



JUDICIAL COUNCIL OF CALIFORNIA

ADVISORY COMMITTEE ON PROVIDING
ACCESS AND FAIRNESS

www.courts.ca.gov/accessfairnesscomm.htm
accessfairnesscomm@jud.ca.gov

ADVISORY COMMITTEE ON PROVIDING ACCESS AND FAIRNESS

MINUTES OF OPEN MEETING WITH CLOSED SESSION

February 18, 2021

12:15-1:15 p.m.

By Conference Call

Advisory Body**Members Present:**

Hon. Luis Lavin, Hon. Kevin Brazile, Hon. Sue Alexander (Ret.), Gurinder Aujla, Kim Bartleson, Gina Cervantes, Hon. Manuel Covarrubias, Hon. Mark Cullers, Janet Hudec, Hon. Elizabeth Macias, Sasha Morgan, Julie Paik, Michael Powell, Hon. Mickie Reed, Janice Schmidt, Hon. Bobbi Tillmon, Hon. Terry Truong, Twila White, Hon. Erica Yew

Advisory Body**Members Absent:**

Ana Maria Garcia, Hon. Mary Greenwood, Mary Hale, Hon. Victoria Kolakowski, David Levin, Hon. Lia Martin, Hon. William Murray, Jr., Michael Planet, Hon. Victor Rodriguez, Hon. Sergio Tapia, Hon. Juan Ulloa,

Others Present:

Irene Balajadia, Lisa Chavez, Douglas Denton, Diana Glick, Hon. Mark Juhas, Andi Liebenbaum, Hon. Luis Mauro, Amanda Morris, Catherine Ongiri, Elizabeth Tam, Greg Tanaka

OPEN MEETING**Call to Order and Roll Call**

The chair called the meeting to order at 12:15 p.m. Quorum achieved

Approval of Minutes

Minutes of October 15, 2020 meeting December 17, 2020 Advisory Committee on Providing Access and Fairness meetings and of the January 29, 2021 Action by Email were approved.

October 15, 2020 meeting motion to approve by Judge Erica Yew, seconded by Judge Bobbi Tillmon. Kim Bartleson abstained from voting. Motion carried.

December 17, 2020 meeting minutes motion to approve by Kim Bartleson, seconded by Judge Bobbi Tillmon. Judge Erica Yew abstained from voting. Motion carried.

January 29, 2021 action by email minutes motion to approve by Kim Bartleson, seconded by Judge Erica Yew. No abstentions. Motion carried.

DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1-3)**Item 1**

Update on Annual Agenda

Presenter: Judge Kevin Brazile

Item 2

Language Access Subcommittee Update

Presenters: Elizabeth Tam-Helmuth and Douglas Denton

Staff shared the Video Remote Interpreting (VRI) Guidelines Working Group and staff are reviewing the public comments that were received during the public comment period (January 28 – February 16, 2021). The goal is to update the Recommended Guidelines and Minimum Specifications for Video Remote Interpreting (VRI) for Spoken Language Interpreted Events, in order to support VRI in different scenarios – both physical and virtual courtrooms. The guidelines also stress the need for appropriate training – including multilingual instructional material for LEPs – to ensure that remote interpreting allows limited English proficient (LEP) court users to fully and meaningfully participate in court proceedings. After staff’s review of the public comments, the revised guidelines will be submitted to PAF, ITAC, and the Technology Committee for approval. Staff plans to seek Judicial Council approval at its May meeting .

Staff also provided an update on the launch of the public outreach campaign. The goal of Phase 2 of the project is to inform LEP court users across the state of language access services available in the court and to provide information on common court processes. Language Access staff, in collaboration with the National Center for State Courts, will host three 45-minute educational webinars. After the webinars, staff plans to conduct direct outreach to stakeholders on how to access the multilingual materials. In the summer, staff will conduct paid placement/media buys with ethnic media outlets to distribute the multilingual materials on the online Language Access Toolkit. The three webinar sessions will be recorded and posted to the Judicial Council’s Language Access webpage for access at any time.

Item 3

Judicial Diversity Toolkit Update

Presenters: Judge Kevin Brazile and Catherine Ongiri

The committee was updated on the success of the Judicial mentorship program in Los Angeles County Superior Court. Based on the success of the program, there is discussion about making this program statewide.

