

Information Technology Advisory Committee (ITAC)

Public Business Meeting
June 9, 2017 Teleconference

Hon. Sheila F. Hanson
Chair, Information Technology Advisory
Committee

Administrative Matters

I. Open Meeting

- Call to Order, Roll Call
- Approve May 5 Minutes
- Approve May 19 Minutes

DRAFT Minutes are in the materials e-binder.

II. Public Comment

Item 1. Chair Report

Hon. Sheila F. Hanson

Chair, Information Technology Advisory
Committee

Advance to the next slide for this report.

Chair Report

- Membership
 - Committee Nominations Update
 - Liaison to Civil & Small Claims
 - ITAC VRI Workstream Sponsor Update
- Recent ITAC-related decisions from the Judicial Council Technology Committee
- Small Court Technology Summit
- Futures Commission Directives from the Chief Justice to ITAC

DISCUSSION ITEMS

Item 2. Disaster Recovery Framework Workstream

Hon. Alan Perkins
Executive Co-Sponsor

Mr. Brian Cotta
Executive Co-Sponsor and Project Manager

Advance to the next slide for this report.
Also, refer to the materials e-binder for the draft deliverables.

ITAC Disaster Recovery Workstream

ITAC Sponsors: Honorable Judge Perkins &
Mr. Brian Cotta

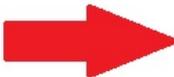
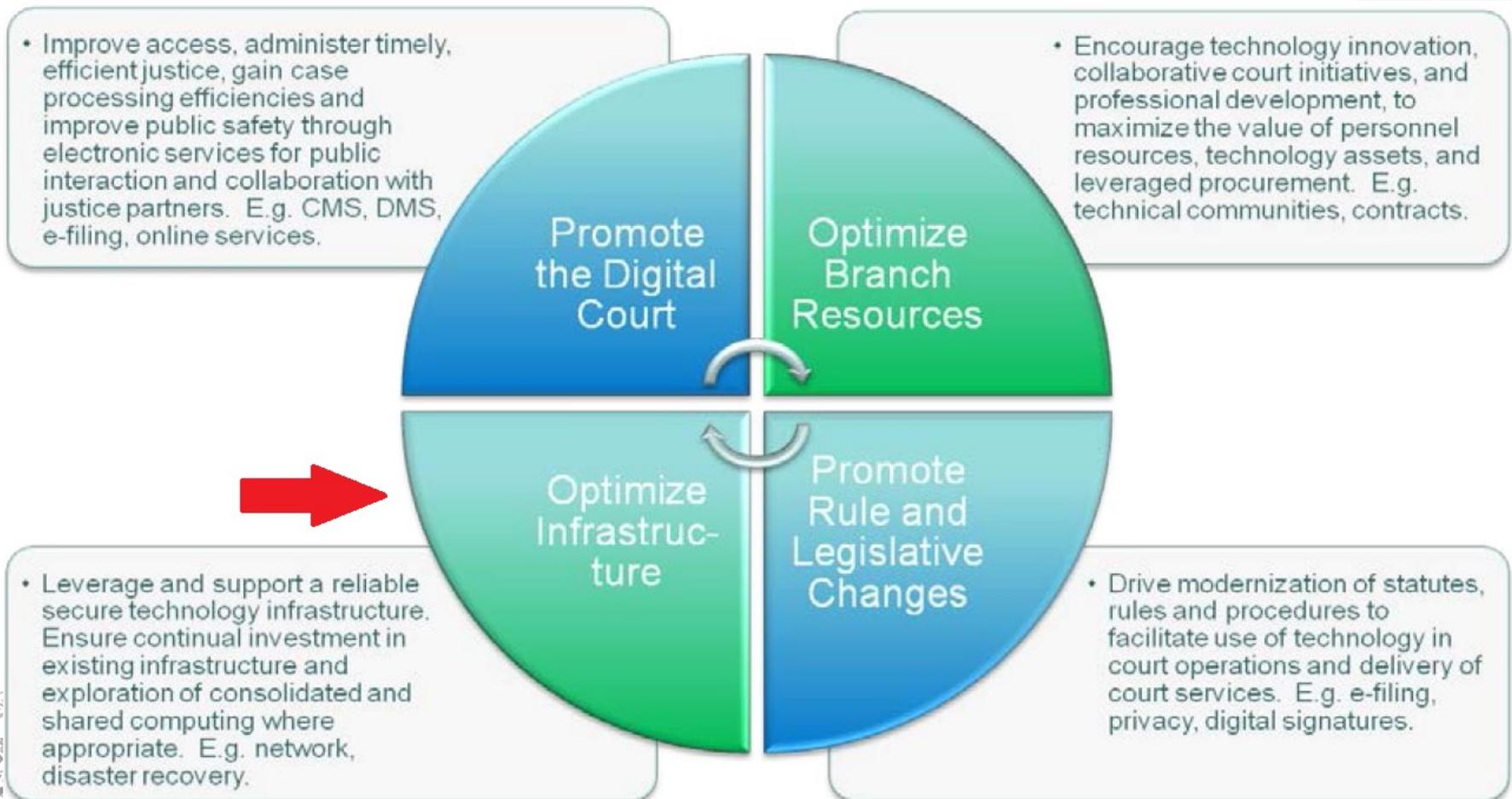
Project Manager: Mr. Brian Cotta (CIO/ACEO)



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History

Judicial Branch Technology Strategic & Tactical Plans (Technology Goals 2014-2018)



Charge & Scope

- Develop model disaster recovery guidelines, standard recovery times, and priorities for each of the major technology components of the branch.
- Develop a disaster recovery template document that could be adapted for any trial or appellate court to serve as a court's disaster recovery plan.
- Create a plan for providing technology components that could be leveraged by all courts for disaster recovery purposes.



