

Information Technology Advisory Committee (ITAC)

Public Business Meeting
October 27, 2017 Teleconference

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

Administrative Matters

I. Open Meeting

- Call to Order, Roll Call
- Approve August 7 Minutes
- Approve October 10 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

There are no additional slides for this report.

DISCUSSION ITEMS

Item 2. Disaster Recovery Framework Workstream

Hon. Alan Perkins, Executive Co-Sponsor

Mr. Brian Cotta, Workstream Court Lead

Mr. Michael Derr, Principal Manager,
Judicial Council Information Technology

Advance to the next slide for this report.

ITAC Disaster Recovery Workstream

ITAC Sponsors: Hon. Judge Perkins
Mr. Brian Cotta

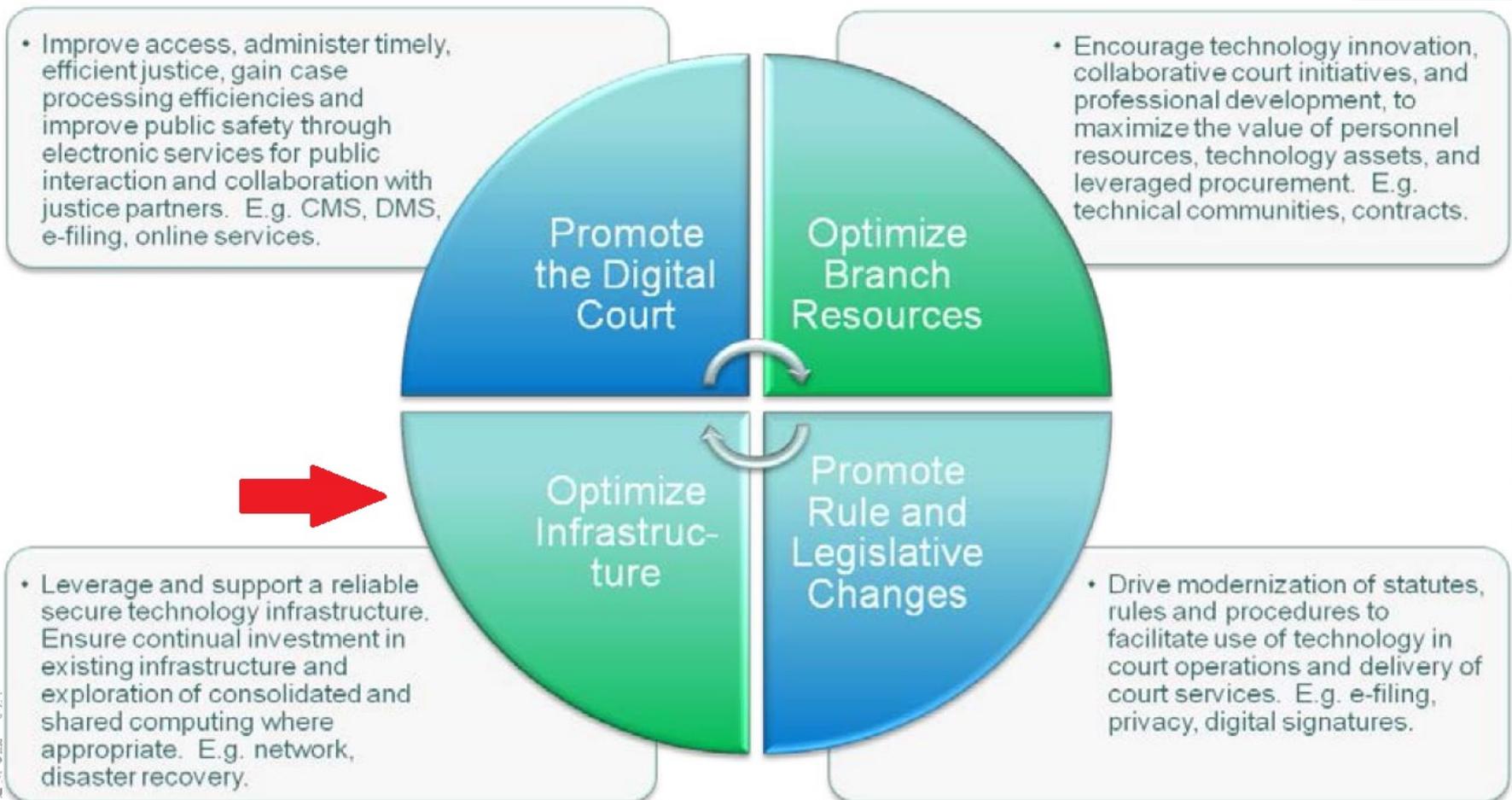
Project Manager: Mr. Brian Cotta (CIO/ACEO)



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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 framework 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



Involvement

29 participants

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



Feedback & Changes

- Documents were circulated for review by the Supreme Court, all appellate courts, and all superior courts.
- Few comments and suggestions were received from courts, but many courts voluntarily expressed appreciation and immediate interest in the final deliverables.
- Comments and feedback were considered and appropriate revisions were incorporated into the final documents.



