



JUDICIAL COUNCIL  
OF CALIFORNIA

COURT TECHNOLOGY  
ADVISORY COMMITTEE

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COURT TECHNOLOGY ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

August 18, 2015

12:00 PM to 1:00 PM

Teleconference

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**Advisory Body Members Present:** Hon. Terence L. Bruiniers, Chair; Hon. Robert B. Freedman, Vice Chair; Hon. Jeffrey B. Barton; Hon. Kyle S. Brodie; Mr. Jake Chatters ; Mr. Brian Cotta; Hon. Julie R. Culver; Prof. Dorothy J. Glancy; Hon. Sheila F. Hanson; Hon. Samantha P. Jessner; Hon. Louis R. Mauro; Hon. James Mize; Mr. Robert Oyung; Mr. Pat Patterson; Hon. Alan G. Perkins; Hon. Peter J. Siggins; Mr. Don Willenburg; Mr. David H. Yamasaki; Hon. Theodore C. Zayner

**Advisory Body Members Absent:** Hon. Mark Stone; Hon. Kimberly Gaab

**Others Present:** Hon. Daniel J. Buckley; Mr. Mark Dusman; Ms. Renea Stewart; Ms. Kathy Fink; Ms. Fati Farmanfarmaian; Ms. Jamel Jones; Ms. Tara Lundstrom; Mr. Manny Floresca; Ms. Katherine Sher; Ms. Heather Anderson; Ms. Julie Bagyo; Ms. Jessica Craven

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OPEN MEETING

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**Call to Order and Roll Call**

The chair called the meeting to order at 12:00 PM, and took roll call.

**Approval of Minutes**

Hon. Terence L. Bruiniers, chair and the advisory body reviewed and approved the minutes of the July 10, 2015, public Court Technology Advisory Committee meeting.

**Public Comment**

The chair announced there were no public comments received.

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DISCUSSION AND ACTION ITEMS (ITEMS 1-6)

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**Item 1**

**Rules Modernization Project – Phase 1 (Annual Agenda Project #13) (Action Requested)**

**Update:** Ms. Tara Lundstrom and Ms. Katherine Sher reviewed comments and requested a motion for members to consider public comments on and make recommendations regarding rule proposal to modernize the California Rules of Court to facilitate e-filing,

e-service, and e-business. The proposed amendments are part of an ongoing comprehensive review of court rules and are intended to be only non-controversial technical changes to the rules

***Motion to Approve the recommendation that the council amend and adopt to modernize the rules of court, as specified in the proposal.***

1<sup>st</sup> Mr. David H. Yamasaki

2<sup>nd</sup> Hon. James M. Mize

Motion Approved.

## Item 2

### Rules Proposal for Electronic Service (Action Required)

**Update:** Ms. Lundstrom requested a motion to consider public comments on and make recommendations regarding proposal to amend rules 2.251 and 8.71 to authorize electronic service on the courts that consent to such service.

***Motion to Approve the recommendation that the council amend rules 2.251 and 8.71 related to electronic service, as specified in the proposal.***

1<sup>st</sup> Hon. Theodore C. Zayner

2<sup>nd</sup> Hon. Robert F. Freedman

Motion Approved.

## Item 3

### Rules Proposal for Public Access to Electronic Appellate Court Records (Action Required)

**Update:** Ms. Sher reviewed changes and comments. She is asking CTAC to consider public comments on and make recommendations regarding proposal to adopt rules 8.80 - 8.85 regarding public access to electronic appellate court records.

***Motion to Approve the recommendation that the council adopt rules 8.80 - 8.85 related to public access to electronic appellate records, as specified in the proposal.***

1<sup>st</sup> Hon. Kyle S. Brodie

2<sup>nd</sup> Hon. Alan G. Perkins

Motion Approved.

## Item 4

### E-Signature Standards and Guidelines: Update to the *Trial Court Records Manual* (Action Required)

**Update:** Mr. Jake Chatters updated the status on the review for electronic signature standards that would be included in the *Trial Court Records Manual*, and decide whether to recommend that the proposed standards be circulated for comment to the trial courts.

***Motion to Approve the recommendation that the e-signature standards be circulated for comment to the trial courts.***

1<sup>st</sup> Hon. Robert F. Freedman

2<sup>nd</sup> Mr. David H. Yamasaki

Motion Approved.

## Info 1

### Annual Agenda Planning

Hon. Justice L. Bruiniers, Chair provided an introduction to the CTAC annual agenda procedures for 2016, including a Project Request form required to submit project proposals.

- Changes this year: Introducing a repeatable process, starting development in August, compliant with Court Technology Governance Plan;
- Process for submitting ideas: Project ideas are submitted via a Project Request Form, includes ongoing or carryover projects;
- Timeline:
  - September – Project Request forms are due 9/14, Carryover and gap projects shared with members, new ideas are solicited from members, CITMF and CEAC/TCPJAC subcommittees, new idea Project Request forms are due 9/14-30;
  - October/November – CTAC Chairs consult with JCIT regarding resources, the committee shortens project list to manageable agenda and prioritizes, draft annual agenda is prepared by staff;
  - December – The committee reviews, edits, and approves draft agenda at Dec. 4 in person meeting, staff submits draft to JCTC for approval.
- Next Steps: Staff will email CTAC members a new ITAC procedural guide to be reviewed in advance of the October meeting.

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## ADJOURNMENT

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Meeting Adjourned at 12:55 PM

Approved by the advisory body on October 30, 2015.