Workstream Partnerships

- Continuity of Operations Plan (COOP)
- ITAC: Next Generation Hosting Workstream
- ITAC: Information Systems Controls Framework



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Importance & Relevance

- Threats are at an all-time high, and rising. Constant threat of malware and cyberattacks makes it imperative that courts have back-up processes and recovery points that are isolated from their primary networks.
- Many courts are now (or will be) hosting their own case management systems.
- Courts are committed to IT for internal operational and public facing services.
- The Next Generation Hosting Workstream (ITAC-driven) is near completion and its work may change the “hosting” landscape and opportunities of what courts use and embrace today.



Involvement

29 participants

- Judge(s)
- Court Executive Officer(s)
- Judicial Council Information Technology Staff/Subject Matter Experts
- Court Information Officers and IT Staff



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Comprehensive Analysis

- Detailed survey taken of Judicial Branch Entities (JBE's) on their current backup/DR solution.
- Aggressively changing landscape in regards to what courts need, what courts want and what technology is doing to change both of those!
- The “hyper-converged” trend.....
- The “cloud” trend....
- Backups vs. high availability (both DR, but very different).



Output / Documents Summary

1. "How to Use" Guide
(Estimated Completion: August 2017)
2. Disaster Recovery Recommendations and Reference Guide (in meeting materials, entitled "Framework")
3. Disaster Recovery Adaptable Template (in meeting materials)
4. Recommendation to ITAC to pursue a budget change proposal (BCP)



Output 1: “How to Use” Guide

- Completion targeted for August 2017
- Provides high-level overview of the DR Recommendations and Reference Guide, as well as the DR Framework
- Assists JBE’s with establishing their own DR Framework through utilization of the documents provided as a result from this workstream
- Identifies the sections of the DR Recommendations and Reference Guide that are most applicable to JBE’s



Output 2: Recommendations & Reference Guide

- Provides disaster recovery guidelines, recommendations, and general DR models relevant to JBE's
- Reviews fundamental DR concepts, technologies
- Defines standard recovery times and definitions
- Defines recovery priorities for each of the major technology components used in the branch
- Details COTS* backup, site recovery, and high-availability solutions—already being used in the branch **as well as** other solutions capable of meeting the need.

* COTS = Commercial off-the-shelf



Output 3: Adaptable DR Template

- Provides a baseline framework for JBE's to create their DR plan
- Formatted as an expandable template prompting courts to "fill in the blank"
- Planning to circulate to branch stakeholders to determine whether more or less information is desired



Output 4: BCP Recommendation

- A budget change proposal (BCP) is needed to assist courts with acquiring and implementing modern backup solutions and putting a DR plan in place
- Survey courts again prior to FY19-20 BCP cycle (Fall 2017) to determine updated needs for DR equipment and/or software
- Begin BCP development in early 2018
- Utilize existing—or establish new—leveraged purchase agreements (LPA's) depending on need(s)



Request of ITAC

1. Provide comment/input
 - Today and through June 23
2. Support circulation of the documents to all CEO's, Clerk/Administrators, and CIO's

NOTE: Approval/acceptance of all deliverables and recommendations, and closure of the workstream, will be requested at the August ITAC meeting.



DISCUSSION ITEMS

Item 3. Next Generation Hosting Strategy Workstream

Hon. Jackson Lucky and Mr. Brian Cotta
Executive Co-Sponsors

Ms. Heather Pettit (CIO, Contra Costa)
Workstream Project Manager

Advance to the next slide for this report.
Also, refer to the materials e-binder for the draft
deliverables.



Next GEN-Hosting Strategy Workstream

ITAC Update
June 9, 2017



Purpose of Workstream

- Outline industry best practices for hosting in an educational manner.
- Produce a roadmap tool for use by courts in evaluating options.
- Consider educational summit on hosting options, and hold summit if appropriate.
- Identify requirements for centralized hosting.
- Recommend a branch-level hosting strategy.



Participant Requirements

Two Levels of Participants:

- Oversight Participation- Selected Workstream Members
- Technical Participation- Experts in the IT Field of Network/Infrastructure



Workstream Plan

Phase 1:

Develop Educational Information and Hold Summit

1. Define top four to five solutions in the industry.
2. Define the pros and cons of each solution
3. Provide examples of court applications that could use each solution
4. Provide example cost information by solution.
5. Include road-mapping tool to assist courts in evaluating local needs and identifying hosting solutions for themselves.
6. Produce Next Generation Hosting Information Tool (contains a-e)
7. Determine if a summit on the topic is necessary, and if so, hold the summit.



Workstream Tasks

1. Define Industry Best Practices for Hosting
2. Develop Matrix of Solutions with Pros, Cons, and Example Applications Hosted and Costs
3. Produce educational document with tool for use by courts in individual evaluation,
4. Hold a one-day summit on hosting (if deemed necessary and appropriate).
5. Determine interest and support for possible solutions at branch level.
6. Develop recommendation for branch-level hosting model.