Output / Documents Summary

1. "How to Use" Guide
(Completed: October 2017)
2. Disaster Recovery Framework:
Recommendations and Reference Guide
(Completed: October 2017)
3. Disaster Recovery Adaptable Template
(Completed: October 2017)
4. Recommendation to ITAC to pursue a budget
change proposal (BCP)
5. Recommendation for JC IT to review and edit
the documents every (2) years.



Request of ITAC

1. Provide any additional feedback.
2. Request approval and recommendation of the deliverables to the JCTC for adoption.
3. Following approval by the JCTC, request to sunset this phase of the workstream.



DISCUSSION ITEMS

Item 3. Branch Technology Planning

Mr. Robert Oyung, CIO,
Judicial Council Information Technology

Ms. Jamel Jones, Supervisor,
Judicial Council Information Technology

Advance to the next slide for this report

Branch Vision for Technology

Through collaboration, initiative, and innovation on a statewide and local level, the judicial branch adopts and uses technology to improve access to justice and provide a broader range and higher quality of services to the courts, litigants, lawyers, justice partners, and the public.

*Judicial Branch Strategic Plan for Technology
(2014-2018)*

Governance Plans

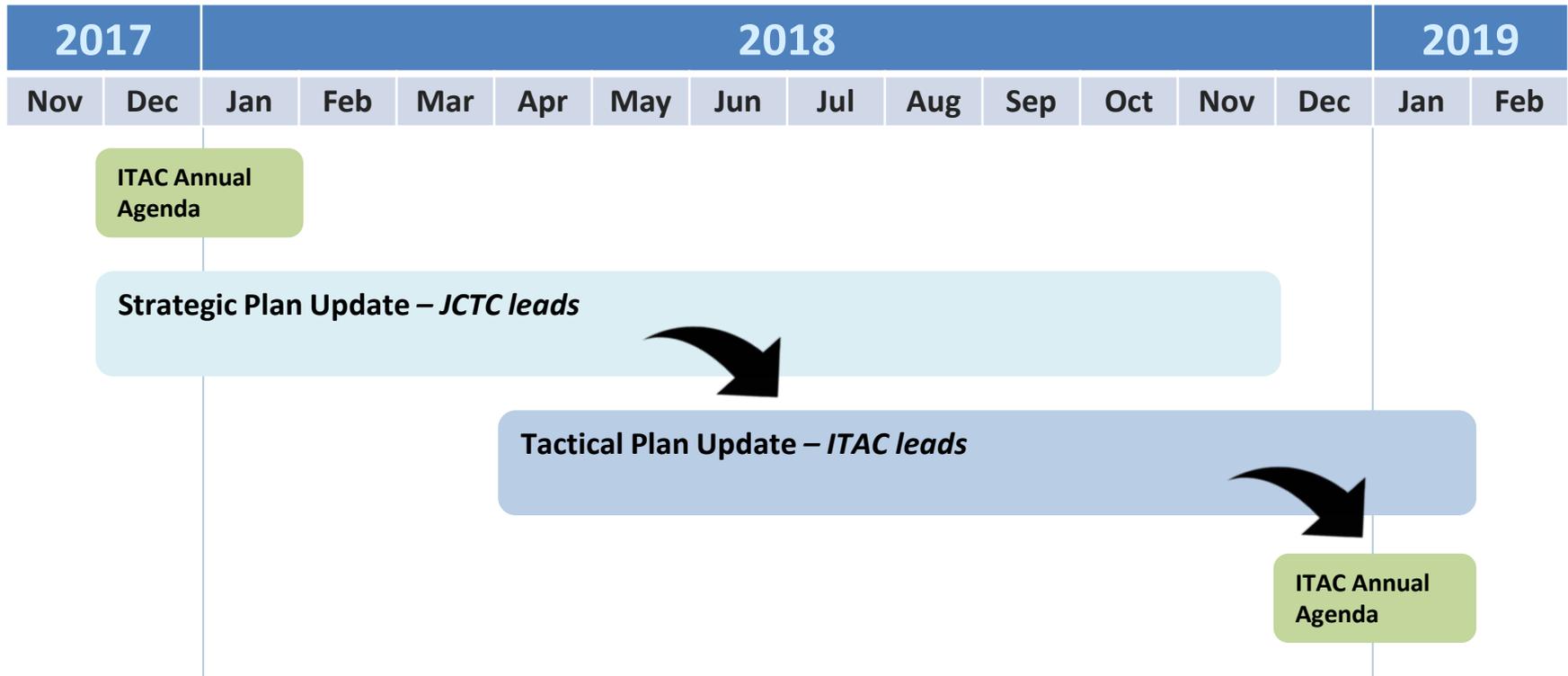
Business Goals



Guiding Documents



Update Timeline



Strategic Plan Goals

- Improve access, administer timely, efficient justice, gain case processing efficiencies and improve public safety through electronic services for public interaction and collaboration with justice partners. E.g. CMS, DMS, e-filing, online services.

