

**Judicial Council of California  
Executive and Planning Committee  
December 8, 2010, 10:00–10:20 a.m.  
Conference Call & Email  
Corrected**

**Members Participating by Conference Call:**<sup>1</sup> Justice Richard D. Huffman; Judges Kevin A. Enright and Kenneth K. So; Mr. Alan Carlson and Mr. James N. Penrod

**Members Participating by Email:** Judge Stephen H. Baker and Mr. Frederick K. Ohlrich

**Members Not Participating:** Justice Tani Cantil-Sakauye and Judge David S. Wesley

**AOC Members Participating:** Mr. Dennis Blanchard, Ms. Monica Fiorentini, Ms. Linda Foy, Mr. Kenneth L. Kann, and Ms. Nancy E. Spero

Judicial Sabbatical

The committee approved, on behalf of the Judicial Council under California Rules of Court, Rule 10.11(d), the request from Judge Martin J. Tangeman of the Superior Court of California, County of San Luis Obispo for an unpaid sabbatical leave for the period October 1, 2011, to May 31, 2012.

Respectfully submitted,



Kenneth L. Kann  
Director  
Executive Office Programs Division

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<sup>1</sup> With the Governor's appointment of Commissioner Lon F. Hurwitz to the superior court bench effective December 3, 2010, Commissioner Hurwitz ceased to be eligible to fill the position of court commissioner on the Judicial Council. Accordingly, he is not listed as a member and did not vote in this matter.

**Judicial Council of California**  
**Executive and Planning Committee**  
**December 9, 2010, 4:00–4:30 p.m.**  
**Conference Call**

**Members Participating:** Justice Richard D. Huffman; Judges Stephen H. Baker, Kenneth K. So, and David S. Wesley; Mr. Frederick K. Ohlrich, and Mr. James N. Penrod

**Members Absent:** Justice Tani Cantil-Sakauye, Judge Kevin A. Enright, and Mr. Alan Carlson

**AOC Members Participating:** Mr. Dennis Blanchard, Ms. Nancy Carlisle, Mr. Curtis L. Child, Mr. Kenneth L. Kann, Ms. Mary M. Roberts, and Ms. Nancy E. Spero

Minutes

The committee approved minutes from its December 2, and December 3, 2010, meetings.

Agenda Setting for the December 14, 2010, Judicial Council Meeting

No further reports were presented to the committee for its consideration. As a consequence, the December 14, 2010, agenda will not be adjusted from that which the committee approved at its last agenda-setting meeting.

Request to Speak at December 14, 2010, Judicial Council Meeting

The committee reviewed the request and written statement from Judge Charles Horan, Alliance of California Judges, requesting that it have a speaker at the December 14, 2010, Judicial Council meeting regarding Item 15, Special Funds: Allocations for Fiscal Year 2010-2011. The committee approved that a speaker on behalf of the Alliance of California Judges may speak, up to 5 minutes, at the December 14, 2010, Judicial Council meeting. The committee also approved the distribution to the council members of the written statement.

Respectfully submitted,



Kenneth L. Kann  
Director  
Executive Office Programs Division

**Judicial Council of California**  
**Executive and Planning Committee**  
**December 17, 2010, 3:00–3:50 p.m.**  
**Conference Call**  
**Corrected**

**Members Participating:** Justice Richard D. Huffman; Judges Stephen H. Baker, Kevin A. Enright, Kenneth K. So, and David S. Wesley; Mr. Alan Carlson and Mr. Frederick K. Ohlrich  
**Members Absent:** Justice Tani Cantil-Sakauye and Mr. James N. Penrod

**Also present for the item regarding the Long Beach Courthouse:** Assistant Presiding Judge Lee Smalley Edmon, Superior Court of Los Angeles County

**AOC Members Participating:** Ms. Sheila Calabro, Ms. Jessica Craven, Ms. Charlene Depner, Mr. Mark Dusman, Ms. Donna Hershkowitz, Mr. Kenneth L. Kann, Mr. Mark Moore, Ms. Nancy E. Spero, and William C. Vickrey

Long Beach Courthouse Project

The Administrative Director of the Courts briefed the committee on the developments over the past several months regarding financing for the construction of a new courthouse in Long Beach. The California Department of Finance, late on December 16, 2010, issued an approval letter for the Long Beach project. The committee, on behalf of the Judicial Council under rule 10.11(a) of the Rules of Court, approved the course of action proposed by the Administrative Director, and supported by the Assistant Presiding Judge for the Superior Court of Los Angeles, for the financial close of the deal in the next few days, provided that the interest rate is at or under a certain designated rate. The committee further granted discretion to the Administrative Director to close with an interest rate exceeding this limit, if in his judgment it were favorable to do so.

CCMS Governance Model

An earlier version of the December 17, 2010, Executive and Planning Committee minutes did not accurately reflect the decision of the E&P committee. The following paragraph is revised to accurately reflect the decision of the E&P committee during the December 17 meeting.

The Administrative Director briefed the committee on a new governance model for oversight for the CCMS program as it transitions from application development to statewide deployment. The committee, on behalf of the Judicial Council under rule 10.11(a) of the Rules of Court, approved the CCMS governance model both as to oversight and as to program management and reaffirmed the Administrative Director's authority to proceed with CCMS final testing and deployment to the three earlier adopter courts, as authorized by the Judicial Council and the Legislature. The committee is aware of planning for deployment in other counties when funding is available and as authorized by the Judicial Council.

Respectfully submitted,



Ronald G. Overholt  
Chief Deputy Director

# CCMS Governance Model



November 2010

## Authors

Sheila Calabro

Regional Administrative Director, Southern Regional Office,  
Administrative Office of the Courts

Mark Moore

Executive Program Director, California Court Case Management System,  
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JUDICIAL COUNCIL  
OF CALIFORNIA

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ADMINISTRATIVE OFFICE  
OF THE COURTS

# CCMS Governance Model

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## Overview

The judicial branch is currently developing the California Court Case Management System (CCMS), a single case management system that will be implemented in all 58 superior courts throughout California. This system will support all case types, replacing a myriad disparate commercial and custom-built applications in use throughout the state that are in various states disrepair.

