

**SERVICES PROVIDED BY THE ADMINISTRATIVE OFFICE OF THE
COURTS AS THE STAFF AGENCY OF THE JUDICIAL COUNCIL OF
CALIFORNIA**

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SERVICES PROVIDED BY THE ADMINISTRATIVE OFFICE OF THE COURTS AS THE STAFF AGENCY OF THE JUDICIAL COUNCIL OF CALIFORNIA

AOC Service ¹	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
ACCESS SERVICES					
Self-Help legal, training, program, education support		●	●		●
Sargent Shriver Civil Counsel Pilot Program.		●			●
Self-Help Center, Family Law Information Centers, Model Self-Projects Funding.		●			●
Equal Access Funds.		●			●
Judicial Branch Self-Help Website and resources.		●	●	●	●
On-line Document Assembly/Forms Completion Programs.		●			●
American with Disabilities Act subject matter expertise and training.		●	●	●	●
Administration and management of the JusticeCorps volunteer program.		●			●
Plain language forms and instructions.		●	●	●	●
Support to Civics Education program to improve civic learning and public understanding of the judicial branch including the California Task Force on k-12 Civics Learning.		●	●	●	●
AUDIT SERVICES					
Regular financial, operational, and compliance audits		●	●	●	
Special investigations concerning misappropriation of funds, potential losses, etc.		●	●	●	
Non-audit consultative reviews		●	●	●	
Technical advice regarding audit, accounting compliance, and operational requirements.		●	●	●	
Whistleblower Hotline responsibility.		●	●	●	●

¹ It should be noted that the AOC also provides limited services to the Commission on Judicial Performance and the Habeas Corpus Resource Center in areas such as human resources and fiscal matters (i.e., budgets, payroll, accounting, etc.).

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
CAPITAL PROJECTS AND FACILITIES SERVICES					
Capital Construction					
Fiscal management, oversight and accountability functions for the judicial branch capital outlay program including cash flow projections for various construction funds.		●	●	●	
Delivery of professional project management and related services for capital projects, including: <ul style="list-style-type: none"> • Architectural and engineering design services; • Site and environmental analysis; • Construction inspection services program for capital projects, facility modification, and facility management programs. • Functional and space planning and programming; • Approval by authorities having jurisdiction; • Sustainable design and design approval; • Construction execution delivery including commissioning services; • Completion and occupancy and transition planning; and • Preparation for and administration of all internal and external State (Judicial, Executive, and Legislative) and other approvals. 		●	●	●	
Site selection, due diligence and negotiation of acquisition agreements for capital projects and staff services to Project Advisory Groups comprised of court and justice partner stakeholders.		●	●	●	●
Management of California Environmental Quality Act responsibilities to comply with regulatory statute, including community hearings on capital project impacts.		●	●	●	●

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
CAPITAL PROJECTS AND FACILITIES SERVICES					
Capital Construction, continued					
Establishment and implementation of policies for the judicial branch capital program, including: Program Management; Prioritization Methodology; Trial Court Facilities Standards; Site Selection and Acquisition; Contracting; Seismic Analysis of Leases; Relocation Services; and creation, management and implementation of related procedures reflecting best practices for new courthouse design and construction.		●	●	●	●
Preparation of fiscal data for Five Year Infrastructure Plan and fiscal documents.		●	●	●	
Selection of capital building systems and equipment based on life-cycle analysis of long-term costs.		●	●		
Development and implementation of risk management for capital projects and court facilities.		●	●	●	
Development and implementation of property and commercial insurance programs for judicial branch entities, and as requested assistance with their property and liability insurance needs.		●	●	●	
Development, implementation and oversight of audio-visual systems and low voltage technologies program and statewide standards development for use of video over the technical infrastructure.		●	●	●	
Subject matter expertise on health and safety issues and technical assistance relating to fire prevention.		●	●	●	
Facilities					
Operations and maintenance of court facilities which includes physical, financial, and contractual management and delivery of routine operations and maintenance services, and provision of utilities and insurance.		●	●	●	●