Promote
the Digital
Court

- 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.

Optimize
Branch
Resources

Optimize
Infra-
structure

- Leverage and support a reliable secure technology infrastructure. Ensure continual investment in existing infrastructure and exploration of consolidated and shared computing where appropriate. E.g. network, disaster recovery.

Promote
Rule and
Legislative
Changes

- Drive modernization of statutes, rules and procedures to facilitate use of technology in court operations and delivery of court services. E.g. e-filing, privacy, digital signatures.

Business Drivers: SWOT

Strengths

- Strategic planning process
- Foundational technology
- Culture of innovation and collaboration
- Experienced staff branchwide

Weaknesses

- Lack of predictable funding
- Insufficient resources
- Evolving technology management processes
- Difficulty sharing information across the branch

Opportunities

- Provide services to a tech savvy population
- Refine and enhance the CMS ecosystem
- Process re-engineering and lower cost solutions
- Leverage innovation within the branch

Threats

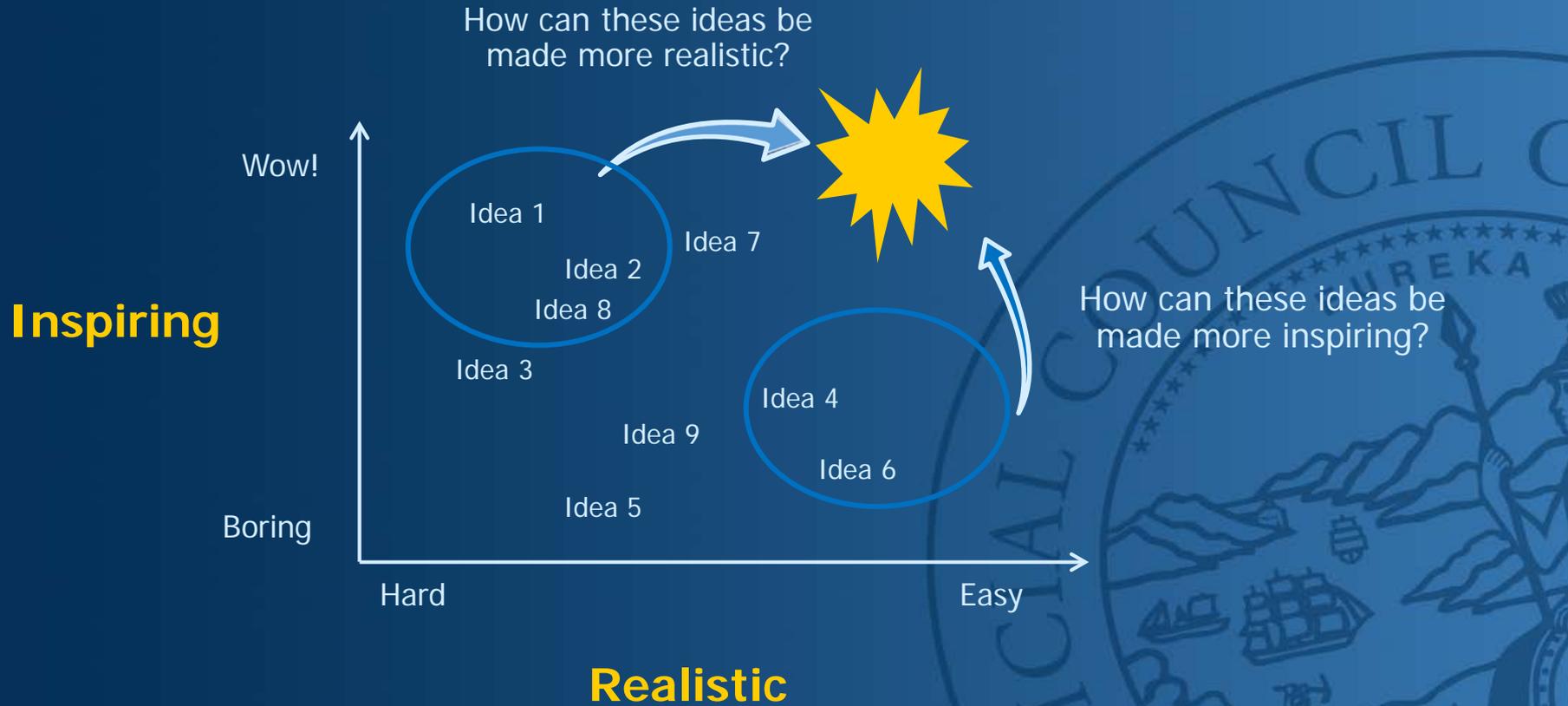
- Lack of funding restricts deployment and innovation
- Legislative restrictions limit alternatives
- New collaboration model requires time and resources to develop
- Competing with private industry for talent