Staff continues to work with California Lawyers Association to plan the Judicial Diversity Summit in 2021. We are co-sponsoring our first Pathways to the Bench program on 2/19/21 and PAF member Judge Macias will be serving as moderator. Leading up to the Judicial Summit we will be co-sponsoring additional Pathways to the Bench presentations in the Inland Empire and in the Central Valley to target attorneys that may be interested in pursuing an appointment on the bench.

I. ADJOURNMENT

Adjourn to Closed Session

II. CLOSED SESSION

Approval of Minutes

Minutes of closed portion minutes of the October 15, 2020 Advisory Committee on Providing Access and Fairness meeting.

Motion to approve by Judge Elizabeth Macias, seconded by Judge Bobbi Tillmon. Kim Bartleson abstained from voting. The motion carried.

Item 1

Legislative Update

Cal. Rules of Court, Rule 10.75 (D)(10)

Presenter: Andi Liebenbaum

Item 2

Work Group to Enhance Administrative Standards Addressing Bias in Court Proceedings status report

Cal. Rules of Court, Rule 10.75 (D)(10)

Presenter: Judge Kevin Brazile

Item 3

Work Group on Homelessness status report and request for input

Cal. Rules of Court, Rule 10.75 (D)(10)

Presenters: Justice Louis Mauro

Item 4

Interpreter Waiver Proposed Rule of Court

Cal. Rules of Court, Rule 10.75 (D)(10)

Presenters: Judge Manuel Covarrubias and Diana Glick

III. ADJOURNMENT

There being no further business, the meeting was adjourned at 1:18 p.m.

Approved by the advisory body on **enter date**.



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ADVISORY COMMITTEE ON PROVIDING ACCESS AND FAIRNESS

MINUTES OF OPEN MEETING

March 15, 2020

12:15-1:15 p.m.

By Conference Call

Advisory Body**Members Present:**

Hon. Luis Lavin, Hon. Kevin Brazile, Hon. Sue Alexander (Ret.), Gurinder Aujla, Kim Bartleson, Gina Cervantes, Hon. Manuel Covarrubias, Hon. Mark Cullers, Janet Hudec, David Levin, Hon. Elizabeth Macias, Hon. Lia Martin, Sasha Morgan, Julie Paik, Michael Planet, Michael Powell, Hon. Victor Rodriguez, Janice Schmidt, Hon. Bobbi Tillmon, Hon. Terry Truong, Hon. Juan Ulloa, Twila White.

Advisory Body**Members Absent:**

Ana Maria Garcia, Hon. Mary Greenwood, Mary Hale, Hon. Victoria Kolakowski, Hon. William Murray, Jr., Hon. Mickie Reed, Hon. Sergio Tapia, Hon. Erica Yew.

Others Present:

Lisa Chavez, Irene Balajadia, Douglas Denton, Charli Depner, Andi Liebenbaum, Hon. Louis R. Mauro, Danielle McCurry, Amanda Morris, Catherine Ongiri, Heather Pettit, Hon. Michael Sachs, Elizabeth Tam, Greg Tanaka

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 12:15 p.m. Quorum achieved

DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1)

Item 1

Recommended Guidelines and Minimum Specifications for Video Remote Interpreting (VRI) for Spoken Language-Interpreted Events (Action Item)

Presenters: Judge Victor Rodriguez, Justice Louis Mauro, and Douglas Denton
(Language Access Services)

Judge Rodriguez, Justice Mauro, and Douglas Denton presented on the Recommended Guidelines and Minimum Specifications for Video Remote Interpreting (VRI) for spoken language-interpreter events. Judge Rodriguez shared that an Information Technology Advisory Committee (ITAC) working group was formed in December 2020 to review and revise the VRI guidelines to reflect changes in technology and to support VRI in both physical and virtual courtroom settings. ITAC approved the invitation to comment for the revised VRI Guidelines in January. The public comment period took place from January 28 – February 16, 2021. Sixteen public comments were

received from various individual interpreters and organizations, including courts, legal services organizations, the Access to Justice Commission and the California Federation of Interpreters.

