

Civil and Small Claims Advisory Committee

Annual Agenda¹—2023-2024

Approved by Rules Committee: October 26, 2023; Amended February 9, 2024

I. COMMITTEE INFORMATION

Chair:	Hon. Tamara Wood, Superior Court of Shasta County
Lead Staff:	James Barolo, Attorney, Legal Services
Committee's Charge/Membership: Rule 10.41 of the California Rules of Court states the charge of the Civil and Small Claims Advisory Committee (C&SCAC), which is to make recommendations to the Judicial Council for improving the administration of justice in civil and small claims proceedings. Rule 10.41 also sets forth the membership categories for the committee, which currently has 25 voting members and 1 advisory member. The current committee roster is available on the committee's web page.	
Subcommittees/Working Groups²: <ol style="list-style-type: none">1. Alternative Dispute Resolution Subcommittee2. Forms Subcommittee (<i>previously the Rules and Forms Subcommittee</i>)3. Legislative Subcommittee4. Protective Orders Subcommittee5. Rules Subcommittee (<i>previously the Unlawful Detainer Subcommittee</i>)	
Meetings Planned for 2023-2024³ Full committee meetings: <ul style="list-style-type: none">• October 2023 (videoconference for proposals on special cycles)• November 2023 (videoconference to review Annual Agenda and discuss proposals)• February 2024 (in person, to review spring cycle proposals)• June 2024 (videoconference to make final recommendations on spring cycle proposals)	

¹ The annual agenda outlines the work a committee will focus on in the coming year and identifies areas of collaboration with other advisory bodies and the Judicial Council staff resources.

² California Rules of Court, [rule 10.30 \(c\)](#) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

³ Refer to [Operating Standards for Judicial Council Advisory Bodies](#) for governance on in-person meetings.

Subcommittee Meetings:

- Legislative Subcommittee. Videoconference meetings several times a month as needed from February through July to review proposed legislation.
- Other subcommittees. Multiple telephonic or videoconference meetings of each before each of the full committee meetings.

Other meetings as needed to address proposals implementing new legislation and other urgent matters.

Check here if exception to policy is granted by Executive Office or rule of court.

II. COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	Gun Violence Restraining Order Forms: Implementation of AB 301	<i>Priority 1(a)</i> ⁵ <i>Strategic Plan Goals I and III</i> ⁶
<p>Project Summary⁷: Develop form recommendations as appropriate. AB 301, which goes into effect January 1, 2024, authorizes courts to consider an additional category of evidence when determining whether grounds for a gun violence restraining order exist—the acquisition of body armor. Though such evidence is not listed on the petition or order forms for gun violence restraining orders, including such new categories on the GVRO information sheets would ensure that those sheets remain complete and legally accurate.</p> <p>Status/Timeline: Invitation to comment planned for Spring Cycle, with anticipated effective date of January 1, 2025.</p> <p>Fiscal Impact/Resources: Committee staff, potentially CFCC</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: All draft proposals will circulate to seek comments from legal service groups, bar organizations, and court executives and presiding judges throughout the state.</p> <p>AC Collaboration: Potentially Joint Protective Order Working Group, Family and Juvenile Law Advisory Committee</p>		

⁴ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to or accurately reflect the law; 1(b) Council or an internal committee has directed the committee to consider new or amended rules and forms; 1(c) Change is urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(d) Proposal is otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk. 2(a) Useful, but not necessary, to implement changes in law; 2(b) Responsive to identified concerns or problems; 2(c) Helpful in otherwise advancing Judicial Council goals and objectives.

⁶ Indicate which goal number of The Strategic Plan for California’s Judicial Branch the project most closely aligns.