Tactical Plan 2017-2018

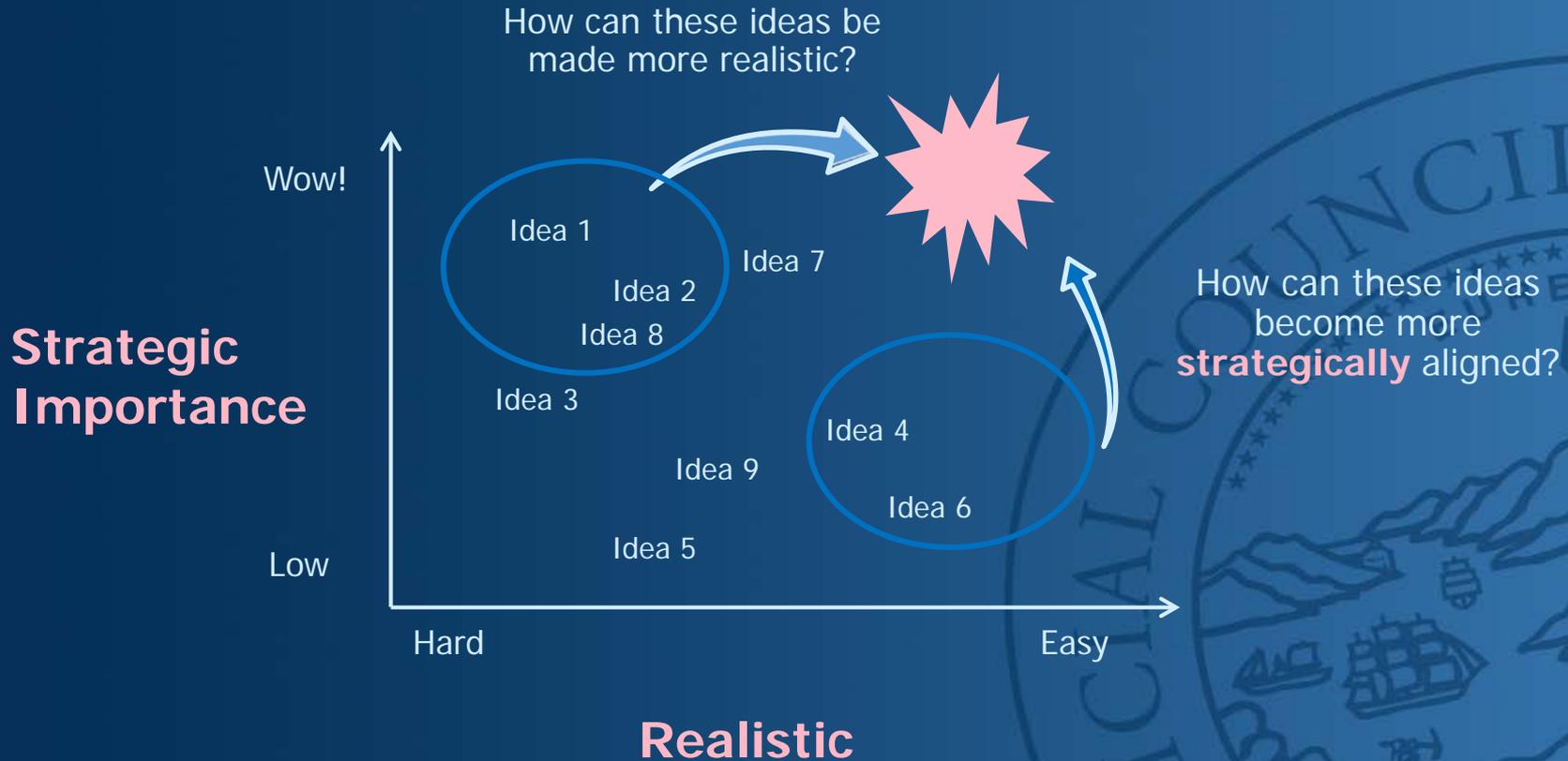
Strategic Goal	Initiative
Promote the Digital Court	Case management system (CMS) migration and deployment
	Document management system (DMS) expansion
	Courthouse video connectivity (including video remote interpreting)
	California Courts Protective Order Registry (CCPOR)
	Self-represented litigants (SRL) e-services
	Statewide e-filing program development
	E-filing deployment
	Identify and encourage projects that provide innovative services
	Digital evidence: acceptance, storage, and retention

Strategic Goal	Initiative
Optimize Branch Resources	Expand the branch IT community through increased sharing of resources, training and collaboration
Optimize Infrastructure	Review funding and procurement models for LAN/WAN initiative
	Transition to next-generation branchwide hosting model
	Court disaster recovery framework and pilot
Promote Rule and Legislative Changes	Identify new policy, rule, and legislative changes

Select the Big Ideas



... and Strategic Wows!