Justice Mauro provided a summary of the public comments and discussed the revisions to the VRI Guidelines. Some of the consistent comments included a need for more specific equipment requirements, consistency in platforms across the courts, and challenges experienced with VRI during the pandemic. Based on the public comments, several revisions were made, such as obtaining LEP court user consent to using VRI as a best practice, ensuring that VRI solutions allow for privileged communications before, during, and after hearings, acknowledging the digital divide, and providing more clarity on technological solutions.

Mr. Douglas Denton shared several updates relating to VRI. Language Access Services staff is working with Information Technology (IT) to provide funding for VRI equipment to courts and VRI trainings, which will be led by the National Center for State Courts (NCSC). He also shared that for the Branchwide Remote Appearance Technology Program, funding for grants was approved by the Judicial Council on March 12. A total of 21 courts will receive funding for remote video and interpretation solutions. Language Access Services is also collaborating with IT to develop resources and best practices to support the courts and court users regarding the use of VRI. There is also discussion to potentially create a remote technology workstream that would strategize to improve remote technology and support remote interpreting needs for the branch as we move forward.

The presenters opened the meeting to questions and discussion.

Several questions and comments were raised by a PAF member. The questions and comments were reflective of some of public comments received during the public comment period, including the request for a uniform platform across all courts, expressed challenges with simultaneous interpretation, court infrastructure needs, and a need for additional training for court staff and jail staff.

Questions and comments were addressed by the presenters, other PAF members, and Judicial Council IT staff. Before calling for a motion to approve the revised VRI Guidelines, presenters reminded PAF the purpose of the guidelines is to provide courts with general guidance and minimum technology specifications for VRI, to allow flexibility for the courts, and to promote future advances in technology. It was also stated that other resources, including best practices, education efforts, and equipment and technical recommendations will be developed separately to support these guidelines, due to the constantly evolving nature of technology.

Action Taken: Ms. Kim Bartleson moved to approve Recommended Guidelines and Minimum Specifications for VRI for Spoken Language-Interpreted Events. Motion seconded by Judge Kevin Brazile. Ms. Janet Hudec and Mr. Gurinder Pal Singh Aujla abstain. Motion carries.

I. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:52 p.m.

Approved by the advisory body on **enter date**.

Advisory Committee on Providing Access and Fairness

Annual Agenda¹—2021

Approved by Executive and Planning Committee: March 11, 2021

I. COMMITTEE INFORMATION

Chair:	Hon. Luis A. Lavin, Cochair, Associate Justice of the Court of Appeal, Second Appellate District, Division Three Hon. Kevin C. Brazile, Cochair, Presiding Judge of the Superior Court of California, County of Los Angeles
Lead Staff:	Ms. Catherine Ongiri, Attorney, Center for Families, Children & the Courts
Committee's Charge/Membership: Rule 10.55 of the California Rules of Court states the charge of the Advisory Committee on Providing Access and Fairness (PAF), which is to make recommendations for improving access to the judicial system, fairness in the state courts, diversity in the judicial branch, and court services for self-represented parties. The committee also makes recommendations to the Governing Committee of the Center for Judicial Education and Research (CJER), proposals for the education and training of judicial officers and court staff. Rule 10.55(c) sets forth the membership position of the committee. PAF has 30 members. The current committee roster is available on the committee's web page.	
Subcommittees/Working Groups²: <ol style="list-style-type: none">1. Judicial Diversity Toolkit Working Group: Review and consider ideas and recommendations in collaboration with members of the State Bar's Council on Access and Fairness (COAF) for future updates to design and content to the newly created <i>Pathways to Achieving Judicial Diversity in the California Courts</i>; lead efforts on disseminating information statewide through collaboration with justice partners.2. Standing Language Access Subcommittee: The Language Access Subcommittee (LAS) will advise and present recommendations to PAF regarding the Language Access Plan (LAP) and its overarching goal of ensuring access to justice for all court users, especially court users with limited English proficiency. When appropriate, the LAS will make recommendations to PAF in the areas of technology, education, and translation; as well as on legislative and rule of court proposals to enhance language access services throughout the judicial branch.	