Framework Overview

WORKSTREAM ASSUMPTIONS

- All courts utilizing or moving to modern CMS within five years
- Facilities meet requirements
- Adequate internet bandwidth
- Funding is not an issue
- Resources will be determined based on solution
- Outputs for Disaster Recovery Workstream will be utilized



Framework Overview

DATA CENTER OPTIONS

- Based upon review of the Hosting and Disaster Recovery Assessments, as well as court ideas and strategies, the following solutions are to be investigated:
- Branch Data Center (Centrally Hosted) - CCTC Model, Judicial Council Managed, Court Managed
- Court Hosted Data Center - Court Managed, Limited size
 - Discussion of Regional Data Centers
 - Regional Applications
- Infrastructure as a Service (CLOUD)
- Software as a Service (CLOUD)
- Individual Courts – Hosting their own needs



Framework Overview

DATA CENTER OPTIONS PROS/CONS SAMPLE

Branch Data Center: Vendor Hosted (Current CCTC Model)

PROS	CONS
Full Service - Including desktop solutions	Cost Allocation - How?
Removes court pressure	Licenses are not included
Vendor does updates/anti-virus	Lack of control from the Court
Vendor controls Active Directory	Generally more costly
Vendor manages servers locally and at CCTC	No input in technology solutions being deployed at Data Center
Able to negotiate work with vendor for updates, hardware refresh, etc. - Madera, Lake and Modoc	Connectivity Costs
Hardware choices remain with Court	
No need for in-depth technical knowledge within the court	



Framework Overview

BRANCH WIDE RECOMMENDED HOURS OF OPERATION AND SERVICE LEVEL DEFINITIONS

Next Generation Hosting services should be 24/7 hours of operation.

- Critical: damage or disruption to a service that would stop court operations, public access or timely delivery of justice, with no viable work-around.
- High: damage or disruption to a service that would hinder court operations, public access or timely delivery of justice. A work-around is available, but may not be viable.
- Medium: damage or disruption to a specific service that would impact a group of users, but has a viable work-around.
- Systems Support: damage or disruption to a specific service that would not impact court operations, public access or timely delivery of justice and a viable work-around is available.



Framework Overview

BRANCH WIDE RECOMMENDED SERVICE LEVELS

SLA Type	SLA Criteria	Local Data Center	Cloud
Critical	Max Time Recovery	4 hours	1 hours
Critical	Max Data Loss	1 hour	5 minutes
High	Max Time Recovery	6 hours	2 hours
High	Max Data Loss	1 hour	30 minutes
Moderate	Max Time Recovery	24 hours	24 hours
Moderate	Max Data Loss	1 Business day	1 Business day
Low	Max Time Recovery	48 hours	48 hours
Low	Max Data Loss	N/A	N/A



Framework Overview

BRANCH WIDE INVENTORY ASSETS SAMPLE

Requirement	Recommended Service Level
Systems	
Case Management	Critical
Jury Management	Critical
Website - Public Service Portal	Critical
E-filing	High
Communications/VoIP/Analog/Faxes	High
CCPOR/CLETS	High
DMV- Justice Partners Branch and local (Lan/Wan- Connect)	High
IVR/Call Routing	High
Electronic/Video Recording and Playback (FTR)	Moderate
Facilities Requirements- Assisted Listening (ADA)	Moderate
Building Access Controls	Moderate
E-Warrants_PC Dec/Ipad/Magistrate phone	Moderate
Court Call/Telephonic/Video appearance	Moderate
VRI - Video Remote Interpreting	Moderate
Physical Security- Video Surv.	Moderate
Video/Meeting/Conference Systems	Low



Framework Overview

BRANCH WIDE RECOMMENDED SOLUTIONS SAMPLE

Requirement	Applicable Solution		
	Local	Private Data Center	Cloud
Systems			
Case Management	✓	✓	✓
Jury Management	✓		✓
Website - Public Service Portal			✓
E-filing			✓
Communications/VoIP/Analog/Faxes	✓		
CCPOR/CLETS			✓
DMV- Justice Partners Branch and local (LAN/WAN-Connect)	✓		
IVR/Call Routing	✓		✓
Video/Meeting/Conference Systems			✓
Electronic/Video Recording and Playback (FTR)	✓		✓
Facilities Requirements- Assisted Listening (ADA)	✓		
Building Access Controls	✓		
E-Warrants_PC Dec/Ipad/Magistrate phone			✓
Court Call/Telephonic/Video appearance			✓
VRI - Video Remote Interpreting			✓
Physical Security- Video Surv.	✓		✓



Framework Overview

NEW FRAMEWORK TOOLS

1. Recommended Service Levels, Inventory Assets and Solutions
2. Use Inventory Checklist Template and Budget Planner
3. Use Technology Roadmap Template



Framework Overview

NEW FRAMEWORK TOOLS SAMPLE INVENTORY CHECKLIST

Requirement	Recommended Service Level	Court Service Level	Applicable Solution		Estimated Amount \$\$ from Road Map			
			Local	Cloud	Year 1	Year 2	Year 3	Year 4
Systems								
Case Management	Critical							
Jury Management	Critical							
Website - Public Service Portal	Critical							
E-filing	High							
Communications/VoIP/Analog/Faxes	High							
CCPOR/CLETS	High							
DMV- Justice Partners Branch and local (Lan/Wan- Connect)	High							
IVR/Call Routing	High							
Video/Meeting/Conference Systems	Low							
Electronic/Video Recording and Playback (FTR)	Moderate							
Facilities Requirements- Assisted Listening (ADA)	Moderate							
Building Access Controls	Moderate							
E-Warrants PC Dec/Ipad/Magistrate phone	Moderate							
Court Call/Telephonic/Video appearance	Moderate							
VRI - Video Remote Interpreting	Moderate							
Physical Security- Video Surv.	Moderate							
					\$0.00	\$0.00	\$0.00	\$0.00
					ESTIMATED STRATEGIC BUDGET			
					33 \$0.00			