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
CAPITAL PROJECTS AND FACILITIES SERVICES					
Facilities, continued					
Management of 24/7 call center for maintenance of branch facilities.		●	●	●	●
Monitoring of ongoing compliance with state and local environmental regulations.		●	●	●	●
Negotiation and administration of AOC and court-funded leases, licenses, and other occupancy, and renegotiation of leases to generate space reduction and rent savings.		●	●	●	
Management of disposition for facilities no longer needed for court operations and facilities permanently and temporarily closed by court due to fiscal constraints.		●	●	●	
Provision of deferred maintenance and functional improvements.		●			
Development, implementation, and management of the preventive maintenance program for assets.		●	●		●
Management of 22 parking facilities across the state for court, jury, and public parking spaces.		●			●
Management of Facilities Event Licensing for third party use of court facilities.		●			●
Administration of the delegated authority pilot project in which four courts are performing their own facilities maintenance.		●			
Maintenance and administration of the Computer Aided Facility Management (CAFM) System to dispatch Service Work Order requests and authorize lease payments.		●	●	●	
Sustainability program to manage utility resource demands, implementing energy conservation modifications to reduce long-term energy costs.		●	●		

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
COLLABORATIVE COURTS SERVICES					
Legal, training, and program assistance to support branch wide family, juvenile, and adult collaborative courts (Community Courts; Dependency and Juvenile Drug Courts; DUI Courts; Adult and Juvenile Justice Drug Courts; Elder Courts; Homeless Courts; Mental Health Courts: Adults and Dependency and Juvenile Justice; Reentry Courts for parolees and realigned populations; Unified Courts for Families; Veterans Courts and Military Families; Youth/Peer Courts).		●			●
Substance Abuse Focus Grants funding.		●			●
Research and analysis assistance.		●			●
Cost benefit studies of collaborative courts.		●			●
COMMUNICATIONS SERVICES					
Communications support to the Chief Justice in her Supreme Court, Judicial Council, Judicial Branch, and Commission on Judicial Appointments roles.	●	●	●	●	●
Support to the California Supreme Court with their operations relating to web publishing, media relations, outreach activities, and the work of Supreme Court Committees.				●	●
Coordination of Judicial Council Meeting communications activities, including the drafting and dissemination of pre- and post-meeting summaries to the judicial branch, drafting of leadership remarks, coordination of photography, video, and audio requirements, and web updates and Tweets to promote the meeting.	●	●	●	●	●
Research, drafting and distribution of the weekly e-mail briefing (Court News Update) on judicial administration and related topics, and urgent updates and briefings as requested (Court News Alerts, Court News Briefs) to the judicial branch.	●	●	●	●	

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
COMMUNICATIONS SERVICES, continued					
Drafts speeches, remarks, talking points, briefing sheets, or backgrounders to support the Chief Justice’s engagement calendar.	●	●	●	●	●
Communications strategy, consulting, and implementation to Judicial Branch Capital Program and the Office of Real Estate and Facilities Management Program and their Judicial Council oversight committees—the Court Facilities Advisory Committee and the Trial Court Facility Modification Advisory Committee.	●	●	●		●
Management and content updates on the California Courts, Serranus, and AOC Intranet websites for programs, projects, and initiatives.		●	●	●	●
Consultation and counsel on media strategies for programs, projects, and initiatives.	●	●	●	●	
Research and response to inquiries from the courts, media, and the public, as well as tracking and reporting on interactions.	●	●	●	●	●
Input on strategy for news releases, drafting and dissemination and monitoring and reporting on coverage.	●	●	●	●	●
Management of content strategy, publishing, and metrics evaluation for social media channels including You Tube and Twitter and consultation with other judicial branch entities on their programs.		●		●	●
Photography support for judicial council and judicial branch programs, projects, and initiatives.	●	●	●	●	●
Coordinates Executive Leadership Communications and operational communications within the AOC.	●				
Management of the copyright request and permissions process and guidance on preserving the intellectual property rights of the judicial branch.				●	●

