



JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY
ADVISORY COMMITTEE

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

INFORMATION TECHNOLOGY ADVISORY COMMITTEE

RULES AND POLICY SUBCOMMITTEE

MINUTES OF OPEN MEETING

October 20, 2015

12:10 PM – 1:10 PM

Teleconference

Advisory Body Members Present: Hon. Peter J. Siggins, Chair; Prof. Dorothy Glancy, Vice Chair; Hon. Kyle S. Brodie; Hon. Julie R. Culver; Hon. Theodore C. Zayner; Mr. Don Willenburg; Hon. Louis R. Mauro

Advisory Body Members Absent:

Others Present: Mr. Patrick O'Donnell, Ms. Tara Lundstrom, Mr. Manny Floresca

OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C) (1))

Call to Order and Roll Call

The chair called the meeting to order at 12:10 p.m., and took roll call.

Approval of Minutes

The advisory body reviewed and approved the minutes of the August 5, 2015, Rules and Policy Subcommittee meeting.

Public Comments

No public comments were submitted.

DISCUSSION AND ACTION ITEMS (ITEMS 1-3)

Item 1

Electronic Signature Standards and Guidelines

Mr. Tara Lundstrom presented general background information on the proposal to update the *Trial Court Records Manual* by including electronic signature standards. She went over the three comments submitted by the trial courts in response to the Invitation to Comment, as well as the responses that were recommended by the Court Executives Advisory Committee's Records Management Subcommittee. In response to questions by the subcommittee, Ms. Lundstrom clarified that the proposal would not affect any of the current requirements governing signatures on documents that are electronically filed into the

courts. The subcommittee voted to recommend the proposal to the Information Technology Advisory Committee (ITAC).

Item 2

2016 Annual Agenda Planning

Ms. Lundstrom went over the six projects that had been proposed for inclusion on ITAC's 2016 Annual Agenda and assignment to the subcommittee. These included four carry over projects from this year and two new projects. The carry over projects include phase 2 of the Rules Modernization Project, electronic signatures, electronic filing, and the privacy policy. The

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Ms. Lundstrom clarified that the Court Executives Advisory Committee would have primary responsibility for electronic court records as data would be

The subcommittee voted to

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 12:45 p.m.

Approved by the advisory body on November 9, 2015.