⁷ A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	New or One-Time Projects ⁴	
2.	Workplace Violence Restraining Order Forms: Implementation of legislation	<p><i>Priority 1(a)</i></p> <p><i>Strategic Plan Goals I and III</i></p>
<p>Project Summary: Develop form recommendations as appropriate. SB 428 and SB 553, both of which go into effect January 1, 2025, make substantial changes to workplace violence restraining orders. SB 428 authorizes courts to issue such restraining orders if the employee has suffered harassment. SB 553 authorizes collective bargaining representatives to bring a petition for a workplace violence restraining order on behalf of an employee. The current forms should be revised to reflect the additional potential petitioners and the additional cause for issuance of a restraining order.</p> <p>Status/Timeline: Invitation to comment planned for Spring Cycle, with anticipated effective date of January 1, 2025.</p> <p>Fiscal Impact/Resources: Committee staff, potentially CFCC</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: All draft proposals will circulate to seek comments from legal service groups, bar organizations, and court executives and presiding judges throughout the state.</p> <p>AC Collaboration: Potentially Joint Protective Order Working Group, Family and Juvenile Law Advisory Committee</p>		
3.	Protective Orders and Other Forms: Implementation of AB 92	<p><i>Priority 1(a)</i></p> <p><i>Strategic Plan Goals I and III</i></p>
<p>Project Summary: Develop recommendations for form revisions to implement AB 92. Under the statute, any person prohibited from possessing firearms is also prohibited from possessing, owning, or buying body armor. This advisement needs to be added to forms in the Domestic Violence, Juvenile, Criminal, Civil Harassment, Elder Abuse, Workplace Violence, School Violence, and Gun Violence form series.</p> <p>Status/Timeline: Invitation to comment planned for Spring Cycle, with anticipated effective date of January 1, 2025.</p> <p>Fiscal Impact/Resources: Committee staff, potentially CFCC</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p>		

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	<p>Internal/External Stakeholders: All draft proposals will circulate to seek comments from legal service groups, bar organizations, and court executives and presiding judges throughout the state.</p> <p>AC Collaboration: Joint Protective Order Working Group, Family and Juvenile Law Advisory Committee, and Criminal Law Advisory Committee</p>	
4.	Judgment Debtor Exams: Implementation of AB 1119	Priority 1(a) Strategic Plan Goals I and III
	<p>Project Summary: Develop form recommendations as appropriate. AB 1119, which goes into effect January 1, 2025, creates a separate set of requirements and a new procedure for judgment creditors to examine judgment debtors with consumer debt. This new procedure includes different notices than what currently appears on the council forms and requires that the Judicial Council create an additional financial affidavit form for the judgment debtor to serve on the judgment creditor in lieu of appearing for an examination.</p> <p>Status/Timeline: Invitation to comment planned for Spring Cycle, with anticipated effective date of January 1, 2025.</p> <p>Fiscal Impact/Resources: Committee staff</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: All draft proposals will circulate to seek comments from legal service groups, bar organizations, and court executives and presiding judges throughout the state.</p> <p>AC Collaboration: N/A</p>	
5.	Request for Dismissal Form: Implementation of Legislation	Priority 1(a) Strategic Plan Goals I and III
	<p>Project Summary: Develop form recommendations as appropriate. AB 1756, contains amendments to Code of Civil Procedure section 664.6, to extend the circumstances in which courts may retain jurisdiction over a settled case. The legislation requires the Judicial Council to “update or develop new forms or Rules of Court as necessary to implement this section” by January 1, 2025. Accordingly, the Council should update form CIV-110 and possibly others to implement the legislation.</p> <p>Status/Timeline: Invitation to comment planned for Spring Cycle, with anticipated effective date of January 1, 2025.</p>	

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	<p>Fiscal Impact/Resources: Committee staff</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: All draft proposals will circulate to seek comments from legal service groups, bar organizations, and court executives and presiding judges throughout the state.</p> <p>AC Collaboration: N/A</p>	
6.	Jurisdictional Amounts: Implementation of SB 71	<p>Priority 1(a)</p> <p>Strategic Plan Goals I and III</p>
	<p>Project Summary: Develop rule and form recommendations as appropriate. SB 71, which goes into effect January 1, 2024, raises the amount in controversy for limited civil and small claims court cases. Such a change will require narrow revisions to a potentially large number of forms, including the civil case cover sheet, certain discovery forms, and small claims pleading and information forms. Revision of the civil case cover sheet may also be appropriate to reorganize the form or to include additional types of cases. Certain rules of Court may also need to be amended to reflect the updated jurisdictional amounts.</p> <p>Status/Timeline: Invitation to comment planned for Spring Cycle, with anticipated effective date of January 1, 2025.</p> <p>Fiscal Impact/Resources: Committee staff</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: All draft proposals will circulate to seek comments from legal service groups, bar organizations, and court executives and presiding judges throughout the state.</p> <p>AC Collaboration: N/A</p>	
7.	CEQA Rules: Implementation of SB 149	<p>Priority 1(a)</p> <p>Strategic Plan Goals I and III</p>

