 5 summarizes both WYV components under the prior and updated assumptions.

**Table 5. Work Year Value — Prior vs. Updated Assumptions**

| Parameter | Prior Value | Updated Data |
|---|---|---|
| Days in year | 365 | 365 |
| Less weekends | −104 | −104 |
| Less holidays | −13 | −14 (incl. Juneteenth) |

| Parameter | Prior Value | Updated Data |
|---|---|---|
| Less vacation / other leave | −33 | −35 (mean) to −36 (median) |
| **Total available days** | **215** | **211–212** |
| Case-related time per day | 6 hrs (360 min) | 7 hrs 11 min (431 min) |
| **Total annual case-related minutes** | **≈ 77,400 (215 × 360 min)** | **≈ 91,372 (212 days × 431 min)** |

## Options

Staff presents the following options for subcommittee consideration on both components of the WYV.

### 1. Available Working Days

**Option A — Status quo on leave; adopt 214 days:** Considering there has been no policy change in leave and education/training time, retain the 33-day leave assumption and account only for Juneteenth as a 14th state holiday. This yields 214 available working days. Case weights would decrease slightly.

**Option B — Update leave to 35 days; adopt 212 days**: Considering the practice and actual leave usage, update the leave assumption to 35 days based on court-reported data and NCSC other state study evidence, and account for Juneteenth. This yields 212 available working days. Case weights would decrease slightly.

### 2. Case-Related Time Per Day

**Option A — Retain 6-hour assumption (360 minutes):** Maintain the prior assumption for consistency with previous studies.

**Option B — Update to 431 minutes (7 hours 11 minutes):** Adopt the median value from the current time study. This reduces non-case-related time from 120 to 49 minutes per day and increases total annual case-related minutes from ~77,400 to ~91,372, directly reducing assessed judicial need.

**Option C — Update to 420 minutes (7 hours).** Adopt a rounded intermediate value that accounts for the time study data while preserving a reasonable allocation for non-case-related activities (60 minutes per day) such as community outreach, legal research, committee work, and meetings.

## Recommendation

Following its review, Judicial Workload Subcommittee recommends Option B for both components. Updating the available days assumption to 212 days reflects actual leave usage as supported by court-reported data and NCSC other-state evidence. Updating case-related time to

431 minutes per day adopts the current time study median directly, producing a WYV grounded in the most recent empirical data. The recommendations are further summarized below:

**Option B for available working days.** Updating the leave assumption to 35 days brings the WYV in line with both court-reported usage and NCSC peer-state evidence, yielding 212 available working days.

**Option B for case-related time per day.** Adopting 431 minutes of case-related time per day reflects the current time study median and represents the most empirically current basis for this component.

Together, these updates produce a WYV that better reflects how judicial officers are currently allocating their time.

# Focus Group Planning

## PURPOSE

These focus group sessions are designed to examine how and why caseweights have changed since the 2019 Judicial Workload Study and to ensure the current study accurately reflects judicial workload across all case types.

**IMPLEMENTATION** Each focus group will include approximately 10–12 judicial officers and will be conducted as a structured discussion facilitated by NCSC staff via virtual meeting platform.

## CASE TYPES

Focus groups will be conducted across the following case type categories:

- Felony
- Misdemeanor Traffic
- Unlawful Detainer
- Small Claims
- Family – Child Support, Domestic Violence & Other (combined)
- Juvenile – Delinquency & Dependency (combined)
- Mental Health
- Complex Civil

## SELECTION CRITERIA

Case types are selected for inclusion based on a 20% or greater change in results compared to the prior study.

## PROPOSED SESSION DATES

Sessions are scheduled between April and May 2026. Preferred time windows are 12:00–1:00 PM and 3:00–4:00 PM, with 1–2 sessions anticipated per day.