CCMS consists of the following modules:

- **Core Case Management Application.** This application supports case processing for all case types, including case initiation, workflows, bail schedules, 121 statewide/local justice partner data exchanges, reports, e-filing, forms, and notices.
- **Statewide Data Warehouse.** This single database contains case management data and statistical information for all California superior courts.
- **Justice Partner/Public Portal.** This website is available to justice partners and the public, allowing them to access case information and interact with the superior courts. Data access is controlled using state-of-the-art security and user profiles, ensuring that individuals and entities using the portal access only the information they are entitled to see based on their user profile.

CCMS has been constructed using requirements and functional design specifications provided by trial court subject-matter experts, executives, judges, and commissioners, ensuring that CCMS will meet the needs of the courts. Superior court judges, commissioners, executives, and subject-matter experts reviewed and approved the CCMS functional design.

Deloitte Consulting, the contracted application developer of CCMS, has substantially completed the system's development. Deloitte is now engaged in several stages of application testing. Once the testing is complete, the Administrative Office of the Courts (AOC) and trial court subject-matter experts will execute its testing scenarios, resulting in acceptance of the application once the test exit criteria have been met. The core application is scheduled to be completed (accepted) in April 2011. The remaining external components are scheduled for completion by July 2011.

The Superior Courts of Ventura, San Diego, and San Luis Obispo Counties have been selected as the first courts for deployment of CCMS (early adopters). Deloitte Consulting has been contracted to complete a readiness assessment for each early adopter court. It is anticipated that the three early adopter courts will be using CCMS for all case types by the end of calendar year 2012.

As CCMS transitions from application development to statewide deployment, the Administrative Director of the Courts has determined that it will augment the governance and management

## CCMS Governance Model

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structures for the CCMS program in order to provide overarching direction and guidance to the program, ensuring its successful implementation across the state.

The new CCMS governance structure will consist of the following:

- **CCMS Executive Sponsor.** The Judicial Council of California has directed the AOC to develop a single case management system to be deployed in all 58 superior courts. As such, the council will assume the role of Executive Sponsor and has designated the California Administrative Director of the Courts as the lead executive over the CCMS project. The Administrative Director shall appoint all members of the CCMS Executive Committee and its three advisory committees.
- **CCMS Executive Committee.** The executive committee is the overarching authority responsible for oversight of the CCMS program, which includes all aspects of the program including, but not limited to, the program budget, application functionality, implementation priorities, court deployment schedules, and e-business initiatives that leverage the capabilities of CCMS.
- **CCMS General Administrative Advisory Committee.** The administrative committee will assist the executive committee in performing its program oversight responsibilities regarding program scope, budget, scheduling, and program portfolio management.
- **CCMS Operational Advisory Committee.** The operational committee will assist the executive committee in evaluating opportunities and formulating recommendations in the areas of best practices in trial court operations, business process reengineering, and other technical aspects of CCMS.
- **CCMS Justice Partner Advisory Committee.** The justice partner committee shall advise and make recommendations to the executive committee to ensure that the implementation of CCMS and its data exchanges proceed smoothly and communicates anticipated benefits and cost savings to justice partners.
- **CCMS Program Management Office (PMO).** This new office is responsible for all aspects of the day-to-day management of the CCMS program, including application development, testing, trial court deployments, budget forecasts, project management reporting, ongoing CCMS maintenance, support, hosting, and e-business portfolio management. The PMO will serve as staff to the executive committee and three advisory committees. The PMO is led by an executive program director who reports to the AOC Chief Deputy Director.

# CCMS Governance Model

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## CCMS EXECUTIVE COMMITTEE

### **Summary Charter**

The CCMS Executive Committee is the overarching authority responsible for oversight of the CCMS program, which includes all aspects of the program, including, but not limited to, the program budget, application functionality, implementation priorities, court deployment schedules, and the e-business initiatives that leverage the capabilities of CCMS. The CCMS Executive Committee will be assisted in discharging its responsibilities by three advisory committees focused on general administration, trial court operations, and justice partner coordination aspects of the CCMS program. These advisory committees will make recommendations to the executive committee on CCMS program areas consistent with their respective charters. The executive committee is solely responsible for acting on any recommendations made by the advisory committees. The executive committee shall be responsible for all interactions and recommendations made to the Administrative Director and the Judicial Council regarding the CCMS program portfolio.

### **Composition, Term of Service, and Voting**

The CCMS Executive Committee will consist of a chair, a vice-chair, and 11 additional appointed members. All appointments to the executive committee shall be made by the Administrative Director. See Exhibit A for a committee organization chart.

All appointed committee members will serve a full term that continues throughout the life of the CCMS program, until CCMS has been deployed in all 58 superior courts or the member vacates his or her current position. The term of service will ensure that there is continuity and consistency in the leadership and strategic direction of the CCMS program.

Each committee member shall have one vote. All actions requiring approval of the committee shall be subject to a vote of the members. Actions and motions shall be deemed passed with a simple majority of the membership present at the time the motion or action is brought to the committee for a vote.

The executive committee shall refer all matters that it cannot resolve to the Administrative Director for resolution, action, or referral to the Judicial Council.

### **Standing Meeting Schedule**

The executive committee shall meet at least once a calendar quarter or more frequently if needed. The following persons may request an off-calendar-cycle meeting:

- Administrative Director of the Courts
- Chair or vice-chair of the CCMS Executive Committee

## CCMS Governance Model

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- CCMS Executive Program Director, through the chair or vice-chair of the executive committee

### Duty Summary

- The executive committee shall publish an annual work plan that establishes and communicates the strategic objectives for the CCMS program in the coming year. The committee's annual plan will incorporate the high-level objectives of the three advisory committees, ensuring that all four annual committee work plans are well coordinated and aligned with the objectives of the Judicial Council, which is the CCMS program's Executive Sponsor. The committee will prioritize activities, including any program enhancements, against the available budget. The annual work plan shall be submitted to the Administrative Director for final approval. The committee shall publish a progress report to the Administrative Director twice a year that details the committee's progress and challenges in carrying out the annual plan.
- The executive committee shall review and approve the annual work plans of the three CCMS advisory committees.
- The executive committee shall review and approve the annual CCMS program budgets. The budgets shall be prepared by the CCMS PMO. The approved budget shall be submitted to the AOC Project Review Board for subsequent action.
- The executive committee shall review the quarterly program management report package submitted by the CCMS General Administrative Advisory Committee. The program management report package will summarize the health of the program from a scope, schedule, budgetary, and resource perspective along with any specific recommendations from the administrative committee that the executive committee should consider. Recommendations could include changes in scope, schedule, resources, budget, or other actions to achieve program efficiencies or mitigate identified program risks. Changes to the program budget that would increase the total cost of the program through completion will require approval of the AOC Project Review Board and the Judicial Council.
- The executive committee shall review and approve the CCMS deployment strategy and schedule, ensuring that CCMS can be implemented within budgetary and scheduling constraints as determined by the Administrative Director. The CCMS PMO shall be responsible for developing deployment strategies for the committee's consideration.
- The executive committee shall review and act on recommendations from the CCMS PMO and the CCMS Operations Advisory Committee that foster the adoption of standard trial court business processes, standard configurations, and reengineering efforts that will fully leverage the capabilities of CCMS.