Framework Overview

NEW FRAMEWORK TOOLS SAMPLE ROADMAP

Requirement	Service Level		Cloud			
Systems						
Case Management	Critical	✓	\$\$\$			
Jury Management	Critical	✓	\$\$			
Website - Public Service Portal	Critical	✓	\$			
E-filing	High	✓	\$\$			
Communications/VoIP/Analog/Faxes	High					
CCPOR/CLETS	High	✓				
DMV- Justice Partners Branch and local (Lan/Wan- Connect)	High					
IVR/Call Routing	High	✓				
Video/Meeting/Conference Systems	Low	✓				
Electronic/Video Recording and Playback (FTR)	Moderate	✓				
Facilities Requirements- Assisted Listening (ADA)	Moderate					
Building Access Controls	Moderate					
E-Warrants_PC Dec/Ipad/Magistrate phone	Moderate	✓				
Court Call/Telephonic/Video appearance	Moderate	✓				
VRI - Video Remote Interpreting	Moderate	✓				
Physical Security- Video Surv.	Moderate	✓				

Extra Large/Branch	\$\$\$	\$xxxxx.xx-\$xxxxx	Medium Court:	\$\$\$	\$xxxxx.xx-\$xxxxx
	\$\$	\$xxxxx.xx-\$xxxxx		\$\$	\$xxxxx.xx-\$xxxxx
	\$	\$xxxxx.xx-\$xxxxx		\$	\$xxxxx.xx-\$xxxxx
Large Court:	\$\$\$	\$xxxxx.xx-\$xxxxx	Small Court:	\$\$\$	\$xxxxx.xx-\$xxxxx
	\$\$	\$xxxxx.xx-\$xxxxx		\$\$	\$xxxxx.xx-\$xxxxx
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Note: The technical team is still gathering the initial sample cost data.



Framework Overview

BRANCH WIDE RECOMMENDATIONS

- If the courts have the ability, opportunity and the cost is less than a local solution they should to move to a cloud solution;
- Adopt the recommended branch services levels and hours of operation for all data center solutions;
- Recommendation to remove VMWare vendor on future Master Service Agreement (MSA) or branch-wide agreement;
- Create new support model for defining branch impacting technology initiatives, such as next generation hosting;
- Establish Microsoft to be the office and email standard across the branch, whether using Exchange or Office 365; and
- Approve **phase two** of next generation hosting Workstream; ***including Webinar, cloud service agreements for real framework pricing and Pilot.***



Current Status and Next Steps

- Technical Workstream members finalized “sample estimate” values for framework March 10, 2017
- Workstream members reviewed and made recommendations to DRAFT March 21-April 21, 2017
- Final DRAFT framework completed May 12, 2017
- DRAFT framework delivered to ITAC for the June 9, 2017 meeting for presentation, review, and input
- All final deliverables—incorporating JCC IT and ITAC input—to be presented to ITAC at its August meeting for approval

DISCUSSION ITEMS

Item 4. ITAC Structure: Projects Subcommittee

Hon. Sheila Hanson
Chair, ITAC

Mr. Robert Oyung, CIO/Director
Judicial Council Information Technology

There are no additional slides for this discussion.

DISCUSSION ITEMS

Item 5. Brainstorming: Expanding Collaboration within Branch IT

Ms. Jeannette Vannoy (CIO, Napa)
ITAC Member

Ms. Kathleen Fink, IT Manager
Judicial Council Information Technology

Advance to the next slide for this discussion.

Also, refer to the materials e-binder for the excerpt from
the *Tactical Plan for Technology* on this topic.

Expanding Collaboration within the Branch IT Community

Judicial Branch Tactical Plan for Technology
2017-2018

ITAC Brainstorm - June 9, 2017



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Initiative Goals

Identify opportunities for:

- Sharing technical resources
- Advancing technology leadership
- Expanding collaboration throughout the branch

Optimize
Branch
Resources

- Encourage technology innovation, collaborative court initiatives, and professional development, to maximize the use of personnel resources, technology assets, and leveraged procurement. E.g. technical communities, contracts.



ITAC Input on Priorities

Item	High	Med	Low
1. Evaluate needs and determine strategies for courts to share key technical resources			
2. Create IT leadership development opportunities			
3. Establish a collaboration platform as a central repository for electronic resources (e.g. policies, source code, court IT contacts, etc.)			
5. Establish an internal branch consulting program to assist courts with assessing their IT capabilities and determining strategies for improvement			
6. Pursue / expand branch subscriptions/memberships (e.g. Gartner/CIO Executive Board)			



ITAC Brainstorm

Goals	Feedback
1. Sharing Technical Resources	
2. Advancing Technology Leadership	
3. Expanding Collaboration Throughout the Branch	



Next Steps

- Consolidate input from:
 - ITAC
 - Court Information Technology Management Forum
 - Small Court IT Summit
 - Branchwide IT Summit
- Include in Workstream materials
- Target to launch Workstream in 2018 with the ITAC Annual Agenda



REPORTS

Item 6. Comments and Questions Regarding Written Workstream and Committee Reports

Advance to the next slide to view written reports.