**Available dates:** April 6, 7, 14, 16, 20, 21, 27, 29 – May 4, 5

## SESSION STRUCTURE

- Two sessions per case type
- Family CS, DV, and Other combined into single category
- Juvenile Delinquency and Dependency combined into a single category
- 1–2 judges per participating court will be invited to each session
- Number of sessions per case type may be adjusted based on signup volume

## SESSION SCHEDULE

| Case Type | Date | Time |
|---|---|---|
| Felony – Session I | April 6, 2026 | 12:00 – 1:00 PM |
| Felony – Session II | April 14, 2026 | 3:00 – 4:00 PM |
| Misdemeanor Traffic – Session I | April 7, 2026 | 12:00 – 1:00 PM |
| Misdemeanor Traffic – Session II | April 27, 2026 | 3:00 – 4:00 PM |
| Unlawful Detainer – Session I | April 16, 2026 | 3:00 – 4:00 PM |
| Unlawful Detainer – Session II | April 27, 2026 | 12:00 – 1:00 PM |
| Small Claims – Session I | April 29, 2026 | 12:00 – 1:00 PM |
| Small Claims – Session II | May 5, 2026 | 12:00 – 1:00 PM |
| Family (CS, DV & Other) – Session I | April 20, 2026 | 12:00 – 1:00 PM |
| Family (CS, DV & Other) – Session II | May 5, 2026 | 3:00 – 4:00 PM |
| Juvenile (Delinquency & Dependency) – Session I | April 21, 2026 | 12:00 – 1:00 PM |
| Juvenile (Delinquency & Dependency) – Session II | May 4, 2026 | 12:00 – 1:00 PM |
| Mental Health – Session I | April 20, 2026 | 3:00 – 4:00 PM |
| Mental Health – Session II | April 29, 2026 | 3:00 – 4:00 PM |
| Complex – Session I | April 21, 2026 | 3:00 – 4:00 PM |
| Complex – Session II | May 4, 2026 | 3:00 – 4:00 PM |

**Judicial Workload Study: Timeline & Key Dates**

| Date | Event |
|---|---|
| Jan-26 | **DAAC (1)** / JWS Data Validation Meetings |
| Feb/Mar-26 | JWS Subcommittee Meeting (methodological considerations) |
| Mar-26 | **DAAC (2)/JWS Methodological Considerations (March 25, 2026)** |
| Apr-26 | **TCPJAC/CEAC** Statewide Executive Meeting (study update) |
| Apr-26 | JWS Subcommittee Meeting (tentative (not scheduled)) |
| Apr/May 2026 | JWS Focus Groups (Pilot Study courts/JOs) |
| May-26 | **DAAC (3)/JWS caseweights (May 12, 2026)** |
| Jun-26 | Meeting with Stakeholders (not scheduled) |
| Jul-26 | **DAAC (4) (July 14, 2026)** |
| Aug-26 | **TCPJAC/CEAC** Statewide Business Meeting |
| Sep-26 | **E&P/ DAAC (5) (Spetember 15, 2026)** |
| Oct-26 | **JC meeting/caseweights/report (option 2)** |
| **Nov-26** | **JNA Report Due/ DAAC (6) (November 17, 2026)** |

**FY 2025-26 Trial Court Budget Workload Formula Adjustment Request – Sacramento Superior Court**

The Sacramento Superior Court requests a Workload Formula Adjustment to support the court's post-conviction workload needs. Below is a description of the impacting factors surrounding the need as outlined in the Workload Formula Adjustment Request Procedures.

1. A description of how the factor is not currently accounted for in the Workload Formula.

   The current workload formula, which determines funding, does not include post-conviction workload needs, such as sealing arrests without convictions or convictions that have been dismissed, thereby allowing the defendant to be released from all penalties and disabilities arising from the original conviction.

2. Identification and description of the basis for which the adjustment is requested.

   Assembly Bill 1076 enacted PC 851.93 and PC 1203.425 in January 2021. These laws required the DOJ to review records and identify persons with convictions or arrests that meet eligibility criteria for record-clearing relief and provide lists to the courts on a monthly basis for processing. Court processing includes sealing cases, both electronically and manually, if the court still has hard-copy files. Sacramento Superior Court has hard-copy criminal records, and resources are required to complete the work.

3. A detailed analysis of why the adjustment is necessary.

   To comply with the sealing requirements of these laws, the equivalent of 1.5 deputy clerk FTEs perform duties to ensure proper sealing from the public on a consistent basis.

4. A description of whether the unaccounted-for factor is unique to the applicant court(s) or has broader applications.

Penal Code Sections 851.93 and 1203.425 apply to all trial courts in the state. The unique aspect of Sacramento Superior Court in complying with these laws is that our criminal records are hard-copy files. Manual efforts are required for compliance, not just electronic ones.

5. Detailed description of staffing need(s) and/or costs required to support the factor that is unaccounted for by the Workload Formula.