# CCMS Governance Model

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- The executive committee shall review and act on recommendations from the CCMS PMO and the CCMS General Administrative Advisory Committee relating to changes to legislation and rules of court that may be required to implement a specific CCMS program or e-business feature.
- The executive committee shall work with the CCMS PMO and the three CCMS advisory committees to evaluate, prioritize, and implement a CCMS program portfolio strategy, creating a master blueprint for the implementation of e-business services that build on the capabilities of the CCMS application. These e-business services include, but are not limited to, e-filing portal, electronic (“smart”) forms, enterprise document management, e-filing service provider certification program, e-citations, and the California Courts Protective Order Registry (CCPOR).

## CCMS GENERAL ADMINISTRATIVE ADVISORY COMMITTEE

### **Summary Charter**

The CCMS General Administrative Advisory Committee will assist the executive committee in performing its program oversight responsibilities regarding program scope, budget, scheduling, and program portfolio management. At the direction of the executive committee, the administrative committee will review CCMS program management reports, budget information, change management requests, and monthly Independent Validation & Verification (IV&V) reports, providing analysis and recommendations to the executive committee for its consideration and subsequent action.

### **Composition, Term of Service, and Voting**

The CCMS General Administrative Advisory Committee will consist of a chair, a vice-chair, and 14 additional appointed members. All appointments to the administrative committee shall be made by the Administrative Director. See Exhibit B for a committee organization chart.

All appointed committee members will serve a full term that continues throughout the life of the CCMS program, until CCMS has been deployed in all 58 superior courts or the member vacates his or her current position. The term of service will ensure that there is continuity and consistency in the leadership and strategic direction of the CCMS program.

Each committee member shall have one vote. All actions requiring approval of the committee shall be subject to a vote of the members. Actions and motions shall be deemed passed with a simple majority of the membership present at the time the motion or action is brought to the committee for a vote.

# CCMS Governance Model

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The administrative committee shall refer all matters that it cannot resolve to the executive committee for resolution, action, or referral to the Administrative Director or the Judicial Council.

## **Standing Meeting Schedule**

The administrative committee shall meet at least every other month or more frequently, if needed. The following persons may request an off-calendar-cycle meeting:

- Chair or vice-chair of the CCMS Executive Committee
- Chair or vice-chair of the CCMS General Administrative Advisory Committee
- CCMS Executive Program Director, through the chair or vice-chair of the administrative committee

## **Duty Summary**

- The administrative committee shall publish an annual work plan that establishes and communicates the committee's objectives as directed by the executive committee or issues that the administrative committee believes are consistent with its charter. The annual work plan shall be submitted to the executive committee for approval. The committee shall publish a progress report to the executive committee twice a year that details the committee's progress and challenges in carrying out the annual plan.
- The administrative committee shall work with the CCMS PMO to develop recommendations to the executive committee regarding the CCMS program portfolio, including project strategies, priorities, and schedules.
- The administrative committee shall review the monthly IV&V reports and produce a quarterly report to the executive committee on the effectiveness, performance, challenges, and risks to the CCMS program as detailed in these reports.
- The administrative committee shall review the monthly management reports produced by the CCMS PMO and publish a quarterly report for the executive committee on the overall health of the CCMS program, including the budget, resources, schedule, and scope of the project. The report may contain specific recommendations for the executive committee's consideration and subsequent actions that address risks or opportunities to improve the CCMS program.
- The administrative committee shall review and forward an annual CCMS program budget to the executive committee along with specific recommendations for improving the budget to accommodate program needs or identified financial constraints.

# CCMS Governance Model

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- The administrative committee shall review any specific recommendations from the CCMS PMO regarding changes to the scope, budget, schedule, or resources required to support the CCMS program portfolio. The administrative committee shall forward the change requests to the executive committee for action along with any comments or recommendations.

## CCMS OPERATIONAL ADVISORY COMMITTEE

### **Summary Charter**

The CCMS Operational Advisory Committee will assist the executive committee in evaluating opportunities and formulating recommendations in the areas of standard (best practice) trial court operations, business process reengineering, CCMS common application configurations, venue transparency, application support and hosting service levels, standard reports, forms and notices, CCMS user acceptance criteria, annual CCMS release plan (enhancement releases), and the development and approval of CCMS functional designs (enhancements after deployment).

### **Composition, Term of Service, and Voting**

The CCMS Operational Advisory Committee will consist of a chair, a vice-chair, and 11 additional appointed members. All appointments to the operational committee shall be made by the Administrative Director. See Exhibit C for a committee organization chart.

All appointed committee members will serve a full term that continues throughout the life of the CCMS program, until CCMS has been deployed in all 58 superior courts or the member vacates his or her current position. The term of service will ensure that there is continuity and consistency in the leadership and strategic direction of the CCMS program.

Each committee member shall have one vote. All actions requiring approval of the committee shall be subject to a vote of the members. Actions and motions shall be deemed passed with a simple majority of the membership present at the time the motion or action is brought to the committee for a vote.

The operational committee shall refer all matters that it cannot resolve to the executive committee for resolution, action, or referral to the Administrative Director or the Judicial Council.