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

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

3. Ad Hoc Legislative Working Group: Review and receive updates on legislation from the Judicial Council Governmental Affairs in the areas of access and fairness affecting the judicial branch.
4. Ad Hoc Racial Justice Working Group: *(New)* The working group will gather information on branch wide efforts in Racial justice and bias, work with stakeholders in promoting those activities, and to consider recommendations on Racial Justice within the branch to the committee.

Meetings Planned for 2021³ (Advisory body and all subcommittees and working groups)

Date/Time/Location or Teleconference:

Regular bi-monthly teleconference meetings on third Thursdays, 12:15–1:15 p.m., beginning February 2021.

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

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

II. COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	Project Title: Model Translation Guidelines for Courts (<i>New</i>)	Priority⁵ 1
<p data-bbox="170 310 1978 581">Project Summary⁷: The PAF Language Access Subcommittee will do the following: Develop model translation guidelines for courts that provide guidance on the identification of vital documents for translation, including local forms, local court web content and other public-facing materials. The model translation guidelines will also provide guidance on the identification of languages for translation and procuring the services of professional translators. Specific guidance will be included for courts on use of machine translation for local forms, documents and web content. This project will support Goal IV of the <i>Strategic Plan for Language Access in the California Courts</i>, which provides that “[t]he Judicial Council, assisted by the courts, will identify best practices and resources for the highest quality of document translation and court signage in all appropriate languages.”</p> <p data-bbox="170 613 709 651">Status/Timeline: By December 31, 2021.</p> <p data-bbox="170 683 1207 721">Fiscal Impact/Resources: Center for Families, Children & Courts (CFCC) staff.</p> <p data-bbox="170 721 1923 797"><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p data-bbox="170 829 1898 906">Internal/External Stakeholders: Information Technology (Webcontent); courts and public, including limited English proficient (LEP) court users.</p> <p data-bbox="170 938 919 976">AC Collaboration: PAF Language Access Subcommittee.</p>		

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

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

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

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

#	New or One-Time Projects ⁴	
2.	Project Title: Ad Hoc Racial Justice Working Group (New)	Priority⁵ 1
<p data-bbox="176 305 1913 412">Project Summary⁷: Convene a PAF working group on Racial Justice to review and provide updates regarding the branch’s efforts to address racial bias and fairness. The working group will gather information on branch wide efforts in Racial Justice and bias, work with stakeholders in promoting those activities, and to consider recommendations on Racial Justice within the branch to the committee.</p> <p data-bbox="176 451 516 483">Status/Timeline: Ongoing</p> <p data-bbox="176 522 676 555">Fiscal Impact/Resources: CFCC staff.</p> <p data-bbox="176 571 1923 643"><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p data-bbox="176 682 1621 714">Internal/External Stakeholders: Center Judicial Education Research (CJER) and Criminal Justice Services staff.</p> <p data-bbox="176 753 1944 935">AC Collaboration: This item may include collaboration with various Judicial Council advisory bodies, including, but not limited to: Family and Juvenile Law Advisory Committee, Trial Court Presiding Judges Advisory Committee (TCPJAC), Court Executives Advisory Committee (CEAC), Collaborative Justice Courts Advisory Committee (CJCAC), Traffic Advisory Committee (TAC), (Criminal Law Advisory Committee (CLAC), Civil and Small Claims Advisory Committee (C&SCAC), Information Technology Advisory Committee (ITAC); and CJER Access, Ethics, and Fairness Curriculum Development Committee.</p>		

#	Ongoing Projects and Activities⁴	
1.	Project Title Diversity in The Branch	Priority⁵ 1
	Strategic Plan Goal⁶ I	
<p>Project Summary⁷: PAF will do the following:</p> <ul style="list-style-type: none"> a) Continue to update the newly revised toolkit, <i>Pathways to Judicial Diversity</i> based on feedback received from users. Conduct presentations and continue the rollout of the toolkit statewide in collaboration with justice partners, provided sufficient resources are available. b) Continue to serve as subject matter resource with justice partners and stakeholders on initiatives for increasing diversity in the judicial branch. c) Continue to collaborate with CJER staff on improving and expanding educational resources in areas under PAF’s purview and expertise related to diversity, inclusion, and fairness. d) Provide technical assistance to courts in creating a judicial mentorship program. e) Continue to plan the 2021 Judicial Diversity Summit with the California Lawyers Association. <p>This task was included on the committee’s prior Annual Agenda. Items <i>d and e</i> were updated to include new details.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: CFCC staff. <input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: CJER, State Bar’s COAF, California Judges Association, California Lawyers Association, and California Change Lawyers.</p> <p>AC Collaboration: Judicial Diversity Toolkit Working Group.</p>		
2.	Project Title: Futures Recommendations for an Early Education Program in Civil and Small Claims	Priority⁵ 1
	Strategic Plan Goal⁶ I	
<p>Project Summary⁷: Continue developing content for an education program to aid the growing number of self-represented litigants (SRLs) in civil litigation and small claims matters.</p>		

