



JUDICIAL COUNCIL OF CALIFORNIA

CALIFORNIA COURT CASE MANAGEMENT SYSTEM
INTERNAL COMMITTEE

Teleconference January 18, 2012

MEMBERS PRESENT

Hon. James E. Herman, Hon. Judith Ashmann-Gerst, Hon. Stephen H. Baker, Hon. David F. De Alba, Hon. Teri L. Jackson, Hon. Ira R. Kaufman, and Hon. Robert J. Moss; and Ms. Edith R. Matthai and Ms. Kim Turner.

INVITED GUESTS PRESENT

Hon. Terence L. Bruiniers and Hon. Richard J. Loftus, Jr.

MEMBERS ABSENT

Hon. David S. Wesley and Mr. Mark P. Robinson, Jr.

AOC PARTICIPANTS

Mr. Ronald G. Overholt, Interim Administrative Director of the Courts; Ms. Mary M. Roberts, General Counsel; Ms. Jody Patel, Regional Administrative Director; Mr. Mark W. Dusman, Director, Information Services; Mr. Curtis L. Child, Director, Office of Governmental Affairs; Mr. Steven Chang, Finance Division; Mr. Les Butler, CCMS Program Management Office; Ms. Renea Hatcher, Information Services Division; Ms. Jessica Craven, CCMS Program Management Office; and Ms. Nancy Carlisle, Office of the General Counsel.

Staff Contact

Ms. Nancy Carlisle: 415-865-7614 Email: nancy.carlisle@jud.ca.gov

STATUS OF DEPLOYMENT PLANNING

Judge James E. Herman, Chair, reported that a letter was being prepared to contact 22 courts on their participation in interviews to provide Grant Thornton LLP with preliminary information for the consulting firm's CCMS deployment analysis. The analysis will result in a recommended deployment plan and approach and recommendations related to deployment scope, staffing approach, deployment sequence and timeline, hardware and software cost estimates, operations and maintenance costs estimates and funding strategy. The recommended deployment approach will serve as the basis for Grant Thornton's analysis of costs and benefits related to the branch's baseline case management environment and the deployment of CCMS to selected courts.

The committee discussed the CCMS deployment activities reported in the January 13, 2012, executive update produced for the council by the AOC and Deloitte Consulting LLP. Blueprinting activities are ahead of schedule and justice partner data testing is on schedule. The one unresolved issue noted was an interim maintenance contract with Deloitte.

STRATEGIC ISSUES

The committee received an update on two efforts to look strategically at branchwide technology. The Information Services Division is collecting documentation on the planning of branchwide information technology over the past 10–15 years. Committee members and participants on the call also discussed the Executive and Planning Committee’s referral of a Court Technology Advisory Committee proposal, *Advancing Access to Justice Through Technology: Guiding Principles for Judicial Branch Initiatives*, for this committee’s perspective on how the proposal fits into a unified vision of information technology for the branch and how it should factor into a future council discussion of the next branch operational plan. Judge Herman invited further comments from committee members, with a status to follow in February.

MINUTES

The committee reviewed and approved the minutes of CCMS Internal Committee meetings on December 7 and 28, 2011.

Approved by the committee on February 23, 2012.

Executive and Planning Committee
January 23, 2012
10:30 a.m.–5:00 p.m.

Members Participating: Justice Douglas P. Miller; Judges Stephen H. Baker, David Rosenberg, Kenneth K. So, and David S. Wesley; Ms. Edith R. Matthai, and Mr. David H. Yamasaki.

Members Absent: Judge Sharon J. Waters and Mr. Frederick K. Ohlrich.

Judicial and Court Executive Officers Participating: Justices Terence L. Bruiniers, Ming W. Chin, Brad R. Hill, James R. Lambden, Dennis M. Perluss, Ronald B. Robie, and Robert L. Dondero; Judges Steven K. Austin, Richard C. Blake, Rogelio R. Flores, Frederick P. Horn, David Edwin Power, and Richard Vlavianos; Mr. Alan Carlson.

AOC Members Participating: Ms. Francine Byrne, Ms. Roma K. Cheadle, Ms. Donna Clay-Conti, Ms. Diane Cowdrey, Mr. Kurt Duecker, Mr. Bob Emerson, Mr. Malcolm Franklin, Ms. Teri Ince, Ms. Jamel Jones, Mr. Bob Lowney, Mr. Christopher H. Magnusson, Mr. Patrick McGrath, Ms. Diane Nunn, Mr. Patrick O'Donnell, Ms. Claudia Ortega, Mr. Ronald G. Overholt, Ms. Jody Patel, Ms. Christine Patton, Mr. Gerald Pfab, Ms. Nancy E. Spero, Ms. Marlene Smith, Ms. Nancy Taylor, and Ms. Jennifer Walter.