### **Standing Meeting Schedule**

The operational committee shall meet at least every other month or more frequently if needed. The following persons may request an off-calendar-cycle meeting:

- Chair or vice-chair of the CCMS Executive Committee

## CCMS Governance Model

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- Chair or vice-chair of the CCMS Operational Advisory Committee
- CCMS Executive Program Director, through the chair or vice-chair of the operational committee

### **Duty Summary**

- The operational committee shall publish an annual work plan that establishes and communicates the committee's objectives as directed by the executive committee or issues that the operational committee believes are consistent with its charter. The annual work plan shall be submitted to the executive committee for approval. The committee shall publish a progress report to the executive committee twice a year that details the committee's progress and challenges in carrying out the annual plan.
- The operational committee shall work with the CCMS PMO to develop strategies for developing and implementing a set of standards in the area of trial court operations. These practices may result from business process reengineering efforts initiated to fully leverage the capabilities of CCMS.
- The operational committee shall work with the CCMS PMO to develop and implement a strategy governing a set of common CCMS configurations and encourage adoption of these configurations through the branch.
- The operational committee shall work with the CCMS PMO to identify a set of services that could be provided centrally using a subscription-based shared services model. These services would be offered to all trial courts on an as-needed basis to be determined by local trial court leadership.
- The operational committee shall work with the executive committee and the CCMS PMO to identify strategies for implementing venue transparency. These strategies may require the combined efforts of the CCMS committees and the PMO, but the operational committee shall take the lead in developing the strategies to be presented to the executive committee for approval.
- The operational committee shall work with the CCMS PMO and the AOC Information Services Division to establish service level agreements (SLAs) for CCMS application and data center hosting performance. These SLAs shall be presented to the executive committee for final approval.
- The operational committee shall review the CCMS PMO's process and criteria for user testing and acceptance of CCMS application enhancements. The operational committee shall submit the criteria to the executive committee along with its recommendations for subsequent approval.

## CCMS Governance Model

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- The operational committee shall collaborate with the CCMS PMO to establish an annual plan for enhancements to the CCMS application within budgetary constraints and adhering to the strategy forth by the executive committee. The annual CCMS development plan shall be submitted by the operational committee to the executive committee for approval.
- The operational committee shall work with the CCMS PMO and the trial court to provide subject-matter experts as may be required to develop requirements for CCMS enhancements included in the annual CCMS development plan. The operational committee shall also review and approve the final functional designs for any enhancements before passing them on to the executive committee for final approval.

### CCMS JUSTICE PARTNER ADVISORY COMMITTEE

#### **Summary Charter**

The CCMS Justice Partner Advisory Committee shall advise and make recommendations to the executive committee to ensure that the implementation of CCMS and its data exchanges proceed in a manner that maximizes state and local justice partner participation; minimizes disruptions to existing automated processes between the trial courts and their justice partners; provides a mechanism for justice partners to influence the future evolution of CCMS and related e-business initiatives; and, wherever possible, provide specific information regarding the anticipated benefits and cost savings to justice partners as CCMS and related e-business initiatives are deployed.

#### **Composition, Term of Service, and Voting**

The CCMS Justice Partner Advisory Committee will consist of a chair, a vice-chair, and 15 additional appointed members. All appointments to the justice partner committee shall be made by the Administrative Director. See Exhibit D for a committee organization chart.

All appointed committee members will serve a full term that continues throughout the life of the CCMS program, until CCMS has been deployed in all 58 superior courts or the member vacates his or her current position. The term of service will ensure that there is continuity and consistency in the leadership and strategic direction of the CCMS program.

Each committee member shall have one vote. All actions requiring approval of the committee shall be subject to a vote of the members. Actions and motions shall be deemed passed with a simple majority of the membership present at the time the motion or action is brought to the committee for a vote.

## CCMS Governance Model

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The justice partner committee shall refer all matters it cannot resolve to the executive committee for resolution, action, or referral to the Administrative Director or the Judicial Council.

### **Standing Meeting Schedule**

The justice partner committee shall meet at least every six months or more frequently if needed. The following persons may request an off-calendar-cycle meeting:

- Chair or vice-chair of the CCMS Executive Committee
- Chair or vice-chair of the CCMS Justice Partner Advisory Committee
- CCMS Executive Program Director, through the chair or vice-chair of the justice partner committee

### **Duty Summary**

- The justice partner committee shall publish an annual work plan that establishes and communicates the committee's objectives as directed by the executive committee or issues that the justice partner committee believes are consistent with its charter. The annual work plan shall be submitted to the executive committee for approval. The committee shall publish an annual progress report to the executive committee that details the committee's progress and challenges in carrying out the annual plan.
- The justice partner committee shall review the CCMS deployment schedule and high-level data integration plans for each court as they are developed to provide feedback and recommendations to the CCMS PMO to reduce risk, increase adoption of the available data exchanges, and improve the overall efficiency of data sharing between the trial courts and their justice partners.
- The justice partner committee shall review strategic plans for the future development and implementation of CCMS enhancements (the annual development plan summary) and e-business initiatives that will encourage the exchange of data between the judicial branch, its justice partners, and the public. The justice partner committee shall submit its feedback and recommendations to the executive committee for consideration and subsequent action.
- To the extent possible, the justice partner committee shall facilitate the quantification of administrative and financial benefits accruing as a result of CCMS deployment or application enhancement. This data shall be used by the CCMS PMO to perform cost-benefit analysis and project prioritization.

# CCMS Governance Model

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## CCMS PROGRAM MANAGEMENT OFFICE

### Summary Description

The new CCMS Program Management Office (PMO) is responsible for all aspects of the day-to-day management of the CCMS program, including application development, testing, trial court deployments, budget forecasts, project management reporting, ongoing CCMS maintenance, support, hosting, and e-business portfolio management. The PMO will serve as staff to the executive committee and three advisory committees.

The PMO shall be led by an Executive Program Director reporting to the AOC Chief Deputy Director.

### Organizational Structure

The PMO shall consist of the following four departments:

***CCMS Product Development and Management.*** This department includes the following three units:

- ***CCMS Product Development.*** Includes CCMS business requirements development, user group support, e-services branding strategy, legislation and rules of court, and product strategy.
- ***CCMS Trial Court Services.*** Includes CCMS central helpdesk, business process reengineering, training support, configuration management and maintenance, liaison to statewide justice partners and associations, trial court relationship management, and service level agreement management.
- ***CCMS Product Assurance.*** Includes CCMS product acceptance testing and user acceptance testing services.