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
CRIMINAL JUSTICE SERVICES					
Technical assistance, training, legal advice, and subject matter expertise on criminal justice realignment including data collection, analysis, and information dissemination.		●			●
Written and oral legal advice on a wide array of criminal law and procedure issues, including new statutory requirements and responsibilities.		●	●		
Resource identification and liaison activities with outside justice partners on criminal justice realignment implementation.		●			●
Defining outcome based criminal justice related metrics in collaboration with justice partners.		●			●
Data collection and reporting on probation revocations, sentencing outcomes, and other criminal law related issues (California Corrections Performance Incentive Act and criminal justice realignment).		●			●
Subject matter expertise, legal advice, and technical assistance with issues relating to traffic related matters.		●			
Evaluation, identification of evidence based and promising practices, technical assistance and training related to Reentry Courts and other adult collaborative courts.		●			●
Technical and program assistance and training as part of the California Risk Assessment Pilot Project (CalRAPP).		●			●
Legal advice and technical assistance with emerging issues related to criminal law and procedures (e.g., implementation of pretrial programs, Affordable Care Act, and prohibited and armed persons with mental illness reporting requirements).		●			●
Fulfillment of mandates related to the evaluation of certain criminal justice programs.		●			●

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
EDUCATION AND TRAINING SERVICES					
Statewide training for new Judicial Officers: <ul style="list-style-type: none"> • New Judge Orientation; • Primary Assignment Orientations (civil, criminal, probate, dependency, delinquency, family); • B.E. Witkin Judicial College. 		●	●		
Statewide education for experienced Judicial Officers and Judicial Attorneys: <ul style="list-style-type: none"> • Appellate Justices Institute • Criminal Assignment Courses • Qualifying Ethics Training • Complex Civil and Advanced Civil • California Environmental Quality Act (CEQA) • Domestic Violence courses • Institutes (in civil, criminal, juvenile, family, probate, and rural courts) • Institutes for Appellate and Trial Court Attorneys 		●	●	●	
Judicial ethics training as required for participants in the Commission on Judicial Performance Insurance Program.		●	●	●	
Statewide Education for Judicial Leaders: <ul style="list-style-type: none"> • PJ/CEO Court Management Program • Supervising Judges Institute 		●			
Institute for Court Management Programs.		●	●	●	
Court Clerk Training Institute.		●	●	●	
Court manager and supervisor training.		●	●	●	
ADA Annual Statewide Training and consulting.		●	●	●	●
Statewide broadcasts for Trial and Appellate Court judicial officers, CEO's and court staff.		●	●	●	
Statewide and regional education (i.e., Beyond the Bench).		●	●	●	
Development of customized training for the courts (e.g., judicial education, management training, cultural competency training).		●	●	●	

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
EDUCATION AND TRAINING SERVICES, continued					
Collaborative statewide, regional, and distance education and multi-disciplinary programs with state and national partners.		●	●	●	
Training on use of the Computer Aided Facility Management (CAFM) application for requesting, monitoring, and evaluating building services.		●	●	●	
Development of online educational resources for Judges, court staff, supervisors and managers.		●	●	●	
Technical support and video production for Supreme Court outreach and oral argument, Commission of Judicial Appointments hearings, Chief Justice or Judicial Council communications, and provision of AV signals to rooms for the public and media.	●	●	●	●	●
Technical support of Videoconferencing on the AOC and Appellate Court network for education.			●	●	
Judicial publications: Benchguides, Bench Handbooks, Benchbooks, Civil Proceedings Benchbooks.		●	●	●	
Development of online benchtools for judges to use, including scripts, flow charts and checklists		●	●	●	
Development of public guides for children in court, victims' services, and court proceedings for families.		●			●
Job Aids for court staff, supervisors, and managers.		●	●	●	
Web Ex programmatic instructional support.		●	●	●	
Faculty development program, webinars and online resources to prepare and support statewide and local court faculty.		●	●	●	
Meeting planning, registration and conference services for all education programs, Judicial Council meetings and other AOC meetings.	●	●	●		
Audio visual support for education and meetings in conference centers, off-site education and outreach, including audio for public broadcast of Judicial Council.	●	●	●	●	
Jury education materials in support of successful jury participation.	●	●			●