   1.5 FTE deputy clerks are needed to process sealings to comply with these laws. Costs requested are approximately $175,000.

6. Description of the consequences to the public and access to justice without the funding.

   Consequences related to the public and access to justice arise from the increased liability of unintended release of arrest or criminal conviction records that are prohibited from disclosure. Disclosing criminal records and arrests that should not be available to the public could negatively impact the person whose records were disclosed in error. Impacts may be related to obtaining employment, housing, social services, etc.

7. Description of the consequences to the requesting court(s) of not receiving the funding.

   Consequences related to the court if funding is not received also arise from the increased liability of release of arrest or criminal conviction records that are prohibited from disclosure. Disclosing criminal records and arrests to the public in error leaves the court vulnerable to lawsuits.

Upon receipt and review of this request, please provide the court with the application developed to report the above information in detail.

### *Workload Formula Adjustment Request Procedures*

The submission, review and approval process shall be under the direction of the Judicial Council and would be as follows:

1. Initial requests shall be submitted to the Administrative Director of the Courts either by the trial court's Presiding Judge or Executive Officer no later than January 15 of each year, commencing January 15, 2018.
2. The Administrative Director of the Courts shall forward the request to the Director of Judicial Council Budget Services. The Director of the Judicial Council Budget Services, in consultation with the Chair of the TCBAC shall review each request and refer the request to the Funding Methodology Subcommittee at the April meeting of the TCBAC.
3. The Funding Methodology Subcommittee shall review the referral from TCBAC and prioritize the request into the proposed annual work plan to be submitted back to TCBAC in July of the new fiscal year.
4. Once prioritized, requests will be evaluated by the TCBAC's Funding Methodology Subcommittee. The review of Workload Formula Adjustment Requests shall include a three-step process including:

    a) initial review to determine whether the factor identified in a court's request should form the basis of a potential modification to Workload Formula;
    b) evaluation of whether and how the modification should occur; and
    c) evaluation of whether, for those circumstances where it is determined that the factor should ultimately be included in the underlying Resource Assessment Study model (RAS), an interim adjustment should be made to a trial court's Workload Formula funding need pending a more formal adjustment to the RAS model.

5. The Funding Methodology Subcommittee shall review any requests and present its recommendation(s) to the TCBAC no later than January prior to the year proposed for implementation.
6. The TCBAC shall make final recommendations to the Judicial Council for consideration no later than March/April Judicial Council meeting. Requested adjustments that are approved by the Judicial Council shall be included in the July and based on the timing included in the recommendation. TCBAC will make no further recommendations for changes to the Workload Formula formulae impacting the next fiscal year after the March/April Judicial Council meeting of the current fiscal year.

    Upon approval by the Judicial Council of an adjustment to Workload Formula, the Director of the Budget Services, in consultation with the TCBAC, shall notify all trial courts. (In some circumstances, the nature of the adjustment will automatically apply to all courts.

7. Adjustments to Workload Formula will impact the funding need for each trial court that is subject to the adjustment, along with the overall statewide funding need. Therefore, final allocations will be implemented consistent with the Workload Formula allocation

implementation plan as approved by the Judicial Council or as amended in the future. Because funding need is currently greater than available funding and because only a portion of trial court funding is currently allocated under the Workload Formula, allocated funding will not equal, and may be substantially less than, the funding need identified for the adjustment being made, just as the allocated funding is substantially less than the entire Workload Formula funding need.

8. This policy does not preclude the Funding Methodology subcommittee from taking expedited action per the direction of the TCBAC committee.

Trial courts requesting an adjustment in accordance with the Workload Formula Adjustment Request Process shall be required to submit detailed information documenting the need for such adjustment. The Director of Budget Services shall develop an application form that solicits at minimum, the following information:

1. A description of how the factor is not currently accounted for in Workload Formula.

2. Identification and description of the basis for which the adjustment is requested.

3. A detailed analysis of why the adjustment is necessary.

4. A description of whether the unaccounted-for factor is unique to the applicant court(s) or has broader applications.

5. Detailed description of staffing need(s) and/or costs required to support the factor that is unaccounted for by Workload Formula.

6. Description of the consequence to the public and access to justice without the funding.

7. Description of the consequences to the requesting court(s) of not receiving the funding.

8. Any additional information requested by the JCC Budget Services, Funding Methodology Subcommittee, and/or TCBAC deemed necessary to fully evaluate the request.