***CCMS Project Management and Reporting.*** Includes participation in the AOC Community of Practice (COP), a program for establishing and maintaining project management best practices; project management responsibilities; CCMS project portfolio management; project reporting; liaison to the State Office of the Chief Information Officer (OCIO) for CCMS; liaison to the AOC Project Review Board for CCMS; liaison to IV&V staff; responsibility for ongoing IV&V process; staffing the CCMS governance committees; financial management and reporting for the CCMS program portfolio; oversight for deployment; and CCMS program communications.

***CCMS Deployment.*** This includes AOC managed trial court deployment; deployment vendor (Deloitte) oversight; development and maintenance of consolidated deployment plans using PMO tools; monitoring, reporting and mitigating project risks; serving as the primary point of

## CCMS Governance Model

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contact for trial court management and staff; and coordination of AOC Information Services Division (ISD) services to support deployment.

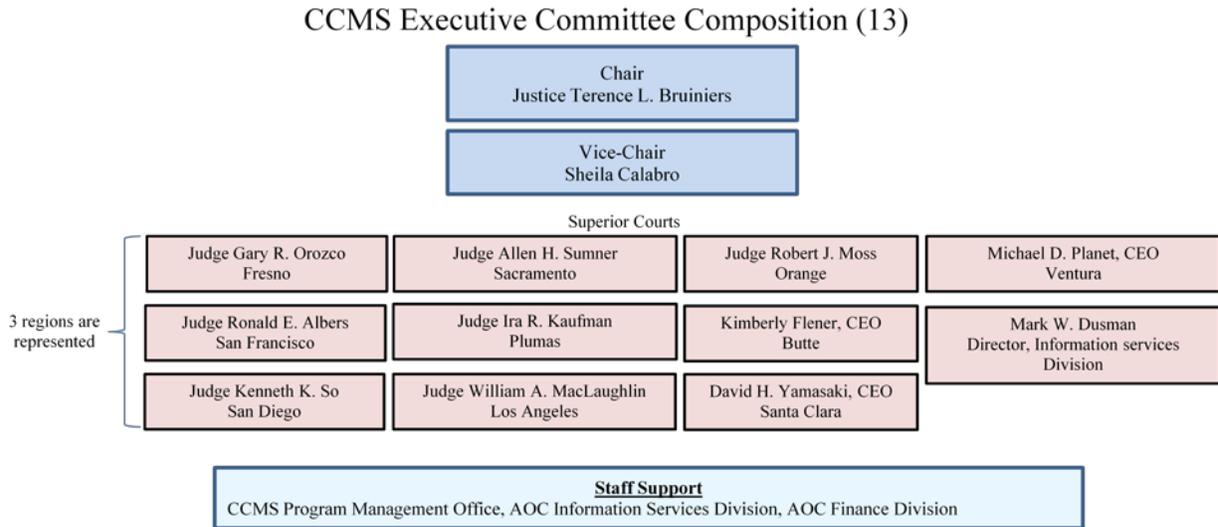
***Case Management Systems Development and Maintenance.*** This includes the following four units:

- *Data Integration Services.* Includes vendor (Tibco) common services, National Information Exchange Model (NIEM) standards and CCMS exchanges, justice partner support, and vendor (Deloitte) oversight for external component development.
- *Application Services.* Includes vendor (Deloitte) oversight for core CCMS development, vendor oversight for interim civil case management system support, transition services from Deloitte to the AOC ISD for V3 and CCMS, application architecture standards and development, database administration services, CCMS development planning, systems analysis and technical design, application development, quality assurance, and release management.
- *Infrastructure Services.* Includes infrastructure readiness, trial court bandwidth, LAN/WAN and California Courts Technology Center (CCTC) connectivity, network monitoring, security standards, network security monitoring and response, and firewall administration.
- *California Courts Technology Center.* Includes traffic and criminal interim system (V2) environments, civil interim system (V3) environments, CCMS production and staging environments, and development environments.