Project Categories

ITAC

Approved

New

Potential

JCIT

JCIT Assigned

JCIT Assigned

- Case Management System (CMS) replacement
- California Court Protective Order Registry (CCPOR) deployment
- Phoenix Updates
- LAN/WAN expansion
- Appellate Document Management System (DMS)



ITAC Initiatives

Completing 2018

- E-Filing
- Video Remote Interpreting
- E-Signature (standards)

In Progress

- Self-Represented Litigant E-Services (BCP, grants)
- Intelligent Forms
- Privacy Policy

Starting Up

- Digital Evidence
- Single Sign-On Identity Management (BCP, grant)

New (2018) ITAC Initiatives

Mandated to ITAC

- Futures Directives (touches SRL, grants)
- Tactical Plan Update
- Assembly Bill 103 Rules (Accessible/ADA e-filing)

On the Horizon

- Phase 2s - ?:
 - Disaster Recovery
 - Next-Generation Hosting
- IT Community Development
- Budget Change Proposals for FY19-20
- Rules Modernization (cont'd)

Potential Initiatives

- Data Analytics
- Transcript Assembly (Innovation Grant)
- Ability to Pay (pilot and beyond)
- Mobile Applications (collect findings from Innovation Grants)
- Avatar (JCIT productize; Innovation Grants)
- Digitize Paper (BCP FY18/19; ITAC oversight?)
- *Online Dispute Resolution (ODR)*
- *Conservatorship Portal*
- ???

Exercise 1



Exercise 2



Next Steps

- Staff to analyze input, assess next steps for each, and provide recommendations
- Chair and members to consider sponsors (and court leads) for *new* projects (including Futures directives)
- Work with sponsors and court leads to develop annual agenda descriptions
- December ITAC Meeting: Finalize agenda contents

REPORTS

Item 4. Judicial Council Technology Committee Update

Hon. Marsha Slough, Chair, JCTC

There are no additional slides for this report.

REPORTS

Item 5. Judicial Branch Technology Summit Debrief

Mr. Robert Oyung, CIO,
Judicial Council Information Technology

Advance to the next slide for this report

Judicial Branch Technology Summit

August 23 – 24, 2017



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Agenda

Wednesday, August 23, 2017 1:00 pm - 5:00 pm

- | | |
|-------------|---|
| 1:00 | Welcome and Agenda Review |
| 1:15 | Keynote: Exponential Government |
| 2:00 | Embracing Change in the Judicial Branch |
| 2:30 | Service Focused Web Design |
| 3:15 | Judicial Branch Workstreams <ul style="list-style-type: none">• Next Generation Hosting• Disaster Recovery• Self-Represented Litigant Portal• e-Filing |
| 4:15 | Futures Commission
Technology Scenarios Workshop |
| 5:00 | Closing Remarks, Recap, Overview of Day 2 |

Thursday, August 24, 2017 8:30 am - 11:45 am

- | | |
|--------------|--|
| 8:30 | Welcome and Agenda Review |
| 8:35 | Cyberstrike:
Warfare in the Fifth Domain |
| 9:15 | Private Industry IT Perspective |
| 9:45 | Small Court Technology Summit
Review |
| 10:15 | Identifying and Addressing
Technology Barriers Workshop |
| 10:45 | Using Data Analytics to Drive
Business Improvement |
| 11:30 | Technology and the Branch |
| 11:45 | Closing Remarks |

Summit Summary

Participants	Count
Judicial Officer	48
Court Executive	60
Technologist	40
Total	148

47 Survey Respondents

- 100% agree or strongly agree that attending the summit was a good use of their time.
- 95% agree or strongly agree that sessions were relevant to their court.



Most Beneficial Topics

Topic	Beneficial
Service Focused Web Design	91%
Keynote: Exponential Government	89%
Technology and the Branch (Chief Justice)	83%
Judicial Branch Workstreams	80%
Identifying and Addressing Technology Barriers Workshop	78%
Using Data Analytics to Drive Business Improvement	78%
Cyberstrike: Warfare in the Fifth Domain	78%
Embracing Change in the Judicial Branch	76%



REPORTS

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

Advance to the next slide to view written reports.

Information Technology Advisory Committee Q3 2017 Status Report

October 2017

This report was provided at the **October 27, 2017** ITAC meeting. Status updates are submitted by workstream sponsors and subcommittee chairs.