#	New or One-Time Projects⁴	
	<p>Project Summary: Develop rule recommendations as appropriate. SB 149, which went into effect July 10, 2023, provides that for all CEQA cases, the court must schedule a case management conference within 30 days of filing the complaint. Current California Rules of Court state that such a conference must be held within 30 days for certain types of CEQA cases. While current Rules of Court are not inconsistent with statute, amending the rules would prevent any confusion about which cases are required to have a case management conference within 30 days of filing the complaint.</p> <p>Status/Timeline: Invitation to comment planned for Spring Cycle, with anticipated effective date of January 1, 2025.</p> <p>Fiscal Impact/Resources: Committee staff</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: All draft proposals will circulate to seek comments from legal service groups, bar organizations, and court executives and presiding judges throughout the state.</p> <p>AC Collaboration: N/A</p>	
8.	Memorandum of Costs Form: Revisions to include necessary verification	Priority 1(c)
	<p>Project Summary: Develop form recommendations as appropriate. An unpublished opinion from the Fifth District raises concerns about the trial court memorandum of costs (form MC-010) because it doesn't contain a verification under penalty of perjury. The corresponding appellate form (form APP-013) contains such verification. The committee should review the form and the applicable law and determine if form or rule revisions are appropriate.</p> <p>Status/Timeline: Invitation to comment planned for Spring Cycle, with anticipated effective date of January 1, 2025.</p> <p>Fiscal Impact/Resources: Committee staff</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: All draft proposals will circulate to seek comments from legal service groups, bar organizations, and court executives and presiding judges throughout the state.</p>	

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	<i>AC Collaboration:</i> N/A	
9.	Unlawful Use of Personal Information Form: Revise to include additional information	Priority 1(c) Strategic Plan Goals I and III
<p>Project Summary: Develop form recommendations as appropriate. An employee at the Secretary of State’s Office suggested that <i>Order on Unlawful Use of Personal Identifying Information</i> (form CIV-165) is unworkable in its present form because it does not provide enough information for the Secretary of State’s office to take action. At the very least the form should include the name of the business entity that fraudulently used the petitioner’s personally identifying information.</p> <p>Status/Timeline: Invitation to comment planned for Spring Cycle, with anticipated effective date of January 1, 2025.</p> <p>Fiscal Impact/Resources: Committee staff</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: California Secretary of State. All draft proposals will circulate to seek comments from legal service groups, bar organizations, and court executives and presiding judges throughout the state.</p> <p><i>AC Collaboration:</i> N/A</p>		
10.	Military Forms: Implementation of SB 1311	Priority 2(a) Strategic Plan Goals I and III
<p>Project Summary: Develop form recommendations as appropriate. SB 1311, which went into effect January 1, 2023, clarified that servicemembers in activity duty may not be charged interest on certain financial obligations during their deployment. In July 2023 the Judicial Council approved technical amendments to form MIL-020 that did not circulate for public comment to reflect the new law. In preparing the proposal, staff and the committee identified items on form MIL-020 and other forms that would benefit from revision and circulation for public comment in order to best reflect the law.</p> <p>Status/Timeline: Invitation to comment planned for Spring Cycle, with anticipated effective date of January 1, 2025.</p> <p>Fiscal Impact/Resources: Committee staff</p>		

