

Item 2

**Litigation Management Committee Internal Policies
(approve committee approach) (Action Required)**

Staff: Ms. Sue Hansen

The Litigation Management Committee recommends that the Judicial Council approve the committee's proposed approach to the issue of council approval of certain settlements.

Discussion Agenda (Tab Nos. 3–7)

Item 3

9:20–9:40 a.m.

**Revision of Rules on Appeal: First Installment, Rules 1–18
(repeal Cal. Rules of Court, rules 1–18; adopt revised rules
1–18 and related Advisory Committee Comments) (Action
Required)**

The Appellate Advisory Committee recommends that the Judicial Council repeal existing rules 1–18 and adopt revised rules 1–18 in accordance with revisions made by the Appellate Rules Project Task Force.

Presentation (10 minutes)

Speaker: Justice Joyce L. Kennard
Mr. Peter Belton

Staff: Ms. Suzanne Murphy

Discussion/Council Action (10 minutes)

Item 4

9:40–10:30 a.m.

**Authorize Expenditures from Trial Court Improvement Fund
(for Item 4 (A)–(E) refer to blue memo in Tab 4 concerning
Special Fund Allocation availability) (Action Required)**

9:40–9:50 a.m. (A)

**Authorize Expenditures from Trial Court Improvement Fund
for Trial Court Labor Relations Assistance Program**

AOC staff recommends that the Judicial Council approve sub-allocating from the Trial Court Improvement Fund (TCIF) an amount not to exceed \$940,000 for fiscal year 2001–2002 to fund the Trial Court Labor Relations Assistance Program, which AOC has developed to assist trial courts in paying part of the costs of service providers retained by the trial courts to negotiate labor agreements with unions representing trial court employees. The Trial Court Labor Relations Assistance Program

will reimburse each trial court for 60 percent of the annual costs of such services, up to a maximum of \$25,000 for courts with an annual budget over \$10 million or \$10,000 for courts with an annual budget of \$10 million or less, rendered by AOC-approved labor relations service providers.

Presentation (5 minutes)

Speaker: Ms. Mary Roberts

Discussion/Council Action (5 minutes)

9:50–10:00 a.m. **(B) Authorize Expenditures from Trial Court Improvement Fund for Statewide Trial Court Studies (Action Required)**

AOC staff recommends that the Judicial Council approve:

- Allocating \$398,900 from the Trial Court Improvement Fund (TCIF) for fiscal year 2001–2002 to fund a statewide trial court *compensation* study. Providing a coordinated statewide focus, the purpose of the study is to establish consistency across the courts in classification plans and associated salary structures. The funding will enable the AOC to contract with an outside vendor with expertise in large-scale classification and compensation matters to design and implement a fair and equitable program.
- Allocating \$1,029,000 from the TCIF for fiscal year 2001–2002 to fund a statewide trial court *benefits* study. The purpose of the study is to create and implement a trial court employee benefits program to be in place prior to January 1, 2003, which is the date Senate Bill 2140 allows each county to exclude trial court employees from its benefits programs. The funding will enable the AOC to contract with an outside vendor with expertise in large-scale employee benefits programs to design and implement a program that is affordable and competitive.

Presentation (5 minutes)

Speaker: Mr. Gary Borgstedt

Discussion/Council Action (5 minutes)

10:00–10:10 a.m. (C) **Authorize Expenditures from Trial Court Improvement Fund for Transactional Assistance Program (Action Required)**

AOC staff recommends that the Judicial Council approve sub-allocating from the Trial Court Improvement Fund an amount not to exceed \$750,000 for fiscal year 2001–2002, for the Trial Court Transactional Assistance Program. The AOC’s Office of the General Counsel would retain and manage the work of outside counsel who would be funded by this allocation to assist the courts in contracting for goods and services.

Presentation (5 minutes)

Speaker: Ms. Melissa Johnson

Discussion/Council Action (5 minutes)

10:10–10:20 a.m. (D) **Authorize Expenditures from Trial Court Improvement Fund for the California Courts Online Self-Help Center (Action Required)**

AOC staff recommends that the Judicial Council approve use of funds to enable the AOC to initiate and maintain a public outreach program to ensure high awareness of the new California Courts Online Self-Help Center. The site, which was released to the courts in June and will make its public debut July 17, has the potential to dramatically improve understanding of and access to the court by providing easy-to-understand descriptions of court procedures, step-by-step guides for choosing and completing necessary court forms, and links to legal services organizations and lawyer referral programs. Specifically, requested funds will be used for producing and distributing materials to the courts, libraries, social service offices, legal referral groups, and other public agencies, as well as for targeted media relations and advertising programs.

Presentation (5 minutes)

Speaker: Ms. Lynn Holton
Mr. James Carroll

Discussion/Council Action (5 minutes)

10:20–10:30 a.m. (E) **Authorize Expenditures from Trial Court Improvement Fund for Jury Public Education Program (Action Required)**

AOC staff recommends that the Judicial Council approve use of funds for the Jury Public Information Program. The program will provide information to the public on the jury system in California and emphasize the importance of their participation. The goal of this program is to improve public participation by increasing the public's understanding of the integral role jurors play in the trial court process. Informative materials will be produced for distribution to the courts, libraries, public agency offices, and at public forums.

Presentation (5 minutes)

Speaker: Ms. Pat Sweeten

Discussion/Council Action (5 minutes)

10:30–10:45 a.m.

Break

Item 5

10:45–11:00 a.m.

Overview of AOC Financial Actions to Implement State Trial Court Funding (No Action Required)

Presentation and discussion on the various steps taken by the Finance Division of the Administrative Office of the Courts to fully implement and support state trial court funding. This includes an overview of the publication of the *Trial Court Financial Policies & Procedures Manual*, selection of a financial management system, status of the audit program, and the training provided on the preparation of budget change proposals.

Presentation (10 minutes)

Speaker: Ms. Tina Hansen

Discussion (5 minutes)

Item 6

11:00–11:15 a.m.

Judicial Council Policy on Energy Conservation in the Courts (Action Required)

AOC staff recommends that the Judicial Council adopt a policy encouraging individual courts to implement steps to reduce energy consumption by court facilities. Guidelines for issuance

to the courts have been developed and are included in the report. Further, it is recommended that the courts report to the council on the steps they are taking to reduce energy consumption within sixty days of the issuance of the request from the council.

Presentation (10 minutes)

Speaker: Ms. Clothilde Hewlett
Mr. Bob Emerson
Staff: Mr. Bob Lloyd
Mr. Michael Quinones

Discussion/Council Action (5 minutes)

Item 7
11:15–11:45 a.m.

Subordinate Judicial Officer Positions: Draft Legislation Allowing Conversion to Judge Positions (No Action Required)

Presentation and discussion of draft legislation permitting the conversion of subordinate judicial officer positions to judge positions in courts that regularly assign subordinate judicial officers to perform temporary judges duties because of a shortage of judges.

Presentation (15 minutes)

Speakers: Mr. Michael Fischer
Mr. Fred Miller
Ms. Sonya Smith

Discussion (15 minutes)

Circulating Orders Approved Since Last Business Meeting
[Circulating Orders Tab]

Judicial Council Appointment Orders Since Last Business Meeting
[Appointment Order Tab]