2. Next Generation Hosting Strategy

Summary	Assess Alternatives for Transition to a Next-Generation Branchwide Hosting Model	
ITAC Resource	Workstream	
Sponsor(s) or Chair(s)	Hon. Jackson Lucky, Mr. Brian Cotta	PM: Ms. Heather Pettit
JCC Resources	JCIT (Donna Keating and other SMEs, as needed)	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).	
Membership Est'd	<input checked="" type="checkbox"/> Approved by ITAC Chair (8/21/2015) and JCTC (9/15/2015); forwarded to E&P (staff).	
Project Active	<input checked="" type="checkbox"/> Yes, meeting ad-hoc.	
Expected Outcomes	<ol style="list-style-type: none"> 1. Assessment Findings: Best practices, Solution Options 2. Educational Document for Courts 3. Host 1-Day Summit on Hosting 4. Recommendations For Branch-level Hosting 	
Expected Completion	June 2017	

2. Next Generation Hosting Strategy

 **Highlight:** Draft deliverables—best practices, roadmap template, requirements, and recommendations—being circulated for branch comment.

Major Tasks	Status	Description
(a) Define workstream project schedule and detailed tasks.	Complete	A high-level project schedule/plan was developed and progressively detailed as topics completed.
(b) Outline industry best practices for hosting (including solution matrix with pros, cons, example applications, and costs).	In Progress-circulating	Framework document updated and circulated to workstream members for final comments. Memorandum seeking branchwide comment on the Next Generation Hosting strategy to be circulated this week Following incorporation of further input, deliverables will be readied for final approval—targeting the December ITAC meeting.
(c) Produce a roadmap tool for use by courts in evaluating options.	In Progress-circulating	See item (b) above.
(d) Consider educational summit on hosting options, and hold summit if appropriate.	In Progress	Still under evaluation, but likely not to happen as a dedicated summit specific to this workstream.
(e) Identify requirements for centralized hosting.	In Progress-circulating	See item (b) above.
(f) Recommend a branch-level hosting strategy.	In Progress-circulating	See item (b) above.
(g) Coordinate and plan with JCIT regarding operational support, if appropriate.	In Progress	

3. Disaster Recovery Framework

Summary Document and Adopt a Court Disaster Recovery Framework	
ITAC Resource	Workstream
Sponsor(s) or Chair(s)	Hon. Alan Perkins, Mr. Brian Cotta PM: Mr. Brian Cotta
JCC Resources	JCIT (Michael Derr)
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).
Membership Est'd	<input checked="" type="checkbox"/> Approved by ITAC Chair (4/21/2016) and JCTC Chair (4/27/2016); forwarded to E&P (staff).
Project Active	<input checked="" type="checkbox"/> Yes, meeting ad-hoc.
Expected Outcomes	1. Disaster Recovery Framework Document and Checklist 2. BCP Recommendations
Expected Completion	June 2017

3. Disaster Recovery Framework

 **Highlight:** Reached out to Judicial Branch for comment and revised accordingly based on input. Readied final deliverables for approval by ITAC at its October meeting.

Major Tasks	Status	Description
(a) Develop model disaster recovery guidelines, standard recovery times, and priorities for each of the major technology components of the branch.	Complete	The framework document provides guidelines including of recovery times, backup and high availability options, scenario planning, application, etc. This document is complete, copy-edited, has undergone Judicial Branch comment/review by all Clerk Executive Officers, CEO's and CIO, final edits incorporated and readied for presentation to ITAC at June 9 meeting for final approval.
(b) Develop a disaster recovery framework document that could be adapted for any trial or appellate court to serve as a court's disaster recovery plan.	Complete	The adaptable plan/template document will be used by a court to create its disaster recovery plan. This document is complete, copy-edited, has undergone Judicial Branch comment/review by all Clerk Executive Officers, CEO's and CIO, final edits incorporated and readied for presentation to ITAC at June 9 meeting for final approval.
(c) Create a plan for providing technology components that could be leveraged by all courts for disaster recovery purposes.	Complete	The framework document includes recommendations for courts to leverage and pattern themselves after. The plan is to identify technologies that are in use and available today that courts can use or purchase; and, any needs beyond the resources of the branch are recommended to be addressed via BCP for FY19-20 funding.
(d) Develop recommendations for a potential BCP (e.g., if it is appropriate to fund a pilot, to assist courts, or to purchase any products). (Note: Drafting a BCP would be a separate effort.)	Complete	<p>The workstream recommends that ITAC move forward with developing a BCP seeking FY19-20 funds and keeping the following in mind:</p> <ul style="list-style-type: none"> (a) Fall 2017- Courts be resurveyed regarding their DR posture since many will have changed; (b) January 2018- BCP leads prepare initial funding request and concept documents; (c) May/June/July 2018- BCP leads complete full BCP for submission to JCC Budget Office August 1 <p>The ITAC Chair will need to designate a lead to co-draft the BCP with JCC support.</p>
(e) Coordinate and plan with JCIT regarding operational support, if appropriate.	Not Started	Judicial Council Information Technology Department will need to add this into a biannual review/edit cycle where documents are reviewed for accuracy and alignment with existing industry trends and overall business objectives.