#	New or One-Time Projects⁴	
	<p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: All draft proposals will circulate to seek comments from legal service groups, bar organizations, and court executives and presiding judges throughout the state.</p> <p>AC Collaboration: N/A</p>	
11.	Tentative Rulings: Amend rule 3.1308 to reflect current practice	<p>Priority 2(b)</p> <p>Strategic Plan Goals I and III</p>
	<p>Project Summary: Develop rule recommendations as appropriate. A court administrator alerted Judicial Council staff that California Rule of Court, rule 3.1308 requires courts to make tentative rulings available via telephone. The court administrator further explained that current practice is for most users obtain to tentative rulings through the internet and others to obtain them through posting outside the courtroom. Courts that are complying with the existing rule may be straining court resources, and thus the rule should be updated.</p> <p>Status/Timeline: Invitation to comment planned for Spring Cycle, with anticipated effective date of January 1, 2025.</p> <p>Fiscal Impact/Resources: Committee staff</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: All draft proposals will circulate to seek comments from legal service groups, bar organizations, and court executives and presiding judges throughout the state.</p> <p>AC Collaboration: N/A</p>	
12.	Complex Coordinated Actions: Amend rule 3.545 to simplify court requirements upon termination	<p>Priority 2(b)</p> <p>Strategic Plan Goals I and III</p>
	<p>Project Summary: Develop rule recommendations as appropriate. A member of the committee recommends revising rule 3.545 because it places onerous and unnecessary burdens on the court upon the termination of a coordinated action. Specifically, the court must promptly enter any judgment in each underlying coordinated case with the title and case number assigned to the action at the time it was filed</p>	

#	New or One-Time Projects⁴	
	<p>included and serve notice of entry of the judgment via certified copy on all parties to the action and on the Chair of the Judicial Council and on the appropriate clerks of each transferor court for filing in each pending coordinated action. Some of those requirements may be superfluous and may strain court resources.</p> <p>Status/Timeline: Invitation to comment planned for Spring Cycle, with anticipated effective date of January 1, 2025.</p> <p>Fiscal Impact/Resources: Committee staff</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: All draft proposals will circulate to seek comments from legal service groups, bar organizations, and court executives and presiding judges throughout the state.</p> <p>AC Collaboration: N/A</p>	
13.	<p>Confidential Safe at Home Program Name Change Forms: Revise to require additional information</p>	<p>Priority 2(b)</p> <hr/> <p>Strategic Plan Goals I and III</p>
	<p>Project Summary: Develop form recommendations as appropriate. The Secretary of State, which administers the Safe at Home program (anonymous address program for victims of domestic violence), has asked that the forms more accurately reflect the law and make it clearer to petitioners that they must have the proposed name on file with the Safe at Home program before filing a petition for the intended name change. Petitioners who wish to seek a name change receive, after submitting a Notice of Intent of Name Change form with Safe at Home program, a letter confirming that they are an active participant in the program and that their intended change of name is on file with the program. The Safe at Home program has asked that this letter be required to be filed with the court.</p> <p>Status/Timeline: Invitation to comment planned for Spring Cycle, with anticipated effective date of January 1, 2025.</p> <p>Fiscal Impact/Resources: Committee staff</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: California Secretary of State, Safe at Home program. All draft proposals will circulate to seek comments from legal service groups, bar organizations, and court executives and presiding judges throughout the state.</p>	

#	New or One-Time Projects⁴	
	<i>AC Collaboration:</i> N/A	
14.	Groundwater Adjudication: Assignment of judges	<i>Priority 2(b)</i> <i>Strategic Plan Goals I and III</i>
<p>Project Summary: Develop rule or legislation recommendations as appropriate. Code of Civil Procedure section 838 requires the Chair of the Judicial Council to assign a judge in a comprehensive adjudication of a groundwater basin. Further legislation or rules to implement the statute may be beneficial.</p> <p>Status/Timeline: Anticipated January 1, 2026 effective date of any proposed legislation or California Rule of Court.</p> <p>Fiscal Impact/Resources: Committee staff</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: All draft proposals will circulate to seek comments from legal service groups, bar organizations, and court executives and presiding judges throughout the state.</p> <p><i>AC Collaboration:</i> N/A</p>		

15.	Civil Practice and Procedure: Revise Civil Summons Form	<i>Priority 2(b)</i>
	<i>Strategic Plan Goals I and III</i>	
<p><i>Project Summary:</i> Develop form recommendations as appropriate. The civil Summons (form SUM-100) contains numerous checkboxes for the filer to designate the type of organization the summons has been issued on behalf of. These checkboxes may not best reflect the most common organization types used. Additionally, minor formatting changes may also improve the form’s useability for litigants and courts.</p> <p><i>Status/Timeline:</i> This project is included as it has been requested repeatedly by process service organizations over the past several years. The committee will address it if time and resources permit. Anticipated January 1, 2025 effective date.</p> <p><i>Fiscal Impact/Resources:</i> Committee staff</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><i>Internal/External Stakeholders:</i> draft proposals will circulate to seek comments from legal service groups, bar organizations, and court executives and presiding judges throughout the state.</p> <p><i>AC Collaboration:</i> N/A</p>		