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
FAMILY SERVICES					
AB 1058 Legal, Program Support and Funding and Administration for Child Support Commissioners and Family Law Facilitators.		●			●
Access to Visitation Program.		●			●
Information and technical assistance to Family courts.		●			●
Family and Juvenile court judicial and staff workload study and needs assessment.		●			
Family Law websites (including Families Change and Parent Orientation video) content, maintenance and administration.		●			●
Family Dispute Resolution support, technical assistance, and education.		●			●
Domestic Violence Courts.		●			●
Domestic Violence Safety Planning Project.		●			●
Violence Against Women Education Program.		●			●
California Courts Protective Orders Registry.		●			●
FISCAL SERVICES					
Budgeting.		●	●	●	
Centralized Treasury.		●			
Payroll and controller services.		●	●	●	
Master contracts/procurement assistance.		●	●	●	
Financial Management - accounting and reporting.		●	●	●	
Accounts Payable support.		●	●	●	●
Trust Accounting support.		●			
Financial policies and procedures		●	●	●	
Fiscal training and assistance.		●	●	●	
Grants Administration.		●			
Enhanced Collections guidelines and assistance for courts and counties.		●			

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
FISCAL SERVICES, continued					
Maintenance of fixed asset system.			●	●	
Provision and maintenance of financial information available through the judicial branch website.		●	●	●	●
HUMAN RESOURCES SERVICES					
Labor relations and collective bargaining services.		●			
Employee relations/investigations/ progressive discipline/leave management		●	●	●	
Human resources management system.			●	●	●
Judicial payroll and benefits.		●	●	●	
Pay and benefits management and administration for employees.		●	●	●	
Trial court payroll services through Phoenix or ADP.		●			
Recruitment, classification and compensation assistance.		●	●	●	●
Judicial Branch Workers' Compensation program oversight and administration.		●	●	●	●
Integrated Disability Management.		●	●	●	
INFORMATION TECHNOLOGY SERVICES					
Maintenance and operations support for the following systems:					
• California Courts Protective Order Registry (CCPOR).		●			●
• Judicial Branch Statistical Information System (JBSIS).		●			
• Court Interpreter Data Collection System (CIDCS).		●			
• Phoenix Financial, procurement and HR/Payroll System.		●	●	●	●
• Computer- Aided Facilities Management System (CAFM).		●	●	●	●
• Uniform Civil Fees System (UCFS).		●			
• Appellate Court Case Management System (ACCMS).		●	●	●	●

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
INFORMATION TECHNOLOGY SERVICES, continued					
• Court Appointed Counsel Program (Supreme Court and District Courts of Appeal – Court Appointed Counsel Systems).		●	●	●	●
• California Courts Technology Center (CCTC) including disaster and security services and data integration services.		●	●	●	●
Network hosting, security, and support.		●	●	●	●
Technology hardware updates program		●	●		●
Case management systems support: Sustain, V2, V3.		●			●
Support to California Law Enforcement Telecommunications System (CLETS).		●			●
Development and maintenance of the judicial branch public website, Serranus, and other judicial branch websites.		●	●	●	●
Justice Partners Outreach/E-Services.		●	●		●
Programmatic, technical and logistical support for WebEx programs.		●	●	●	●
Administration and management of network and servers for internet-based telephones (Voice-over Internet Protocol (VOIP)).			●	●	
JUDICIAL COUNCIL ADVISORY COMMITTEE SUPPORT SERVICES					
Subject Matter Expertise and Legal Support to council advisory groups: ²					
• Assistance to the Committee Chair with annual agenda development, agenda setting for regular meetings, and presentation of committee recommendations to the council.	●				
• Legal and policy analysis and assistance with drafting of rules of court, judicial administration standards, forms, and legislation.	●				
• Analysis and drafting of briefs on policies and other areas of interest to committees and review and analysis of council pilot projects and other programs	●				
• Development of council reports setting forth committee recommendations.	●				

² Support provided by AOC staff for Judicial Council advisory groups (see attachment for listing of advisory groups).