#	Ongoing Projects and Activities⁴	
	<p>The project is being done at the direction of the Chief Justice.</p> <p>Status/Timeline: By June 30, 2021.</p> <p>Fiscal Impact/Resources: CFCC; Legal Services; and Information Technology (IT) staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: C&SCAC; ITAC; Judicial Council Digital Services Team; and TBD.</p>	
3.	Project Title: Support for Implementation of California Rules of Court, Rule 1.300	Priority⁵ 1
	<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <ul style="list-style-type: none"> a) Work with Judicial Council staff, trial courts and the National Center for State Courts (NCSC) to develop solutions and recommendations to assist the courts and justice partners with implementation of rule 1.300. b) The project scope includes consultation with stakeholders and development of recommendations and concrete solutions that will allow courts to partner with other courts and with community service providers in the use of technology and other means to expand LEP access to court-ordered services in their language. <p>Status/Timeline: Spring 2021 (for report with recommendations).</p> <p>Fiscal Impact/Resources: CFCC’s Language Access Services Program staff, including program budget for consultant projects as needed (already funded) and Information Technology staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Information Technology; trial courts, LEPs, public, community providers, and justice partners.</p>	

#	Ongoing Projects and Activities⁴	
	<i>AC Collaboration:</i> PAF Language Access Subcommittee.	
4.	Project Title: Language Access Signage and Technology Grants	Priority⁵ 1
	Strategic Plan Goal⁶ I	
	<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <ul style="list-style-type: none"> a) In coordination with the Judicial Council Executive Office, PAF Language Access Subcommittee, Information Technology Advisory Committee, and Technology Committee, the Center for Families, Children & the Courts Language Access Services Program will disburse ongoing monies (\$2.35 million each year) from the 2018 Budget as grants to trial courts for language access signage and technology initiatives on an annual basis. The grant program commenced in September 2019, following council approval. b) For fiscal year 2021–22, the grant cycle (Cycle 3) will commence in Spring 2021. Council staff will begin developing annual reports on the grant program starting in 2021. <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: CFCC, Branch Accounting and Procurement, and IT staff, ongoing monies from 2018 Budget Act. <input checked="" type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Trial courts and public, including LEP court users.</p> <p>AC Collaboration: PAF Language Access Subcommittee and ITAC.</p>	
5.	Project Title: Public Outreach Campaign: Phase 2	Priority⁵ 1
	Strategic Plan Goal⁶ I	
	<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <p>This ongoing public outreach work will build on the work commenced in 2019, through a contract with the NCSC, that developed a suite of multilingual material including print materials, audio files, and videos which are now posted to the Language Access Toolkit. Phase 2 is</p>	

#	Ongoing Projects and Activities⁴	
	<p>a public outreach campaign to take place in Spring 2021 to inform LEP court users across the state of language services available in the court and to provide information on common court procedures.</p> <p>The campaign will include direct outreach to stakeholders, including justice partners, community organizations, legal aid services organizations, law libraries, city/county bar associations, and ethnic bar associations; presentation of three educational webinar sessions; and paid placement/media buys with ethnic media outlets (Ethnic Media Services) to distribute the educational materials located on the Language Access Toolkit.</p> <p>Status/Timeline: Spring 2021.</p> <p>Fiscal Impact/Resources: CFCC, including program budget for consultant projects as needed (already funded), Public Affairs, and Information Technology (Webcontent). <input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Trial courts, public including LEP court users, and justice partners.</p> <p>AC Collaboration: PAF Language Access Subcommittee.</p>	
6.	Project Title: Annual Language Access Survey	Priority⁵ 1
	<p>Strategic Plan Goal⁶ I</p> <p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <p>As a follow-up to surveys conducted in 2016–20, the Language Access Services Program will send out a language access survey in Summer 2021 to all 58 trial courts in the state, using the SurveyMonkey online instrument, to determine courts’ provision of language access services as of June 30, 2021.</p> <p>The survey helps the Language Access Subcommittee, PAF, and Judicial Council staff obtain a better picture of the extent to which language services are provided by the courts, as well as areas that may need improvement, especially in the COVID-19 pandemic era.</p> <p>Status/Timeline: By December 31, 2021.</p> <p>Fiscal Impact/Resources: CFCC staff.</p>	