# CCMS Governance Model

## EXHIBITS

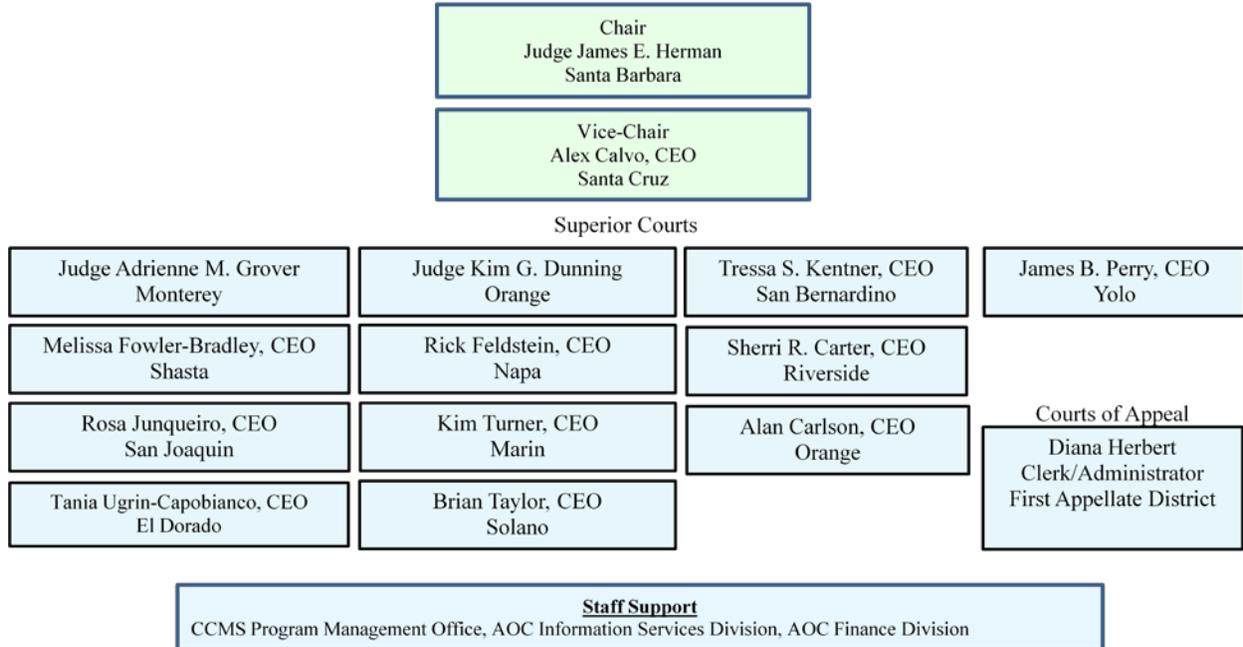
### Exhibit A. CCMS Executive Committee



# CCMS Governance Model

## Exhibit B. CCMS General Administrative Advisory Committee

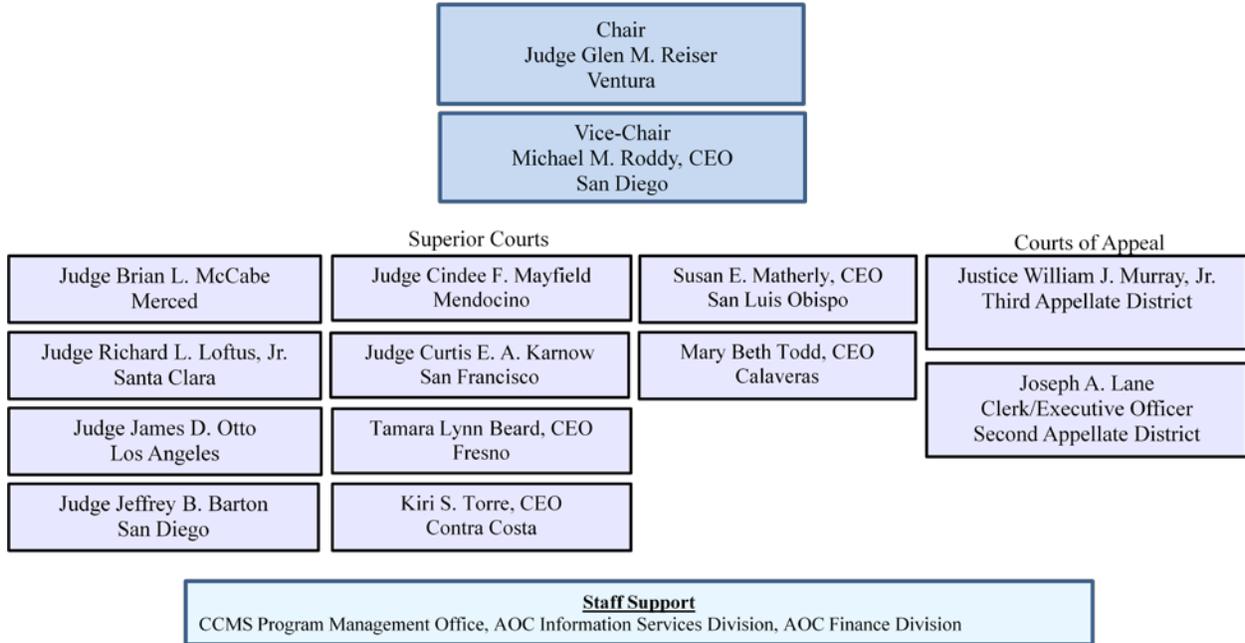
### CCMS General Administrative Advisory Committee Composition (15)



# CCMS Governance Model

## Exhibit C. CCMS Operational Advisory Committee

### CCMS Operational Advisory Committee Composition (14)

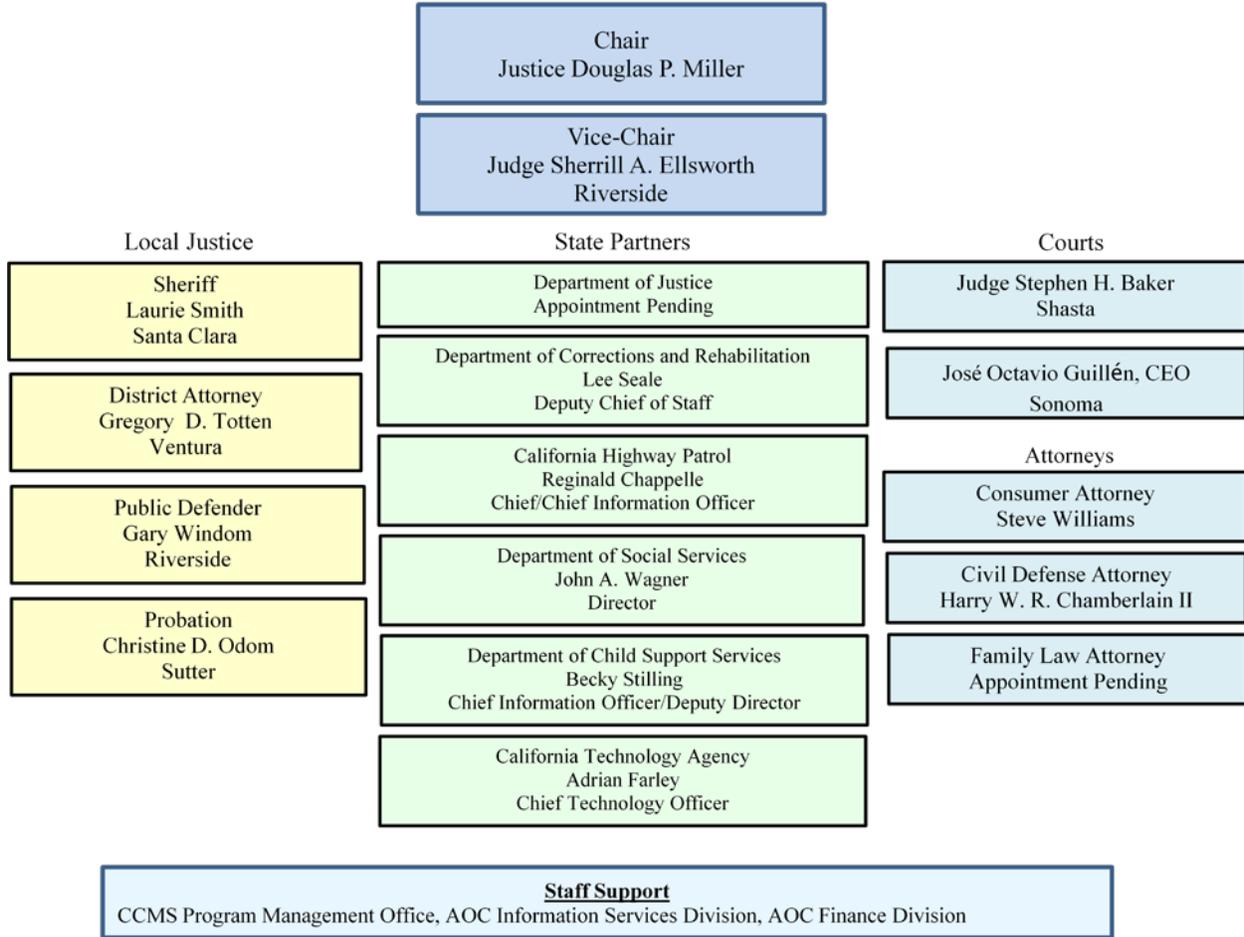


# CCMS Governance Model

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## Exhibit D. CCMS Justice Partner Advisory Committee