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
JUDICIAL COUNCIL ADVISORY COMMITTEE SUPPORT SERVICES, continued					
• Surveys/questionnaires development, response compilation and analysis of results.	●				
Administrative services - coordination, organization, and support to council advisory groups:					
• Meeting Planning and Coordination including scheduling, logistics, materials, and travel.	●				
• General committee support including preparation of meeting minutes, processing of travel claims and related bills, maintenance of committee roster and website information, coordination of committee nomination process.	●				
JUDICIAL COUNCIL SUPPORT SERVICES					
Staff support for the Judicial Council's policymaking process including: coordinating the publication of meeting agendas and materials, supporting the council's implementation and review of its governance policies, and staffing the Judicial Council's public comment process for council business meetings.	●				●
Production and staff support for Judicial Council meetings, and Executive and Planning Committee meetings.	●				
Production and archiving of the public records of Judicial Council meetings and decisions.	●				●
Project management and reporting on implementation status of Judicial Council restructuring directives.	●				
Support to Judicial Council for Strategic and Operational Plans.	●				
Support to Judicial Council with AOC organizational and essential services review.	●				

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
JUVENILE SERVICES					
Court-Appointed Special Advocates (CASA) program administration, funding and education.		●			●
Local Blue Ribbon Commissions training and technical assistance.		●			●
Court appointed dependency counsel funding, budgeting, and program management.		●			●
Dependency Representation, Administration, Funding, and Training (DRAFT) program.		●			●
Juvenile Dependency Counsel Collections Programs		●			
Psychotropic Medication Orders program.		●			
Judicial Resources and Technical Assistance Program for dependency cases.		●			
Information and technical assistance to juvenile courts.		●			
Technical assistance with juvenile court management system data and analytics.		●			
Chief Justice's Keeping Kids in School and Out of Court Initiative.		●			●
California Dependency Online Guide (CalDog).		●			
Child Welfare County Data Profiles Updates.		●			
LANGUAGE SERVICES					
Court interpreter test administration, development, and maintenance oversight.		●			●
Court interpreter outreach and recruitment.		●			●
Court interpreter education and training.		●			●
Statewide Language Coordination		●			●
5-Year Language Use and Needs Study		●			●
Court Interpreter Database Collection System (CIDCS)		●			●
Certified and Registered Master List Maintenance of Court Interpreters		●			●
Cross-Assignment of Court Interpreter Employees.		●			●

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
LANGUAGE SERVICES, continued					
Translations of forms, website, signage and other resources.		●	●		●
Management of technology to assist in the use of American Sign Language and master contract for telephonic interpreting services.		●			●
LEGAL SERVICES					
Legal support with claims including investigations and responses.	●	●	●	●	
Management of labor-related matters (such as Public Employment Relations Board hearings and arbitrations).		●	●	●	
Management of affirmative litigation.	●	●	●	●	
Litigation management, including selection and direction of outside counsel to defend courts, judicial officers, court employees, and council members.	●	●	●	●	
Legal advice and guidance to courts and education of court staff regarding evolving law affecting employment and labor issues.		●	●	●	
Legal advice and consultation on a broad spectrum of judicial administration matters.	●	●	●	●	
Legal advice and consultation on transactional business issues, including real estate transactions; solicitations, contracting and the procurement of goods and services; and Court/County MOUs.		●	●	●	
Legal assistance and staff support to the Supreme Court Advisory Committee on Code of Judicial Ethics.				●	
Legal advice and representation regarding external audits/investigations.	●	●	●	●	