Status Update

4. E-Filing Strategy (Workstream)

 **Highlight:** Five vendors respond with proposals to solicitation for statewide e-filing managers. General fund loan to provide support for branch e-filing included in Governor’s May Revise.

Major Tasks	Status	Description
(a) Develop and issue an RFP for statewide E-Filing Managers (EFMs).	Complete	The workstream completed and posted the RFP.
(b) Select statewide EFMs.	In Progress	Five proposals were submitted from Vendors for selection as a Statewide E-Filing Manager (EFM). The proposals are currently being evaluated and scored. There will be an opportunity for the responding vendors to demo their products. Then a bidder’s conference will be held ahead of final selection, expected in July 2017.
(c) Develop the E-Filing Service Provider (EFSP) selection/certification process.	In Progress	<p>The request for a general fund loan to provide staffing to assist in developing and maintaining a statewide e-filing environment that promotes, enables, and assists full court participation in e-filing was included in the Governor’s May Revise, and is pending final passage/signature. If approved, the positions will establish and support e-filing standards management, certification, and e- implementation services along with integration with an identity management system and preferred financial gateways. The loan would be repaid through a nominal court cost recovery fee (estimated to be \$0.30 per e-filing transaction).</p> <p>Meanwhile, MTG consulting was hired to assist in developing the certification process for EFSPs seeking to access the California e-filing business. The group is exploring the possibility of using the IJIS Institute’s Springboard Certification process.</p>
(d) Develop the roadmap for an e-filing deployment strategy, approach, and branch solutions/alternatives.	Complete	At its June 2016 meeting the Judicial Council approved the Workstream’s roadmap recommendations. Recommendations included: statewide policies, high-level functional requirements, and direction for ITAC to undertake and manage a procurement process to select multiple EFMs. Further, a proposed deployment timeline was submitted as part of the BCP request.

4. E-Filing Strategy (*Workstream*) (continued)

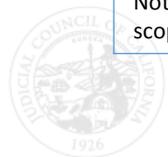
 **Highlight:** Five vendors respond with proposals to solicitation for statewide e-filing managers. General fund loan to provide support for branch e-filing included in Governor’s May Revise.

Major Tasks	Status	Description
(e) Report on the plan for implementation of the approved NIEM/ECF standards, including effective date, per direction of the Judicial Council at its June 24, 2016 meeting.	Not Started	All 5 bidders have indicated full support for ECF/NIEM.
(f) Identify and select and identity management service/provider.	In Progress	In an action by email, ITAC approved/supported the development of a BCP to support a Single Sign on solution statewide. It will be considered by the Judicial Branch Budget Committee on June 15. Meanwhile, the leads of the Self-Represented Litigants, Next Generation Hosting Strategy, and E-Filing Strategy Workstreams and staff have met with Gartner and the California Department of Technology to discuss possible strategies and approaches.
(g) Coordinate and plan with JCIT regarding operational support, if appropriate.	Not Started	

5. Self-Represented Litigants (SRL) E-Services (*Workstream*)

 **Highlight:** BCP Concept document drafted, submitted, and approved by ITAC and the JCTC.

Major Tasks	Status	Description
(a) Develop requirements for branchwide SRL e-capabilities to facilitate interactive FAQ, triage functionality, and document assembly to guide SRLs through the process, and interoperability with the branchwide e-filing solution. The portal will be complementary to existing local court services.	In Progress	<ul style="list-style-type: none"> SRL E-Services In-Person Meeting held on February 15, 2017, in San Francisco-JCC Offices, to begin brainstorming requirements and scope. At this meeting, the Workstream determined the need to move forward with an RFI to collect information on SRL E-services and costing for those services. An RFP would then be developed to send to vendors to bid on specific services. Meeting held with JCC Procurement staff on March 6, 2017, to discuss coordination and assistance on RFI (Request for Information) RFI Draft is in progress and is targeted for review by the workstream at the end of June. Submitted Initial Funding Request (IFR, pre-budget change proposal) to secure funds for the development of the SRL E-Services solution as well as ongoing maintenance for the solution. The IFR/Concept were approved/supported by ITAC and JCTC. The Judicial Branch Budget Committee will review all IFRs/Concepts on June 15 for formal approval to move forward with developing a full BCP.
(b) Determine implementation options for a branch-branded SRL E-Services website that takes optimal advantage of existing branch, local court, and vendor resources.	Not Started	
(c) Coordinate and plan with JCIT regarding operational support, if appropriate.	Not Started	
<p>Note: In scope for 2017 is development of an RFP; out of scope is the actual implementation.</p>		



6. Video Remote Interpreting (VRI) Pilot (Workstream)

 **Highlight:** All vendor contracts executed, courtroom sites identified, project website launched. Team is on track to launch pilot in July 2017.