# Ongoing Projects and Activities ⁴					
1.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Review Suggestions for Rules and Forms</td> <td style="text-align: center;"><i>Priority 1</i></td> </tr> <tr> <td></td> <td style="text-align: center;"><i>Strategic Plan Goals III and IV</i></td> </tr> </table> <p>Project Summary: As mandated by rule 10.21(c), review suggestions from members of the judicial branch and the public for improving civil practice and procedure, court-connected ADR, and case management and recommend actions by the council or one of its committees.</p> <p>Status/Timeline: Ongoing; will only take further action upon approval of Rules Committee.</p> <p>Fiscal Impact/Resources: Committee staff</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: N/A</p> <p>AC Collaboration: As appropriate based on proposal received.</p>	Review Suggestions for Rules and Forms	<i>Priority 1</i>		<i>Strategic Plan Goals III and IV</i>
Review Suggestions for Rules and Forms	<i>Priority 1</i>				
	<i>Strategic Plan Goals III and IV</i>				
2.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Review Enacted Legislation</td> <td style="text-align: center;"><i>Priority 1</i></td> </tr> <tr> <td></td> <td style="text-align: center;"><i>Strategic Plan Goals II and III</i></td> </tr> </table> <p>Project Summary: Review all enacted legislation referred to the committee by the Judicial Council’s Governmental Affairs office that may have an impact on issues within the advisory committee’s purview and, where appropriate, propose to the council rules and forms to implement the legislation or to bring rules and forms into conformity with it.</p> <p>Status/Timeline: Ongoing; will only take further action upon approval of Rules Committee.</p> <p>Fiscal Impact/Resources: Committee staff</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: N/A</p> <p>AC Collaboration: As appropriate based on the specific legislation.</p>	Review Enacted Legislation	<i>Priority 1</i>		<i>Strategic Plan Goals II and III</i>
Review Enacted Legislation	<i>Priority 1</i>				
	<i>Strategic Plan Goals II and III</i>				

3.	Review Pending Legislation	<i>Priority 1</i>
		<i>Strategic Plan Goals III and IV</i>
<p><i>Project Summary:</i> Working through the Legislative Subcommittee, review pending legislation affecting civil procedure and court administration, and make recommendations to the Legislation Committee as to whether the Judicial Council should support or oppose the legislation.</p> <p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> Committee staff, Governmental Affairs</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><i>Internal/External Stakeholders:</i> California Legislature</p> <p><i>AC Collaboration:</i> N/A</p>		
4.	Rules and Forms: Miscellaneous Technical Changes	<i>Priority 1</i>
		<i>Strategic Plan Goal III</i>
<p><i>Project Summary:</i> Develop rule and form changes as necessary to make corrections and adjustments meeting the criteria of rule 10.22(d)(2): “a nonsubstantive technical change or correction or a minor substantive change that is unlikely to create controversy....” These include revisions to forms that contain dollar figures based on statutory criteria that the Judicial Council is mandated to adjust on a regular basis.</p> <p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> Committee staff</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><i>Internal/External Stakeholders:</i> N/A</p> <p><i>AC Collaboration:</i> N/A</p>		

5. Protective Orders Working Group	Priority 1
Strategic Plan Goals I and III	
<p>Project Summary: As a member committee for the Protective Orders Working Group (POWG), work with Family and Juvenile Law Advisory Committee and, as needed, Criminal Law Advisory Committee to revise civil and domestic violence protective order forms to ensure they are written in consistent language that is comprehensible to non-attorneys, while maintaining legal accuracy. In 2024, the working group will focus on forms to modify and terminate domestic violence restraining orders in response to legislation on the issue and will, if appropriate, continue working on forms to implement AB 2791 regarding sheriff’s service of orders and notices.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Committee staff, CFCC</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: N/A</p> <p>AC Collaboration: Family and Juvenile Law Advisory Committee and Criminal Law Advisory Committee, as needed.</p>	
6. Provide Subject Matter Expertise	Priority 2
Strategic Plan Goals III	
<p>Project Summary: Serve as subject matter resource for other advisory groups to avoid duplication of efforts and contribute to the development of recommendations for council action. Such efforts may include providing civil and small claims procedural expertise and review to working groups, advisory committees, and subcommittees as requested, on projects that have been approved on their annual agendas.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Committee staff</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: N/A</p> <p>AC Collaboration: As appropriate for project on which advice or consultation requested.</p>	