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
LEGAL SERVICES, continued					
Subject matter expertise and technical assistance with issues including: access and fairness; appellate practice and procedure; Alternative Dispute Resolution; civil and small claims; collaborative courts; complex litigation; family and juvenile law; Judicial administration; judicial ethics; subject matter expertise; jury instructions; probation and mental health.	●	●	●	●	
Assistance with responding to subpoenas and disqualification statements.	●	●	●	●	
New and amended Local Court rules review and assistance with requests for alternative effective dates.	●	●	●		
Assistance with evaluation of need for and preparing requests for emergency orders.	●	●	●		
Legal advice and assistance with petitions for complex civil case coordination.	●	●			
Provision of legal support for acquisition, financing, construction, renovation, operation, and maintenance of court facilities.	●	●	●		
Management of the Commission on Judicial Performance Insurance Program.	●	●	●	●	
LEGISLATIVE AND BUDGET ADVOCACY SERVICES					
Advocacy for Judicial Council positions on pending legislation and technical assistance to legislators, staff, and justice partners, on court-related legislative issues.	●	●	●	●	
Expertise and assistance with strategy, advice, and recommendations on judicial branch budget discussions.	●	●	●	●	
Tracking of statutory mandates on the Judicial Council to adopt rules, forms, and reports to the legislature.	●	●	●	●	
Liaison and strategic advice assistance on facilities issues, court construction and maintenance.	●	●	●	●	
Coordination of legislative information and investigatory hearings that impact branch programs and projects.	●	●	●	●	

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
LEGISLATIVE AND BUDGET ADVOCACY SERVICES, continued					
Staff support to the Bench-Bar Coalition.		●	●	●	
MANDATED REPORTING					
Research, data compilation, and drafting of legislatively mandated reports on behalf of the Judicial Council including but not limited to the following reports:					
• Access To Visitation Grants Program	●	●			
• Semi-Annual Report on Contracts for the Judicial Branch	●	●	●	●	
• Trial Court Interpreters Program Expenditure Report	●	●			
• Court Reporter Fees Collected & Expenditures for Court Reporter Services in Superior Court Civil Proceedings	●	●			
• Demographics of the Bench	●	●	●	●	
• Sentencing of Criminal Defendants by Race and Ethnicity	●	●			
• Judgeship Needs in the Superior Courts	●	●			
• Standards and Measures of Judicial Administration	●	●			
• Annual Special Funds Expenditure Report	●	●			
• Annual Trial Court Allocations Report	●	●			
• Phoenix System Status Update Report	●	●			
• Purchase and Lease of Electronic Recording Equipment	●	●			
• Trial Court Revenue, Expenditure, and Fund Balance Constraints	●	●			
• 2 Percent Trial Court Trust Fund State-Level Reserve Funding Requests	●	●			
• Statewide Collections of Court-Ordered Debt	●	●			
• Receipts and Expenditures from Local Courthouse Construction Funds	●	●			
• Judicial Branch AB 1473 Five-Year Infrastructure Plan	●	●			
• Special facilities program reports requested by the legislature	●	●	●	●	
• 5-Year Language Use and Needs Study	●	●			
• Criminal Justice Realignment Data	●	●			

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
MANDATED REPORTING, continued					
• California Community Corrections Performance Incentives Act of 2009: Findings from SB 678 Program	●	●			
• Quarterly & annual reports on facility modification budgets, projects, and expenditures	●	●			●
OPERATIONS SUPPORT SERVICES					
Assigned Judges Program.		●	●	●	
Appellate Court-Appointed Counsel Program administration and support.		●	●	●	●
Staff support to the Appellate Indigent Defense Oversight Advisory Committee			●		
Preparation and distribution of Oral Argument Calendar, Summary of Cases Accepted, Conference List, and Notice of Forthcoming Filings for Supreme Court.		●	●	●	
Administration of Special Masters assignment.		●	●	●	
Civil Case Coordination.		●			
Management of Petitions for Coordination of Complex Civil Cases.		●			
Tribal/State court coordination support.		●	●		●
Vexatious Litigants List administration.		●			
Jury improvements in support of initiatives that enhance the utilization of jurors and the jury process.		●			●
Federal, state, and private foundation fund development and grant administration.		●	●	●	
Trial Court Business Processing Reengineering expertise and training.		●			●
Consultative services, technical and complex analytical assistance for court administration and operational matters.		●			
Data gathering and recommendations for court operational and administrative issues.		●	●	●	
Assistance to court leaders with addressing internal governance, management and operational issues.		●	●	●	
Information-sharing through meetings of court leaders.		●	●	●	