2012 Annual Agenda Review

The committee reviewed and approved the 2012 Annual Agendas of advisory groups for which it has oversight. It requested the following advisory groups to make certain revisions to their annual agendas: Court Technology Advisory Committee, Court Interpreters Advisory Panel, and Court Facilities Working Group.

Minutes

The committee reviewed and approved the minutes of the January 5 and January 13, 2012, meetings.

Approved by the committee on February 23, 2012.

Executive and Planning Committee
February 9, 2012
12:00 p.m.–1:00 p.m.

Members Participating: Justice Douglas P. Miller; Judges David Rosenberg, Kenneth K. So, Sharon J. Waters, and David S. Wesley; Ms. Edith R. Matthai, Mr. Frederick K. Ohlrich, and Mr. David H. Yamasaki.

Member Absent: Judge Stephen H. Baker.

AOC Members Participating: Ms. Heather Anderson, Ms. Deborah C. Brown, Ms. Nancy Carlisle, Mr. Arturo Castro, Mr. Steven Chang, Mr. Curtis L. Child, Ms. Donna Clay-Conti, Ms. Gisele Corrie, Mr. Mark W. Dusman, Mr. Chad Finke, Mr. Bob Fleshman, Ms. Cristina Foti, Ms. Bonnie Hough, Mr. John Judnick, Ms. Olivia Lawrence, Mr. Dag MacLeod, Ms. Susan McMullan, Ms. Christine Patton, Ms. Robin Seeley, Mr. David Smith, Ms. Nancy E. Spero, Mr. Zlatko Theodorovic, and Mr. Michael Wright.

Minutes

The committee reviewed and approved the corrected minutes of the January 13, 2012, meeting.

Conversion of Subordinate Judicial Officer Positions

The committee reviewed staff recommendations to confirm conversion of vacant subordinate judicial officer (SJO) positions in the Superior Courts of Riverside and Alameda Counties, and to approve an exception from conversion for a vacant SJO position in the Superior Court of Sacramento County.

Agenda Setting

The committee reviewed reports and set the agenda for the February 28, 2012, Judicial Council business meeting.

Action Items from January 23, 2012, Annual Agenda Meetings

This item was deferred to the next committee meeting on February 16, 2012.

Judicial Council Reports

This item was deferred to the next committee meeting on February 16, 2012.

Approved by the committee on February 23, 2012.

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

**Conference Call Meeting
January 12, 2012 – 4:30 pm
Summary Minutes of Meeting**

Policy Coordination and Liaison Committee members present: Hon. Marvin R. Baxter, Chair; Hon. James E. Herman, Vice-Chair; Hon. Robert James Moss; Hon. Mary Ann O'Malley; Hon. David M. Rubin; Ms. Angela J. Davis; and Ms. Kim Turner.

Policy Coordination and Liaison Committee members absent: Hon. Terry B. Friedman (Ret.) and Mr. Mark P. Robinson, Jr.

OGA staff present: Mr. Curtis L. Child, Ms. Donna Hershkowitz, Ms. June Clark, Mr. Daniel Pone, Ms. Nell Schaffer, and Ms. Yvette Casillas.

Other AOC staff present: Mr. Ronald G. Overholt and Ms. Jody Patel.

ACTION ITEMS

1. Approval of minutes

The minutes of the October 27, 2011, conference call were approved as submitted.

2. Consent Item

N/A

3. Discussion Item

N/A

4. Informational Items

a) Budget update

Ronald Overholt and Curtis Child reported on the judicial branch budget, including the actions taken by the Open Courts Coalition to support the need to restore funding to the judicial branch.

PCLC Action: No action required.

b) Legislation updates

Donna Hershkowitz gave an update on AB 1208 advocacy efforts by presiding judges, the Bench Bar Coalition, court executive officers, and OGA staff. Daniel Pone gave an update regarding AB 900/SB 292 (expedited appellate judicial review in certain CEQA cases) and possible follow up legislation that may be introduced in this session.

PCLC Action: No action required.

OTHER BUSINESS

Confirm next PCLC conference call:

Proposed date: February 16, 2012

Approved by the committee on February 16, 2012

Minutes

Rules and Projects Committee

Proposal Circulated by Email on Friday, December 16, 2011
and approved on Monday, December 19, 2011

Members participating: Hon. Harry E. Hull, Jr., (chair), Hon. Erica Yew (vice-chair), Hon. Sue Alexander, Hon. Judith Ashmann-Gerst, Mr. Alan Carlson, Hon. David De Alba, Hon. Teri L. Jackson, Hon. Ira R. Kaufman, and Ms. Miriam Krinsky.

RUPRO staff participating: Ms. Deborah Brown, Ms. Susan McMullan, Mr. Patrick O'Donnell, and Ms. Camilla Kieliger.

AOC staff participating: Mr. Arturo Castro, Ms. Audrey Fancy, and Ms. Carrie Zoller.