4. E-Filing Strategy

Summary	Update E-Filing Standards; Develop Provider Certification and a Deployment Strategy	
ITAC Resource	Workstream	
Sponsor(s) or Chair(s)	Hon. Sheila F. Hanson	PM: Mr. Snorri Ogata
JCC Resources	JCIT (Edmund Herbert), Legal Services (Patrick O'Donnell, Andrea Jaramillo), Procurement (Paula Coombs)	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).	
Membership Est'd	<input checked="" type="checkbox"/> Approved by ITAC Chair (8/21/2015) and JCTC (9/15/2015); forwarded to E&P (staff).	
Project Active	<input checked="" type="checkbox"/> Yes, meeting ad-hoc.	
Expected Outcomes	<ol style="list-style-type: none"> 1. Selection of Statewide EFMs 2. Certification Program 3. E-Filing Roadmap and Implementation Plan 4. Selection of Identity Management Service/Provider 	
Expected Completion	December 2017	



Status Update

4. E-Filing Strategy

 **Highlight:** Currently drafting contracts with selected statewide e-filing managers. General fund loan to provide support for branch e-filing has been approved; JCIT establishing positions.

Major Tasks	Status	Description
(a) Develop and issue an RFP for statewide E-Filing Managers (EFMs).	Complete	The workstream completed and posted the Request for Proposal (RFP).
(b) Select statewide EFMs.	In Progress	Five proposals were submitted from Vendors for selection as a Statewide E-Filing Manager (EFM). Three of the five, JTI, Tyler and ImageSoft were notified of the intent to award. The JCC Contracts department are currently drafting Master Agreements for all three.
(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, included in the Governor's May Revise, was 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.
(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 3 of the vendors short-listed have indicated full support for ECF/NIEM.
(f) Identify and select an identity management service/provider.	In Progress	JCIT is currently working on the RFP with vendor selection tentatively scheduled for early 2018.
(g) Coordinate and plan with JCIT regarding operational support, if appropriate.	Not Started	

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

Summary	Develop Requirements and a Request for Proposal (RFP) for Establishing Online Branchwide Self-Represented Litigants (SRL) E-Services	
ITAC Resource	Workstream	
Sponsor(s) or Chair(s)	Hon. James Mize	PM: Mr. Brett Howard
JCC Resources	JCIT (Mark Gelade) and CFCC (Karen Cannata, Diana Glick)	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).	
Membership Est'd	<input checked="" type="checkbox"/> Approved ITAC Chair (4/5/2016) and JCTC (4/14/2016); forwarded to E&P (staff).	
Project Active	<input checked="" type="checkbox"/> Yes, meeting monthly with breakout working groups meeting in between.	
Expected Outcomes	<ol style="list-style-type: none"> 1. SRL Portal Requirements Document 2. Request for Information (RFI) and Request for Proposal (RFP) 	
Expected Completion	December 2017	



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

 **Highlight:** SRL e-Services posted RFI to [public site](#) on August 16. Responses due on October 18, 2017.

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">RFI reviewed and approved by ITAC; then posted to the California Courts website. Responses due October 18, 2017.On September 11, 2017, the results of a bidder's conference Q&A session were posted to the California Courts websites.Review RFI responses and compile findings report by November 8, 2017.
(b) Develop and issue an RFP to help 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) Finalize the placeholder BCP with details on implementation and ongoing support costs.	Not Started	
(d) Coordinate and plan with JCIT regarding operational support, if appropriate.	Not Started	
Note: In scope for 2017 is development of an RFP; out of scope is the actual implementation.		

6. Video Remote Interpreting (VRI) Pilot

Summary	Consult As Requested and Implement Video Remote Interpreting Pilot (VRI) Program	
ITAC Resource	Workstream	
Sponsor(s) or Chair(s)	Hon. Samantha Jessner (as of 6/9/2017)	PM: Lisa Crownover
JCC Resources	Court Operations Special Services Office (Olivia Lawrence, Doug Denton, Lisa Crownover, Anne Marx); JCIT (Jenny Phu, Fati Farmanfarmaian)	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2016 Annual Agenda (1/11/2016); reapproved in 2017 Annual Agenda (1/9/2017).	
Membership Est'd	<input checked="" type="checkbox"/> Approved by ITAC Chair (8/20/2016) and JCTC (9/8/2016); forwarded to E&P (staff).	
Project Active	<input checked="" type="checkbox"/> Yes, meeting ad-hoc.	
Expected Outcomes	<ol style="list-style-type: none"> 1. Implementation of VRI Pilot Program 2. Recommendations for Updated Technical Standards 	
Expected Completion	September 2018	

Status Update

6. Video Remote Interpreting (VRI) Pilot

 **Highlight:** Vendor site visits were completed and selected equipment is being installed in six courtrooms (two per county). December 2017 is the proposed pilot launch.

