



JUDICIAL COUNCIL  
OF CALIFORNIA

COURT TECHNOLOGY  
ADVISORY COMMITTEE

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COURT TECHNOLOGY ADVISORY COMMITTEE

PROJECTS SUBCOMMITTEE  
MINUTES OF OPEN MEETING

February 19, 2015

12:00 PM to 1:30 PM

Teleconference

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**Subcommittee Members Present:** Hon. Robert B. Freedman, Chair; Mr. Jake Chatters; Mr. Brian Cotta; Hon. Sheila F. Hanson; Mr. Robert Oyung; Mr. Pat Patterson; Hon. Alan G. Perkins, Mr. David Yamasaki

**Subcommittee Members Absent:** Hon. Jeffrey B. Barton; Hon. Samantha P. Jessner; Hon. James Mize

**Others Present:** Ms. Karen Cannata; Ms. Diana Glick; Ms. Kathy Fink; Ms. Fati Farmanfarmaian; Ms. Tara Lundstrom

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OPEN MEETING

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**Call to Order and Roll Call**

The chair called the meeting to order at 12:03pm. Roll call was taken.

**Approval of Minutes**

This is the first open meeting of the Projects Subcommittee since rule 10.75 became effective. There are no minutes to be approved.

**Public Comment**

No public comments were received.

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DISCUSSION AND ACTION ITEMS (ITEMS 1-2)

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The Chair started the agenda with item 2 to accommodate guests on the call, from the Center for Families, Children & the Courts (CFCC), who will be collaborating with the subcommittee on the SRL E-Services Portal project.

**Item 2**

**SRL E-Services Portal - Evaluate Feasibility and Desirability of Establishing a Branch Self-Represented Litigants (SRL) E-Services Portal**

The Chair summarized the goal of this project as defined in the subcommittee's work plan and reported on two vendor demos have already taken place: TurboCourt and Tyler and described both vendors approaches to providing the a SRL E-Service solution.

Ms. Cannata, from CFCC provided an update on some of the projects CFCC has been working on, pertaining to the SRL portal agenda item. CFCC is gathering and compiling information and to compile information from courts' websites about the existing resources and tools. CFCC has also been doing their own document assembly work in collaboration with the courts over the past several years, to support their self help centers and their workshops, mainly in the area of family law and probate conservatorship and guardianship, with domestic violence to be started at the end of March. This effort has helped self litigants and self help centers generate Judicial Council family forms saving them a lot of time.

Ms. Fink, Judicial Council (JC) IT manager, mentioned that JC IT is looking at what resources the JC may have available to support a SRL portal.

The Chair added that one other demo might be scheduled to show how the HotDocs document assembly tool works, as it is currently available under a license agreement. Ms. Cannata mentioned that about 20 courts may be using HotDocs at this time and confirmed that the licensing for the server and the software is covered through the Judicial Council for a low cost. Ms. Cannata can provide the number of interviews already completed to the subcommittee at a later date.

The Chair added that to determine what the state of the art is now, what courts are interested in doing going forward and whether it's feasible to have a central hub/portal for this purpose, raises issues about cost, and about the acceptability to the individual courts to participate on a centralized service. In order to get to that ultimate determination of cost it would be necessary to put out a vendor neutral request for proposal or an RFP. This will determine whether there are some economies that would facilitate the overall goal which is access to justice.

Mr. Chatters asked for clarification as to the intent of the project to accomplish three tasks:

- To validate the needs as we see them
- To identify what currently exists
- And then to make a recommendation to do an RFP or not?

The Chair confirmed and added that an RFP is technically and literally not within the subcommittee's annual plan. The subcommittee may want to amend the plan if there is sufficient progress, however all the ground work to lead up to an RFP is within the scope of the annual plan.

Mr. Chatters added that this is one of those services that we have a lot of expertise on the user end and as Ms. Cannata stated, a lot of work has already been done by CFCC to develop forms, and structural material to help people complete their forms, so perhaps part of this process would be to look at whether this really is appropriately a vendor based solution vs. a branch constructed and maintained solution. Or has a decision already been made to use a vendor based solution?

The Chair indicated that the subcommittee's task is to look at all the choices available and make a recommendation. It could be one solution, it could be multiple solutions.

Mr. Chatters volunteered to help on this project.

Ms. Cannata will distribute information on what the existing resources are before the subcommittee's next meeting.

Ms. Cannata and Ms. Glick signed off the teleconference and the Chair proceeded to item 1 on the agenda.

## **Item 1**

### **Disaster Recovery Framework and Next Generation Hosting Strategy Assessments**

The Chair reported that preliminary work has been done on a disaster recovery (DR) survey, also covering in part next generation hosting as it may relate to DR. A working draft of the survey will be circulated for the next mtg.

The survey should be sensitive to security issues.

Mr. Patterson, Mr. Yamasaki, and Mr. Cotta volunteered to help formulate the survey.

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## **A D J O U R N M E N T**

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### **Further Business:**

Mr. Yamasaki, who sponsors the CTAC Data Exchange workstream, reported on the status of the workstream effort. The workstream has held meetings with the following justice partners: the Department of Justice (DOJ), the Department of Motor Vehicles (DMV), the California Department of Child Support Services (DCSS), the California Department of Corrections and Rehabilitation (CDCR), the California Highway Patrol (CHP), and the Department of Social Services (DSS), and is identifying some of the key principles for governance and is narrowing the scope of the technology solution. They will submit a strategy framework and recommendations to CTAC and the Judicial Council.

### **Closing Remarks**

Judge Freedman thanked subcommittee members for their work at this meeting and announced the next meeting to be tentatively held on March 17, 2015.

There being no further business, the meeting was adjourned at 12:46 p.m.

Approved by the subcommittee members on March 17, 2015.