Proposals to recommend for Judicial Council approval

Item 1 **Juvenile Law: Commitment to California Department of Corrections and Rehabilitation, Division of Juvenile Facilities** (revise JV-732)

Action: The Rules and Projects Committee recommended approval on the Judicial Council's January 24, 2012, consent agenda.

Item 2 **Criminal Procedure: Fingerprint Form** (revise CR-100)

Action: The Rules and Projects Committee recommended approval on the Judicial Council's January 24, 2012, consent agenda.

Minutes
Rules and Projects Committee Teleconference
Friday, January 20, 2012
4:00 - 5:00 p.m.

Annual Agenda Pre-Meeting

Members present: Hon. Harry E. Hull, Jr. (chair), Hon. Erica Yew (vice-chair), Hon. David De Alba, Hon. Judith Ashmann-Gerst, Mr. Alan Carlson, Hon. Teri L. Jackson, and Hon. Ira R. Kaufman.

Members absent: Hon. Sue Alexander, and Ms. Miriam Krinsky.

RUPRO staff present: Ms. Deborah Brown, Ms. Susan R. McMullan, Mr. Patrick O'Donnell, and Ms. Camilla Kieliger.

Item 1 Staff provided an overview of the Annual agenda review process, and the Rules and Projects Committee's role and responsibilities.

Minutes

Rules and Projects Committee Meeting

Monday, January 23, 2012

10:30 a.m. - 4:00 p.m.

Golden Gate Room, 3rd Floor

RUPRO members present: Hon. Harry E. Hull, Jr., Hon. Sue Alexander, Hon. Judith Ashmann-Gerst, Mr. Alan Carlson, Hon. David De Alba, Hon. Ira R. Kaufman, and Ms. Miriam Krinsky.

RUPRO members absent: Hon. Erica Yew (vice-chair), and Hon. Teri Jackson.

RUPRO staff present: Deborah Brown, Susan R. McMullan, Patrick O'Donnell, and Camilla Kieliger.

AOC staff present: Heather Anderson, Arturo Castro, Deborah Chase, Charlene Depner, Bruce Greenlee, Bonnie Hough, Diane Nunn, Christine Patton, Anne Ronan, Robin Seeley, Courtney Tucker, Julia Weber, and Christopher Wu.

Others present: Hon. Tricia Bigelow, Hon. Mark S. Borrell, Hon. H. Walter Croskey, Hon. Richard D. Huffman, Hon. Sandy R. Kriegler, Hon. Kimberly J. Nystrom-Geist, Hon. Kathleen E. O'Leary, Hon. Steven Z. Perren, Hon. Dennis M. Perluss, Hon. Dean Stout, Hon. Kathryn Doi Todd, and Hon. Laurie D. Zelon.

Annual Agenda review

Item 1 Advisory Committee on Civil Jury Instructions

Action: The Rules and Projects Committee approved the Annual Agenda.

Item 2 Advisory Committee on Criminal Jury Instructions

Action: The Rules and Projects Committee approved the Annual Agenda.

Item 3 Appellate Advisory Committee

Action: The Rules and Projects Committee approved the Annual Agenda with the following modifications:

Change the priority level of item 7 to 1(d).

Item 4 Civil and Small Claims Advisory Committee

Action: The Rules and Projects Committee deferred final action to its February 2, 2012, meeting.

Item 5 Family and Juvenile Law Advisory Committee

Action: The Rules and Projects Committee approved the Annual Agenda with the following modifications:

Add Tribal Court/State Court Forum to item 3.

Item 6 Traffic Advisory Committee

Action: The Rules and Projects Committee approved the Annual Agenda.

Item 7 Criminal Law Advisory Committee

Action: The Rules and Projects Committee approved the Annual Agenda with the following modifications:

Remove item 14.

Add a completion date for item 19.

Review and update completion dates for those items currently projected for January 1, 2013, and where applicable revise to January 1, 2014.

Item 8 Task Force on Self-Represented Litigants

Action: The Rules and Projects Committee approved the Annual Agenda.

Item 9 Elkins Family Law Task Force

Action: The Rules and Projects Committee approved the Annual Agenda.

Item 10 California Blue Ribbon Commission on Children in Foster Care

Action: The Rules and Projects Committee approved the Annual Agenda.

OTHER BUSINESS

**Item 11 Recommendation to Judicial Council for proposals with postponed
Judicial Council meeting dates and/or effective dates**

Action: The Rules and Projects Committee made the following revisions to the proposed Judicial Council meeting dates and effective dates for previously reviewed items:

If the Civil and Small Claims Advisory Committee annual agenda item proposing an order form to accompany recently reviewed and circulated forms to address default in payment of judgment in installments is approved, those forms would be recommended together for the Judicial Council October 26, 2012, meeting for a January 1, 2013, effective date.