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AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
OPERATIONS SUPPORT SERVICES, continued					
Analytical and administrative support to Administrative Presiding Justices, Presiding Judges, Appellate Court Administrators and Court Executive Officers through the Administrative Presiding Justices Advisory Committee, Trial Court Presiding Judge Advisory Committee, California Court Clerk Association, Appellate Indigent Defense Oversight Advisory Committee (AIDOC), and Court Executives Advisory Committee.		●	●	●	
RESEARCH AND DATA SERVICES					
<i>Annual Court Statistics Report</i>		●	●	●	
Development of regular and ad hoc statistical reports for the courts of appeal.			●		
Judicial Branch Statistical Information System technical assistance, maintenance and reporting.		●	●	●	
Workload-based Allocation Funding Methodology research support.		●			
Assistance with workload analysis used to acquire judicial and court staff resources.			●		
Judge and staff workload measures and analysis.		●			●
Authorized and filled judgeships data and reporting.		●			●
Conversion of Subordinate Judicial Officer positions to judgeships.		●			
Technical support to evaluate staffing or judicial officer allocations against workload model projections.		●			
Responses to requests for branch data from internal users, members of the public, researchers, and law firms.		●	●		●
Data review and reporting.		●	●	●	
Production of the annual Jury Data Report.		●			

**SERVICES PROVIDED BY THE ADMINISTRATIVE OFFICE OF THE COURTS
AS THE STAFF AGENCY OF THE JUDICIAL COUNCIL OF CALIFORNIA**

AOC Service	Judicial Council	Trial Courts	Appellate Courts	Supreme Court	Public
SECURITY SERVICES					
Judicial Online Privacy Protection Program		●	●	●	
Threat and incident coordination and consultative services.		●			
Emergency planning and preparedness/continuity of operations planning.		●	●	●	
Physical security consultation, assessment, site surveys and risk analysis.		●	●	●	
Screening Equipment Replacement Program.		●			
Trial Court Security Grant Program.		●			

Attachment - Judicial Council Internal Committees, Advisory Groups, and Task Forces

JUDICIAL COUNCIL INTERNAL COMMITTEES, ADVISORY GROUPS, AND TASK FORCES

Internal Committees

Executive and Planning Committee
Judicial Council Technology Committee
Litigation Management Committee
Policy Coordination and Liaison Committee
Rules and Projects Committee

Advisory Committees and Task Forces

Administrative Presiding Justices Advisory Committee
Advisory Committee on Civil Jury Instructions
Advisory Committee on Criminal Jury Instructions
Advisory Committee on Financial Accountability and Efficiency for the Judicial Branch
Advisory Committee on Providing Access and Fairness
Appellate Advisory Committee
California Blue Ribbon Commission on Children in Foster Care
California Tribal Court-State Court Forum
Civil and Small Claims Advisory Committee
Collaborative Justice Courts Advisory Committee
Court Executives Advisory Committee
Court Facilities Advisory Committee
Court Facilities Modifications Advisory Committee
Court Interpreters Advisory Panel
Court Security Advisory Committee
Court Technology Advisory Committee
Court-Ordered Debt Task Force
Criminal Law Advisory Committee
Family and Juvenile Law Advisory Committee
Governing Committee of the Center for Judicial Education and Research
Judicial Branch Resource Needs Assessment Advisory Committee
Leadership Group on Civics Education and Public Outreach
Mental Health Issues Implementation Task Force
Probate and Mental Health Advisory Committee
Sargent Shriver Civil Counsel Act Implementation Committee
Task Force on Self-Represented Litigants
Task Force on Trial Court Fiscal Accountability
Traffic Advisory Committee
Trial Court Budget Advisory Committee
Trial Court Facility Modification Advisory Committee
Trial Court Presiding Judges Advisory Committee