### CCMS Justice Partner Advisory Committee Composition (17)



**Judicial Council of California  
Executive and Planning Committee  
December 22, 2010, 2:00–2:30 p.m.  
Conference Call**

**Members Participating:** Justice Richard D. Huffman; Judges Stephen H. Baker, Kevin A. Enright, Kenneth K. So, and David S. Wesley; Mr. Frederick K. Ohlrich, Mr. Alan Carlson, and Mr. James N. Penrod

**Member Absent:** Justice Tani Cantil-Sakauye

**AOC Members Participating:** Ms. Donna Hershkowitz, Mr. Kenneth L. Kann, Mr. Ronald G. Overholt, and Ms. Nancy E. Spero

Conversion of Subordinate Judicial Officer Positions

The committee confirmed the conversion of two vacant subordinate judicial officer positions in the Superior Court of Orange County, effective July 1, 2011, or the date of legislative ratification of the authority to convert positions in fiscal year 2011–2012, whichever is later. The conversion of one of these positions also is contingent on the Judicial Council modifying its SJO conversion allocation schedule for fiscal year 2011-2012, approved at its December 2007 meeting, by transferring one SJO conversion slot from Group 4 to Group 2. The Administrative Office of the Courts will make such a proposal to the Judicial Council at the February 25, 2011, Judicial Council business meeting.

The committee also confirmed the conversion of a third vacant subordinate judicial officer position at the Orange court on the condition that the legislature, pursuant to AB 2763 (Stats. 2010, ch. 690), enacts additional legislation ratifying additional conversions of vacant positions effective January 2012 and after. This statute will allow additional conversions of subordinate judicial officer positions if the court assigns newly converted judge positions to family and juvenile assignments previously assigned to commissioners.

Finally the committee approved that the Orange court may employ a retired commissioner for each of these vacancies until a judge is named and sworn in for the corresponding position.

Out-of-Cycle Vacancy Nomination for Court Interpreters Advisory Panel

The committee reviewed a staff memo regarding the appointment to an out-of-cycle vacancy on the Court Interpreters Advisory Panel and formulated its recommendation to the Chief Justice.

Judicial Council Nominations

The committee reviewed materials and formulated its recommendations to the Chief Justice regarding an out of cycle vacancy for appellate justice on the Judicial Council.

Respectfully submitted,



Ronald G. Overholt  
Chief Deputy Director

**Judicial Council of California  
Executive and Planning Committee  
February 1, 2011, 12:00–12:40 p.m.  
Conference Call**

**Members Participating:** Justices Richard D. Huffman and Harry E. Hull, Jr.; Judges Stephen H. Baker, Kevin A. Enright, David S. Wesley; Mr. Frederick K. Ohlrich, Mr. Alan Carlson, and Mr. James N. Penrod

**Member Absent:** Judge Kenneth K. So

**AOC Members Participating:** Mr. Dennis Blanchard, Ms. Dianne Bolotte, Ms. Deborah C. Brown, Ms. Nancy Carlisle, Ms. Linda Culpepper, Dr. Charlene Depner, Mr. Kenneth L. Kann, Ms. Tracy Kenny, Ms. Shelly La Botte, Ms. Susan McMullan, Ms. Kelly Quinn, Ms. Mary M. Roberts, Ms. Nancy E. Spero, Mr. James M. Vesper, and Mr. Michael Wright

Minutes

The committee reviewed and approved the minutes of the December 8, 9, 17, and 22, 2010, Executive and Planning Committee meetings.

Agenda Setting for the February 25, 2011, Judicial Council Meeting

The committee reviewed reports and set the agenda for the next Judicial Council business meeting.

February 23-24, 2011, Judicial Council Legislative Visits in Sacramento

AOC staff briefed the committee on the agenda for the Judicial Council legislative visits and issues meeting in Sacramento on February 23-24, 2011.

February 22, 2011, Annual Agenda Review

The committee reviewed the Annual Agenda Guidelines and AOC staff briefed the committee on the advisory committee and task force annual agenda process, in preparation for the February 22, 2011, E&P meeting with chairs and principal staff of each of the committees and task forces under E&P's purview.

Out-of Cycle Vacancy Nomination for Court Interpreters Advisory Panel (CIAP)

The committee reviewed the staff recommendations on nominations for an out-of-cycle vacancy on the Court Interpreters Advisory Panel and formulated its recommendation for the Chief Justice.

Respectfully submitted,



Kenneth L. Kann  
Director  
Executive Office Programs Division

**Judicial Council of California**  
**Executive and Planning Committee**  
**February 7, 2011, 4:00–4:10 p.m.**  
**Conference Call**

**Members Participating:** Justices Richard D. Huffman and Harry E. Hull, Jr.; Judges Stephen H. Baker, Kevin A. Enright, and Kenneth K. So; Mr. Frederick K. Ohlrich, Mr. Alan Carlson, and Mr. James N. Penrod

**Member Absent:** Judge David S. Wesley

**AOC Members Participating:** Mr. Dennis Blanchard, Mr. Les Butler, Ms. Nancy Carlisle, Ms. Jessica Craven, Mr. Kenneth L. Kann, Mr. Dag MacLeod, Mr. Anthony Rochon, and Ms. Nancy E. Spero

Minutes

The committee reviewed and approved the minutes of the February 1, 2011, Executive and Planning Committee meeting.

Agenda Setting for the February 25, 2011, Judicial Council Meeting

The committee reviewed reports and further set the agenda for the next Judicial Council business meeting.