Major Tasks	Status	Description
In cooperation and under the direction of the Language Access Plan Implementation Task Force (LAPITF) Technological Solutions Subcommittee (TSS): (a) Support implementation of the Assessment Period of the VRI pilot program (including kickoff, court preparations, site visits, and deployment), as requested.	In Progress	<ul style="list-style-type: none"> In March 2017, the Video Response Interpreting (VRI) Pilot Project web page (http://www.courts.ca.gov/VRI.htm) was launched on the California courts public website, and the preliminary evaluation report was completed. In May 2017, the contracts for Paras & Associates (vendor), Connected Justice Consortium (vendor), and the San Diego State University Research Foundation (independent evaluator) were executed. Vendor site visits are being scheduled for June 2017. Meetings with Workstream members are underway on the training plan. Team anticipates meeting its goal to commence the VRI pilot in July 2017.
(b) Review pilot findings; validate, refine, and amend, if necessary, the technical standards.	Not Started	
(c) Identify whether new or amended rules of court are needed (and advise the Rules & Policy Subcommittee for follow up).	Not Started	
(d) Consult and collaborate with LAPITF, as needed, in preparing recommendations to the Judicial Council on VRI implementations.	Not Started	
(e) Coordinate and plan with JCIT regarding operational support, if appropriate.	Not Started	

7. Intelligent Forms Phase I: Scoping (*Workstream*)

 **Highlight:** Held kickoff meeting on May 16; meeting bi-weekly.

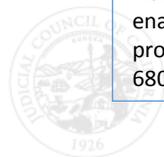
Major Tasks	Status	Description
Investigate, prioritize and scope a project, including: (a) Evaluate Judicial Council form usage (by courts, partners, litigants) and recommend a solution that better aligns with CMS operability and better ensures the courts' ability to adhere to quality standards and implement updates without reengineer.	Not Started	The workstream membership was approved May 5, and the team held its kickoff meeting by teleconference on May 16. The kickoff included an introduction of members, their skillsets, and interests along with an orientation to the workstream's charge. Members were assigned homework: provide overview of forms consumption at each court; advantages and obstacles encountered in local form processing and reported by end users. The team established a bi-weekly standing meeting schedule and also began to use Slack as their method for communication/collaboration. The next meeting will be held June 6.
(b) Address form security issues that have arisen because of the recent availability and use of unlocked Judicial Council forms in place of secure forms for e-filing documents into the courts; seek solutions that will ensure the forms integrity and preserves legal content.	Not Started	
(c) Investigate options for redesigning forms to take advantages of new technologies, such as document assembly technologies.	Not Started	
(d) Investigate options for developing a standardized data dictionary that would enable "smart forms" to be efficiently electronically filed into the various modern CMSs across the state.	Not Started	
(e) Explore the creation and use of court generated text-based forms as an alternative to graphic forms.	Not Started	

8. Modernize Rules of Court for Trial Courts (RPS)

 **Highlight:** Subcommittees reviewed both proposals’ comments and staff analysis and recommendations, and voted to advance the legislative proposal to ITAC and CSCAC.

Major Tasks	Status	Description
(a) In collaboration with other advisory committees, continue review of rules and statutes in a systematic manner and develop recommendations for more comprehensive changes to align with modern business practices (e.g., eliminating paper dependencies).	In Progress	<ul style="list-style-type: none"> In collaboration with CSCAC’s Unlimited Case and Complex Litigation Subcommittee, ITAC’s Rules and Policy Subcommittee, reviewed and considered comments and staff analysis for rules proposals (effective January 2018): <ul style="list-style-type: none"> Rules 2.250-2.259: The rules proposal makes amendments to trial court electronic filing and service rules in the California Rules of Court. The rule amendments would reduce redundancies and improve consistency between electronic filing and service provisions of California Rules of Court and the Code of Civil Procedure. The proposal also includes amendments to make limited organizational changes to the rules to improve their logical ordering. And legislative proposal (effective January 2019): <ul style="list-style-type: none"> Legislative Proposal for Electronic Service: The proposal amends the Civil Code and Code of Civil Procedure. The purpose of the amendments is to provide clarity about and foster the use of electronic service. The proposed amendments authorize electronic service for certain demands and notices consistent with Code of Civil Procedure sections 1010.6 and 1013b (section 1013b will be a new provision of the Code of Civil Procedure and it codifies proof of electronic service provisions currently found in the Rules of Court). The proposal also clarifies that the broader term “service” is applicable rather than “mailing” in certain code sections consistent with Judicial Council-sponsored legislation related to those sections. The subcommittees agreed with staff analysis and recommendations. The subcommittees voted to approve the legislative proposal for ITAC and CSCAC’s consideration. Because of pending legislation (AB 976) that may impact the rules proposal, the subcommittees are holding on the rules proposal until the outcome of the legislation is known.

Note: Projects include rule proposals to amend rules to conform to Judicial Council-sponsored legislation to be introduced in 2017. For example, if the legislation is enacted, the rules on e-filing and e-service (Cal. Rules of Court, rule 2.250-2.275) to be amended by January 1, 2018 to replace the current “close of business” provisions in the rules. Additional codes sections that would benefit from review and amendments to modernizing them include Code Civ. Proc. § 405.23, 594, 680.010-724.260; Civ. Code § 1719; Gov. Code § 915.2; and Labor Code § 3082.



9. Standards, Rules and/or Legislation for E-Signatures (RPS)

 **Highlight:** New rules on electronic signatures were circulated and are in review; new members of a CEAC subcommittee have been appointed to work on developing standards.

Major Tasks	Status	Description
(a) Develop rule proposal to amend Code of Civil Procedure section 1010.6(b)(2) and Cal. Rules of Court, rule 2.257, to authorize electronic signatures on documents filed by the parties and attorneys.	In Progress	Legislation is pending that will amend Code of Civil Procedure section 1010.6 on electronic signatures on documents filed into the courts. Conforming changes to the rules of court have been circulated for public comment and are under review.
(b) CEAC Records Management Subcommittee to develop standards governing electronic signatures for documents filed into the court to be included in the "Trial Court Records Manual" with input from the Court Information Technology Managers Forum (CIOs). Rules & Policy Subcommittee to review.	Starting	New members have been appointed to the CEAC Records Management Subcommittee that will be developing standards for electronic signatures on documents filed into the courts.