7.	Deskbook on the Management of Complex Civil Litigation	Priority 2
		Strategic Plan Goal III
<p>Project Summary: Implementation project that the Civil and Small Claims Advisory Committee will work on as time permits; charge for work was made for CSCAC by the council at the October 22, 1999 meeting in which the council received the report of the Complex Civil Litigation Task Force and voted to adopt the Task Force’s recommendations.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: CJER</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: N/A</p> <p>AC Collaboration: N/A</p>		
8.	Revision of Judicial Council Forms with a Gender Identity Question or Term	Priority 2(b)
		Strategic Plan Goals III and IV
<p>Project Summary: The forms within this committee’s purview that include a gendered term or gender identity question are being revised to eliminate or revise those terms where possible.</p> <p>Status/Timeline: Due to impacts on the judicial branch relating to the COVID-19 pandemic, this is limited to when a form with a gendered term in it is being revised for legislatively mandated reasons or other reasons approved by the Rules Committee, in which case the revision of gendered terms will occur at the same time.</p> <p>Fiscal Impact/Resources: Committee staff</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: All draft proposal will circulate to seek comments from legal services groups, bar organizations, and court executives and presiding judges throughout the state.</p> <p>AC Collaboration: As appropriate for project on which advice or consultation requested.</p>		

III. LIST OF 2023 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<i>Protective Order Forms.</i> The committee revised gun violence restraining order forms to include the additional categories of people that may petition for gun violence restraining orders following statutory amendments. In conjunction with the Family and Juvenile Law Advisory Committee (FamJuv), the committee revised all categories of civil protective order forms to clarify the service requirements when the respondent attends the hearing on the protective order remotely. In conjunction with FamJuv, the committee revised the Confidential Law Enforcement Telecommunications System Information Form (form CLETS-001) to ensure it works for gun violence restraining orders and to streamline the information collected. In conjunction with FamJuv, the committee created new forms to continue a hearing on renewing any category of civil protective order. The forms were adopted by the council in September 2023.
2.	<i>Unlawful Detainer Forms.</i> The committee revised unlawful detainer forms to remove inapplicable tenant protections. The committee revised and created new unlawful detainer forms for use in a new partial eviction procedure. The committee revised the unlawful detainer summons form to reflect additional time to respond that individuals in the Secretary of State’s Safe at Home address confidentiality program have. The forms were adopted by the council in September 2023.
3.	<i>Sheriff Service Forms.</i> In conjunction with FamJuv, the committee created forms for civil litigants to request service by the sheriff. The forms are anticipated to be adopted by the council in November 2023.
4.	<i>ADR Forms.</i> The committee created a form for use by unlawful detainer parties to facilitate and document settlement. The form was adopted by the council in September 2023.
5.	<i>Enforcement of Judgment Forms.</i> The committee revised several enforcement of judgment forms to reflect that, following statutory amendment, for certain money judgements the rate of interest will be 5% instead 10% and that such money judgements may only be renewed once. The forms were adopted by the council in September 2023.
6.	<i>Guardian ad litem Forms.</i> In conjunction with the Probate and Mental Health Advisory Committee, the committee revised guardian ad litem forms to update the terms used in appointing guardians ad litem in civil actions, requiring notice of the application for appointment to any existing guardian or conservator, and establishing other court procedures concerning such appointment. The forms were adopted by the council in September 2023.
7.	<i>Civil Rules.</i> In conjunction with the Appellate Advisory Committee and FamJuv, the committee created and amended civil rules governing service requirements following a restrained party’s remote appearance at a protective order hearing, expedited CEQA cases, and the use of ADR in unlawful detainer case. The new rules and amendments were adopted by the council in September 2023 or are anticipated to be adopted in November 2023.
8.	<i>Review of Pending Legislation.</i> The committee reviewed and made recommendations regarding council position on over three dozen bills with potential impact on the civil courts.