Respectfully submitted,



Kenneth L. Kann  
Director  
Executive Office Programs Division

**JUDICIAL COUNCIL OF CALIFORNIA  
POLICY COORDINATION AND LIAISON COMMITTEE**

**In-Person Meeting  
October 28, 2010 – 10:30 am**

**Summary Minutes of Meeting**

**Policy Coordination and Liaison Committee members present:** Hon. Marvin R. Baxter, Chair; Hon. James E. Herman, Vice-Chair; Hon. Keith D. Davis; Hon. Terry B. Friedman (Ret.); Hon. Winifred Younge Smith; Ms. Miriam Aroni Krinsky; Ms. Edith R. Matthai; and Mr. Michael M. Roddy.

**Policy Coordination and Liaison Committee members absent:** Hon. Sharon J. Waters

**OGA staff present:** Mr. Curtis L. Child, Ms. Donna S. Hershkowitz, Ms. June Clark, Mr. Daniel Pone, Ms. Tracy Kenny, Mr. Henry Sepulveda, Ms. Jacqueline Wong-Hernandez, and Ms. Yvette Trevino.

**ACTION ITEMS**

**1. Approval of minutes**

The minutes of the August 12, 2010, conference call were approved as submitted.

**2. Consent Items**

Proposals for Judicial Council-Sponsored Legislation

a) Criminal Procedure: Dismissals in the Interests of Justice

Amends Penal Code section 1385(a) to authorize trial courts to state the reasons for a dismissal in the furtherance of justice on the record as an alternative to setting forth the reasons in an order entered upon the minutes.

**PCLC Action: Recommend Judicial Council sponsorship.**

b) Criminal Procedure: Obtaining Thumbprints of Felony Defendants

Amends subdivision (a) of Penal Code section 992 to authorize courts to obtain thumbprints of felony defendants at the earliest possible time but no later than at the arraignment on the information or indictment or upon entry of a guilty or no contest plea under Penal Code section 859a. Establishes procedures under which courts in guardianship and Family Code custody proceedings would communicate with each other to facilitate venue determinations.

**PCLC Action: Recommend Judicial Council sponsorship.**

- c) Judicial Arbitration Statutes  
Amends Code of Civil Procedure sections 1141.20 and 1141.23 to encourage settlement following judicial arbitration and reduce the number of trial de novo requests. Provides that a party need not file a request for a trial de novo to stop entry of the arbitrator's award as the judgment in the case, but could instead file a request for dismissal and would give parties up to 60 days after the filing of the arbitrator's award to file either of the requests.  
**PCLC Action:** Recommend Judicial Council sponsorship.
- d) 2010 Legislative Policy Guidelines  
Sets forth concise council policy guidelines regarding court-related legislative proposals.  
**PCLC Action:** Approved for submission to the Judicial Council.

### 3. Discussion Items

#### Proposals for Judicial Council-Sponsored Legislation

- a) Civil Cases: Vexatious Litigants  
Amends Code of Civil Procedure section 391.7(b) and add section 391.8, to improve practice and procedure involving vexatious litigants.  
**PCLC Action:** Recommend Judicial Council sponsorship, with minor technical amendment.
- b) Probate: Guardianship Venue When There Are Previously Filed Family Code Custody Proceedings Concerning the Proposed Ward  
Amends provisions of the Probate Code that govern venue in probate guardianship proceedings. Establishes procedures under which courts in guardianship and Family Code custody proceedings would communicate with each other to facilitate venue determinations.  
**PCLC Action:** Recommend Judicial Council sponsorship.
- c) 2011 Judicial Council Legislative Priorities  
*Moved to informational item.*

### 4. Informational Item

- a) 2011 Judicial Council Legislative Priorities  
Curtis Child led a discussion of potential items for the 2011 legislative priorities, for vote at the next PCLC meeting. The recommendations were primarily budget-related legislative priorities, including dependency counsel, court security, probate conservatorships, interpreters, and funding for audits, along with the continuing priority of securing new judgeships and expediting

the conversion of subordinate judicial officer positions to judgeships upon vacancy.

**OTHER BUSINESS**

Confirm next PCLC conference call:

Proposed date: Wednesday, November 10, 2010 at 4:30 p.m.

Respectfully submitted,

Curtis L. Child, Director  
Office of Governmental Affairs

**JUDICIAL COUNCIL OF CALIFORNIA  
POLICY COORDINATION AND LIAISON COMMITTEE**

**Conference Call Meeting  
November 10, 2010**

**Summary Minutes of Meeting**

**Policy Coordination and Liaison Committee members present:** Hon. Marvin R. Baxter, Chair; Hon. James E. Herman, Vice-Chair; Hon. Keith D. Davis; Hon. Terry B. Friedman (Ret.); Hon. Winifred Younge Smith; Ms. Edith R. Matthai; and Mr. Michael M. Roddy.

**Policy Coordination and Liaison Committee members absent:** Hon. Sharon J. Waters and Ms. Miriam Aroni Krinsky.

**OGA staff present:** Mr. Curtis Child, Ms. Donna Hershkowitz, Mr. Daniel Pone, Ms. Tracy Kenny, Mr. Henry Sepulveda, Ms. Jacqueline Wong-Hernandez, Ms. Monica LeBlond, and Ms. Yvette Trevino.

**ACTION ITEMS**

**1. Consent Item**

N/A

**2. Discussion Item**

Action on Judicial Council-Sponsored Legislation

a) 2011 Legislative Priorities

Define key legislative priorities for Judicial Council sponsorship focusing on budget and budget-related matters. Advocate for necessary funding for dependency counsel, court security, probate conservatorships, interpreters, and audits, along with the continuing priority of securing new judgeships and expediting the conversion of subordinate judicial officer positions to judgeships upon vacancy.

**PCLC Action:** Recommend Judicial Council sponsorship.

**3. Informational Item**

b) Federal Issues Affecting California Courts (Federal Tax Intercept Program, California Court Case Management System, State Court Interpreter Grants, and Foster Care)

Curtis Child reported on federal legislation and advocacy efforts.

**PCLC Action:** No action required.

**OTHER BUSINESS**

Confirm next PCLC conference call:

Proposed date: TBD

Respectfully submitted,

Curtis L. Child, Director  
Office of Governmental Affairs  
Administrative Office of the Courts