#	Ongoing Projects and Activities⁴	
	<p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Trial courts and public, including LEP court users.</p> <p>AC Collaboration: PAF Language Access Subcommittee.</p> <p>Internal/External Stakeholders: Trial courts and public.</p> <p>AC Collaboration: PAF Language Access Subcommittee.</p>	
7.	<p>Project Title: Collaborate and Provide Subject Matter Expertise</p>	<p>Priority⁵ 1</p> <p>Strategic Plan Goal⁶ I</p>
	<p>Project Summary⁷: PAF will do the following:</p> <p>Serve as lead/subject matter resource for issues under the committee’s charge to avoid duplication of efforts and contribute to development of recommendations for council action.</p> <p>Serve as subject matter resource for other stakeholders on subjects under the committee’s charge to increase efficiency and avoid duplication of services within the branch.</p> <p>Provide education and technical assistance to the court self-help centers; make recommendations to the Judicial Council, as needed, regarding reports to the legislature on self-help services, requests for funding for self-help and updates to the Guidelines for the Operation of Self-Help Centers in California Trial Courts as provided by California Rules of Court, rule 10.960(e).</p> <p>Continue collaborations with the TAC, CLAC, and other relevant Judicial Council advisory bodies and staff on recommendations to improve access and fairness in traffic court. These collaborations started in 2017 when the Rules Committee Chair directed PAF to collaborate with TAC and CLAC on recommendations to improve access and fairness in traffic court. This resulted in liaison relationships between the three committees as well as successful collaborations on several rules and forms, including the “Ability to Pay” rules and forms which went into effect in April 2018. PAF will continue to collaborate with and provide subject-matter expertise to CLAC and TAC as appropriate.</p>	

#	Ongoing Projects and Activities⁴	
	<p>Per a request from CLAC, provide subject matter expertise as CLAC undertakes a project to perform a user-centered design review of the Judicial Council’s criminal law forms. This may include recommendations regarding plain language translation, usability testing, use of informational sheets, and other factors affecting the user-friendliness of forms that CLAC seeks to review.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: CFCC, Governmental Affairs, and CJS staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: This item may include collaboration with various Judicial Council advisory bodies, including, but not limited to: Family and Juvenile Law Advisory Committee, TCPJAC, CEAC, CJAC, TAC, CLAC, C&SCAC, ITAC; and CJER Access, Ethics, and Fairness Curriculum Development Committee.</p>	
8.	<p>Project Title: Improving Access and Fairness through Technology</p>	<p>Priority⁵ 1</p> <p>Strategic Plan Goal⁶ I</p>
	<p>Project Summary⁷: PAF will do the following:</p> <p>a) Continue coordinating with the Judicial Council’s ITAC on developing a Self-Represented Litigant E-Portal. (See The Critical Role of the State Judiciary in Increasing Access for Self-Represented Litigants: Self-Help Access 360); and</p> <p>b) Discuss and explore with ITAC other intersections between access, fairness, and technology.</p> <p>Explore how to encourage use of technologies that benefit court-users with disabilities.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: CFCC and IT staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: None.</p>	