10. Rules for Remote Access to Records for Justice Partners (RPS)

 **Highlight:** A Joint Ad Hoc Subcommittee has been approved and is being formed to implement this project.

Major Tasks	Status	Description
(a) In collaboration with the Criminal Law Advisory Committee, amend trial court rules to facilitate remote access to trial court records by state and local justice partners, parties, and their attorneys.	In Progress	The Judicial Council oversight committees for several advisory committees have (1) approved the amendment of the committees' Annual Agendas to include this rules project, and (2) the formation of an ad hoc joint subcommittee to develop the rules on remote access to court records by parties, their attorneys, and justice partners. The membership of the joint subcommittee is being finalized and the subcommittee will meet soon. The goal of this project is to develop a set of rules to be adopted by the Judicial Council by January 1, 2019.

11. Standards for Electronic Court Records as Data (RPS)

 **Highlight:** Members of CEAC Records Management Subcommittee have been appointed and will start working on this project.

Major Tasks	Status	Description
(a) CEAC Records Management Subcommittee -- in collaboration with the Data Exchange Workstream governance body (TBD) -- to develop standards and proposal to allow trial courts to maintain electronic court records as data in their case management systems to be included in the <i>Trial Court Records Manual</i> with input from the Court Information Technology Managers Forum (CITMF). Rules & Policy Subcommittee to review.	Starting	New members have been appointed to serve on the CEAC Records Management Subcommittee. During the coming year, the subcommittee will review the section in the <i>Trial Court Records Manual</i> on creating and maintaining records in electronic format; and will develop new provisions relating to creating and maintaining records in the form of data.
(b) Determine what statutory and rule changes may be required to authorize and implement the maintenance of records in the form of data; develop proposals to satisfy these changes.	Starting	Same as above.

Status Update

12. Rules for E-Filing (RPS)

★ Highlight: Refer to Project #8

Major Tasks	Status	Description
(a) Evaluate current e-filing laws, rules, and amendments. Projects may include reviewing statutes and rules governing Electronic Filing Service Providers (EFSP) and filing deadlines.	In Progress	Ongoing.
(b) Develop rule proposals to implement the legislative proposal developed in 2016, which amends e-filing laws and rules (Code of Civil Procedure section 1010.6 and California Rules of Court, rule 2.250 et seq.).	In Progress	Refer to Project #8.

Note: This effort will be informed by the E-Filing and SRL E-Services Workstreams, and the CMS Data Exchange governance body (TBD) for any additional rules development needed.

13. Privacy Policy (Privacy Resource Guide)

Co-sponsored by the Rules & Policy and Joint Appellate Technology Subcommittees

 **Highlight:** The overall framework and partial draft text of a Privacy Resource Guide (PRG) have been prepared during this period.

Major Tasks	Status	Description
(a) Continue development of a comprehensive statewide privacy policy addressing electronic access to court records and data to align with both state and federal requirements.	In Progress	During April-June, Judge Julie R. Culver and staff have been preparing a draft Privacy Resource Guide that will assist the branch in addressing privacy issues; this preliminary draft will be presented to the committee.
(b) Continue development of a model (local) court privacy policy, outlining the key contents and provisions to address within a local court's specific policy.	In Progress	The Privacy Resource Guide will include a section on best privacy practices for local courts and model templates for them to use; this section has been outlined but has not yet been drafted.

Status Update

14. Modernize Rules for the Appellate Courts (JATS)

 **Highlight:** Reviewed rule amendments relating to format for electronic reporter’s transcripts.

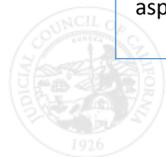
Major Tasks	Status	Description
(a) In collaboration with other advisory committees, continue review of rules and statutes in a systematic manner and develop recommendations for more comprehensive changes to align with modern business practices (e.g., eliminating paper dependencies).	In Progress	JATS reviewed a proposal from the Appellate Advisory Committee for amendments to the rules on the format of the record in appellate proceedings that would address the format for electronic court reporter’s transcripts.

Note: Projects may include the appellate rules regarding format and handling of records filed electronically in the appellate courts.

15. Consult on Appellate Court Technological Issues (JATS)

 **Highlight:** Reviewed legislative proposal regarding fees for electronic filing in appellate courts.

Major Tasks	Status	Description
(a) The Joint Appellate Technology Subcommittee (JATS) will provide input on request on technology related proposals considered by other advisory bodies as to how those proposals may affect, or involve, the appellate courts. JATS will consult on appellate court technology aspects of issues, as requested.	In Progress	JATS reviewed a proposal from the Administrative Presiding Justices Advisory Committee to amend the Government Code sections relating to appellate court fees to: (1) clarify that an appellate court’s electronic filing service provider may charge a reasonable fee for its services, (2) allow an appellate court to contract with its electronic filing service provider to receive a portion of the fees collected by that provider, and (3) authorize the appellate courts to charge a fee to recover costs incurred for providing electronic filing.



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Item 7. Technology Innovation Grants Update

Ms. Maureen Dumas, Prin. Manager
Judicial Council Special Projects

Mr. Robert Oyung, CIO/Director
Judicial Council Information Technology

Advance to the next slide for this report.
Also, refer to the materials e-binder for grant
descriptions.