Alternative Dispute Resolution: Ethics Standards for Neutral Arbitrators in Contractual Arbitration is recommended for the February 28, 2012, Judicial Council meeting, with an effective date of July 1, 2012.

Family Law: New, Restructured, and Amended Family Law Rules of Court, is recommended for the February 28, 2012, Judicial Council meeting for a January 1, 2013, effective date.

All other previously reviewed proposals that do not have an assigned Judicial Council meeting date are recommended for the Judicial Council's February 28, 2012, meeting, and if no effective date has been assigned, for an effective date of January 1, 2013:

Appellate Procedure: Time for filing applications to file amicus curiae briefs

Appellate Procedure: Time to Appeal

Appellate Procedure: Briefs

Appellate Procedure: Judicial Notice

Appellate Procedure: Bringing New Authorities to the Attention of the Court of Appeal

Appellate Procedure: When to Use Initials to Identify Parties in Juvenile Proceedings

Appellate Procedure: Ensuring Tribal Receipt of Records on Appeal in Juvenile Cases

Criminal Procedure: Intercounty Probation Transfer Forms

Juvenile Law: Forms for Disclosure of Information

Civil Practice and Procedure: Revisions to *Request for Dismissal* to Address Class Actions and Waived Court Fees

Civil Cases: Vexatious Litigants Forms

Small Claims: Forms to Address Default in Payment of Judgment in Installments

Family Law- Proof of Service by Publication or Posting

Minutes

Rules and Projects Committee Meeting

Thursday, February 2, 2012

4:00 - 5:00 p.m.

Annual Agenda review and proposals to recommend for Judicial Council action

RUPRO members present: Hon. Harry E. Hull, Jr., Hon. Erica Yew (vice-chair), Hon. Sue Alexander, Hon. Judith Ashmann-Gerst, Hon. David De Alba, Hon. Teri Jackson, and Hon. Ira R. Kaufman.

RUPRO members absent: Mr. Alan Carlson, and Ms. Miriam Krinsky.

RUPRO staff present: Deborah Brown, Susan R. McMullan, and Patrick O'Donnell.

AOC staff present: Douglas C. Miller, Anne Ronan, Robin Seeley, Gabrielle Selden, and Bobbie Welling.

Others present: Hon. Mitchell L. Beckloff, Hon. Kimberly J. Nystrom-Geist, Hon. Laurence D. Kay, Hon. Dennis M. Perluss, and Hon. Laurie D. Zelon.

Item 1 Civil and Small Claims Advisory Committee Annual Agenda

Action: The Rules and Projects Committee approved the Annual Agenda.

Item 2 Probate and Mental Health Advisory Committee Annual Agenda

Action: The Rules and Projects Committee approved the Annual Agenda.

Probate and Mental Health Advisory Committee staff stated that the proposed effective date for item 8, develop guidelines to assist in determining financial eligibility for county payment of court-appointed counsel for minors in guardianships under Probate Code sections 1470–1474, along with the 2011 key objective referring to it, would be updated to reflect an effective date of January 1, 2013.

Item 3 Domestic Violence Practice and Procedure Task Force Annual Agenda

Action: The Rules and Projects Committee approved the Annual Agenda with the following modification:

Change item 5, Revise *Emergency Protective Order* Form EPO-001, to priority level 1 because of the important public safety element in the relinquishment of firearms in appropriate circumstances. The Domestic Violence Practice and Procedure Task Force should identify the other advisory committees and task forces that may have an interest in the

revision of this form, including the Civil and Small Claims and Family and Juvenile Law Advisory Committees, and work collaboratively with those groups in developing the proposed revisions.

Item 4 Criminal Jury Instructions: Review and Approve Publication of Instructions With Minor Revisions Effective February 28, 2012

Action: The Rules and Projects Committee approved publication of the minor revisions.

Item 5 Criminal Jury Instructions: Additions, Revisions, and Revocations to Criminal Jury Instructions

Action: The Rules and Projects Committee recommended approval on the Judicial Council's February 28, 2012, consent agenda.

Item 6 Family Law: Information Sheet for Dissolution of Marriage (approve FL-107-INFO)

Action: The Rules and Projects Committee recommended approval on the Judicial Council's February 28, 2012, consent agenda for a July 1, 2012, effective date.

Item 7 Family Law: New, Restructured, and Amended Family Law Rules of Court

Action: The Rules and Projects Committee recommended approval on the Judicial Council's February 28, 2012, consent agenda for a January 1, 2013, effective date.

Item 8 Revise *Request to Waive Court Fees and Information Sheet on Waiver of Appellate Court Fees* (revise FW-001 and APP-015/FW-015-INFO)

Action: The Rules and Projects Committee recommended approval by Judicial Council circulating order for a February 15, 2012, effective date.