#	Ongoing Projects and Activities ⁴	
	<i>AC Collaboration:</i> ITAC.	
9.	Project Title: Mental Health Recommendations	Priority⁵ 2
	<p data-bbox="176 435 1980 505">Project Summary⁷: Continue to review and implement recommendations referred to PAF from the Mental Health Issues Implementation Taskforce. <i>Final Report of the Mental Health Issues Implementation Taskforce.</i></p> <p data-bbox="176 545 1980 615">The chairs of Executive and Planning Committee and Rules Committee referred mental health recommendations to various advisory committees, including PAF. This task was included on the committee’s prior annual agenda.</p> <p data-bbox="176 656 537 695">Status/Timeline: Ongoing.</p> <p data-bbox="176 735 827 774">Fiscal Impact/Resources: CFCC and CJER staff.</p> <p data-bbox="176 774 1980 844"><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p data-bbox="176 885 699 924">Internal/External Stakeholders: None.</p> <p data-bbox="176 964 1665 1003">AC Collaboration: Family and Juvenile Law Advisory Committee, CJCAC, CJER Advisory Committee, and TBD.</p>	

III. LIST OF 2020 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p>Form MC-410: Request for Accommodations by Persons with Disabilities: PAF took lead responsibility for this proposal to redesign the MC-410 form and MC-410 information sheet. The redesigned MC-410 form preserves the substantive and legal content of the previous version but presents the content in plain language, with enhanced visual accessibility and compliance with standards for web accessibility of materials.</p> <p>Status: Forms MC-410 and MC-410-INFO went into effect on January 1, 2021.</p>
2.	<p>Diversity in the Branch: PAF presented the Pathways to Judicial Diversity website and toolkit in person once and four times by videoconference throughout the state including to local courts, bar associations leaders, and to the Judicial Nominees Commission. PAF successfully pivoted to virtual presentations due to COVID-19.</p> <p>Status: Presentations of toolkit will be ongoing in 2021.</p>
3.	<p>Collaborate and Provide Subject Matter Expertise: Specifically, during the state of emergency caused by the pandemic:</p> <ul style="list-style-type: none"> • Created Hot Docs forms completion program for unlawful detainer forms based on changes to the law during COVID-19. • Provided training on the COVID-19 emergency rules related to unlawful detainers to Self-Help Centers statewide. • Created a statewide education and training website resource and convened weekly online trainings and updates during COVID-19 for Self-Help providers. <p>Status: Ongoing.</p>
4.	<p>Support for Implementation of California Rules of Court, Rule 1.300: PAF’s Language Access Subcommittee consulted with NCSC to assist with implementation of California Rules of Court, rule 1.300. A report will be shared in Spring 2021 with recommendations and concrete solutions to help facilitate greater public access to court-ordered programs and services in different languages.</p> <p>Status: Ongoing.</p>
5.	<p>Language Access Signage and Technology Grants: In coordination with the Judicial Council Executive Office, PAF Language Access Subcommittee, ITAC, CFCC Language Access Services Program disbursed ongoing monies (\$2.35 million each year) for language access signage and technology grants, which are supported by the 2018 Budget Act. In April 2020, grants were approved by the council for 28 courts for FY 2019–20. In November 2020, the council approved grants for 23 courts for FY 2020–21.</p> <p>Status: Ongoing.</p>
6.	<p>Public Outreach Campaign: Phase 2: PAF’s Language Access Subcommittee consulted with the NCSC and developed a proposed plan for a public outreach campaign to take place in 2021. The campaign will inform LEP court users across the state of language services available in the court and will provide information on common court procedures, including materials available on the Language Access Toolkit.</p> <p>Status: Ongoing.</p>

#	Project Highlights and Achievements
7.	<p>Annual Language Access Survey: As a follow-up to surveys conducted in 2016–2019, the LAS sent out a language access survey to all 58 trial courts in July 2020 regarding courts’ provision of language access services. A report with results from the 2020 survey is planned for release in 2021. Status: Ongoing.</p>
8.	<p>Improving Access and Fairness through Technology: PAF in collaboration with the Judicial Council’s ITAC continued developing a Self-Represented Litigant E-Portal. Launched the Divorce or Separation content of the Self-Represented Litigant Portal in December 2020. Status: Ongoing</p>
9.	<p>Collaborate and Provide Subject Matter Expertise: PAF and CFCC staff developed Emergency Court Action and COVID-19 resource webpage and converted the COVID-19 emergency rules in Family Law, Restraining Orders, Estate Planning, Housing and resources for Tribes and Tribal Courts into plain language. The content was also translated into Spanish, Chinese, Vietnamese, and Korean and posted on the California Courts Website. Status: Ongoing</p>