Technology Innovations Grants by Category

#	Court	Program Name	Category	Awards ¹
49	Orange Superior Court	Improving Court Management Through the Use of Analytics	Analytics/ Dashboard	\$938,851
32	Santa Barbara Superior Court	Instant Family Law Orders	Automate manual processes	\$312,926
39	5th District Court of Appeal	Modernize the Transcript Assembly Program	Automate manual processes	\$793,000
21	Los Angeles Superior Court	Self-help Traffic Avatar (Gina) Expansion	Avatar	\$59,373
27	Riverside Superior Court	Traffic Avatar	Avatar	\$67,125
38	Yolo Superior Court	Online Interactive Multilingual Tool	Avatar	\$91,500
9	Sacramento Superior Court	Monitor and Measure the Achievement of Program Goals	Collaborative Courts Analytics/ Dashboard	\$311,849
1	Alameda Superior Court	Collaborative Court Management Information System	Collaborative Courts CMS	\$114,223
15	Sonoma Superior Court	Veterans Court Enhancements	Collaborative Courts CMS	\$56,476
46	Orange Superior Court	Automating the Courtroom Check-in	CRM & Mobile App	\$246,190
45	Monterey Superior Court	Cloud Based Disaster Recovery Solution	Disaster Recovery	\$209,361
42	Los Angeles Superior Court	E-Filing Technical Capabilities	Identity Management/ Payment Gateway	\$114,760
22	Monterey Superior Court	California Court Access App	Mobile App	\$789,940
25	Riverside Superior Court	Attorney and Litigant Electronic Courtroom Self Check-In	Mobile App	\$179,251
53	Santa Cruz Superior Court	SMS Notifications	Mobile App	\$35,760
52	San Mateo Superior Court	Automated Line Queuing System	Queuing	\$125,000
34	Sonoma Superior Court	Queuing/Appointment/Calendar System	Queuing/Mobile App	\$56,586
17	5th District Court of Appeal	Self-help and Learning Center Website	Self Help Portal	\$317,916

¹ Rounded to the nearest dollar.

Technology Innovations Grants by Category

#	Court	Proposed Program Name	Category	Awards ¹
19	Contra Costa Superior Court	California's Virtual Self-help Site	Self Help Portal	\$970,365
23	Orange Superior Court	Enhance Self-help Portal	Self Help Portal	\$326,800
26	Riverside Superior Court	Intelligent Self-help Kiosk	Self Help Portal	\$629,293
28	San Bernardino Superior Court	Customer Relationship Management Portal	Self Help Portal	\$430,756
30	San Diego Superior Court	Access to Information Made Simple	Self Help Portal	\$276,320
31	San Mateo Superior Court	Develop and Provide Expanded Online Self-help	Self Help Portal	\$336,000
43	Los Angeles Superior Court	Justice System Partner and Litigant Portal	Self Help Portal	\$637,500
47	Orange Superior Court	Conservatorship Accountability Portal	Self Help Portal	\$212,972
48	Orange Superior Court	Court User Portal	Self Help Portal	\$511,200
18	Butte Superior Court	Remote Video Conferencing Technology	Video Conferencing	\$576,140
29	San Bernardino Superior Court	Video Conferencing Child Custody Recommending Counseling	Video Conferencing	\$35,538
36	Ventura Superior Court	Internet Based Self-help Workshops	Video Conferencing	\$932,404
8/24 ²	Placer Superior Court	Video Appearances	Video hearings	\$560,000
41	Humboldt Superior Court	Interactive Video Conferencing System	Video hearings	\$170,920
44	Merced Superior Court	Video Conference Hearings Project	Video hearings	\$194,540
50	Sacramento Superior Court	Videoconferencing of Mental Health Hearings	Video hearings	\$52,860
51	San Bernardino Superior Court	Remote Video Proceedings	Video hearings	\$244,699
Grand Total				\$11,918,392

¹ Rounded to the nearest dollar.

² Split funding between Collaborative Courts and Self-help, Family and Juvenile Courts

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Item 8. Branch Update

Mr. Zlatko Theodorovic, Director
Judicial Council Budget Services

There are no additional slides for this report.

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Item 9. Judicial Council Technology Committee (JCTC) Update

Hon. Marsha Slough
Chair, JCTC

There are no additional slides for this report.

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Item 10. Futures Commission Update

Mr. Michael Planet (CEO, Ventura)
Member, Technology Workgroup
Futures Commission

There are no additional slides for this report.

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Item 11. Small Court Technology Summit Report

Ms. Linda Romero Soles (CEO, Merced)
Chair, California Trial Court Consortium

Mr. Richard Feldstein (CEO, Napa)
Judicial Council Information Technology

There are no additional slides for this report.

Item 12. Liaison Reports

Oral reports from ITAC members appointed as liaisons to fellow advisory bodies.

Reference the meeting agenda for assignments.

DISCUSSION ITEMS

Item 13. Review Legislative Proposal

Hon. Peter Siggins
Chair, Rules & Policy Subcommittee

Mr. Patrick O'Donnell
Prin. Managing Attorney, Legal Services

Ms. Andrea Jaramillo
Attorney, Judicial Council Legal Services

There are no additional slides for this report.



Adjourn

End of Presentation (Slides)

Meeting materials e-binder
containing supplemental materials is
provided separately.