Major Tasks	Status	Description
<p>In cooperation and under the direction of the Language Access Plan Implementation Task Force (LAPITF) Technological Solutions Subcommittee (TSS):</p> <p>(a) Support implementation of the Assessment Period of the VRI pilot program (including kickoff, court preparations, site visits, and deployment), as requested.</p>	In Progress	<ul style="list-style-type: none"> June 2017: Site visits were conducted with the VRI equipment vendors at all pilot court locations (Merced, Sacramento, and Ventura). The pilot will test equipment in two courtrooms in each county, with two interpreter workstations in each county that can communicate from court to court. July-September 2017: Courts selected equipment for the different courtrooms. The courts will be testing equipment in different kinds of calendars (traffic, arraignments) that are short and non-complex. Interpreters at the courts have been very involved with decisions and direction for the pilot. September-October 2017: The VRI equipment is being delivered, installed and tested. Training materials are currently in development, along with the survey questions for the independent pilot evaluation to be conducted by SDSU. December 2017/January 2018: Following training, the project team anticipates that the VRI pilot will commence in all three pilot courts.
(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

Summary	Investigate Options for Modernizing the Electronic Format and Delivery of Judicial Council Forms	
ITAC Resource	Workstream	
Sponsor(s) or Chair(s)	Hon. Jackson Lucky	PM: Camilla Kieliger
JCC Resources	Legal Services (Camilla Kieliger), JCIT (TBD)	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2017 Annual Agenda (1/9/2017).	
Membership Est'd	<input checked="" type="checkbox"/> Membership approved by ITAC Chair 4/27/2017; and by JCTC Chairs 5/5/2017.	
Project Active	<input checked="" type="checkbox"/> Yes, meeting bi-weekly.	
Expected Outcomes	<ol style="list-style-type: none"> 1. Recommendations on approach to modernize forms 2. BCP Recommendations 	
Expected Completion	September 2017	



Status Update

7. Intelligent Forms Phase I: Scoping

 **Highlight:** Meeting bi-weekly – identifying problems – discussing possible recommendations.

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.	In Progress	Workstream membership was approved May 5, and the team held its kickoff meeting by teleconference on May 16. The workstream meets bi-weekly to discuss each charge, its implications locally, and how they may be addressed.
(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.	In Progress	
(c) Investigate options for redesigning forms to take advantage of new technologies, such as document assembly technologies.	In Progress	
(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.	In Progress	
(e) Explore the creation and use of court generated text-based forms as an alternative to graphic forms.	Not Started	
(f) Investigate whether to recommend development of a forms repository by which courts, forms publishers, and partners may readily and reliably access forms in alternate formats.	Not Started	
(g) Develop recommendations for a potential BCP to support proposed solutions. (Note: Drafting a BCP would be a separate effort.)	Not Started	
(h) Coordinate and plan with JCIT regarding operational support, if appropriate.	Not Started	



8 – 12. Rules & Policy Subcommittee Projects

Summary <i>Various Projects, refer to following slides</i>	
ITAC Resource	Rules & Policy Subcommittee
Sponsor(s) or Chair(s)	Hon. Peter J. Siggins PM: N/A
JCC Resources	Legal Services (Patrick O'Donnell, Andrea Jaramillo, Jane Whang, Camilla Kieliger), JCIT (Fati Farmanfarmaian)
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2017 Annual Agenda (1/9/2017).
Membership Est'd	<input checked="" type="checkbox"/> Rules & Policy Subcommittee
Active	<input checked="" type="checkbox"/> Yes, meeting ad-hoc.
Expected Outcomes	1. Rule and/or Legislative Proposal(s), if appropriate
Expected Completion	Ongoing

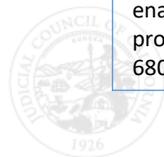


8. Modernize Rules of Court for Trial Courts

 **Highlight:** Subcommittees reviewed rules proposal comments and staff analysis and recommendations, and voted to advance the rules proposal to ITAC and CSCAC.

Major Tasks	Status	Description
<p>(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).</p>	<p>In Progress</p>	<ul style="list-style-type: none"> • ITAC’s Rules and Policy Subcommittee and CSCAC’s Unlimited Case and Complex Litigation Subcommittee, voted to recommend that the Judicial Council adopt the rule proposal (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. • The legislative proposal (effective January 2019) will be presented at the Judicial Council’s November meeting for their consideration to sponsor: <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.

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



Highlight: AB 976 has been signed by the Governor; and 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.	Complete	The legislature has passed amendments to section 1010.6. The subcommittee recommended to RUPRO and the Council a set of rules to implement the new law. But the amendments as enacted require the subcommittee some minor revisions to the rules by January 1, 2019. The subcommittee anticipates recommending some further amendments to the rules next year.
(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.	In Progress-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



Highlight: The Joint Ad Hoc Subcommittee had it's first meeting to review draft rules developed by staff.

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 membership of the Joint Ad Hoc Subcommittee on Remote Access has been finalized and the ad hoc subcommittee met in September to review an initial draft of rules. Staff is in process of providing the group a set of revisions for further discussion. 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

 **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.	In Progress-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.	In Progress-Starting	Same as above.

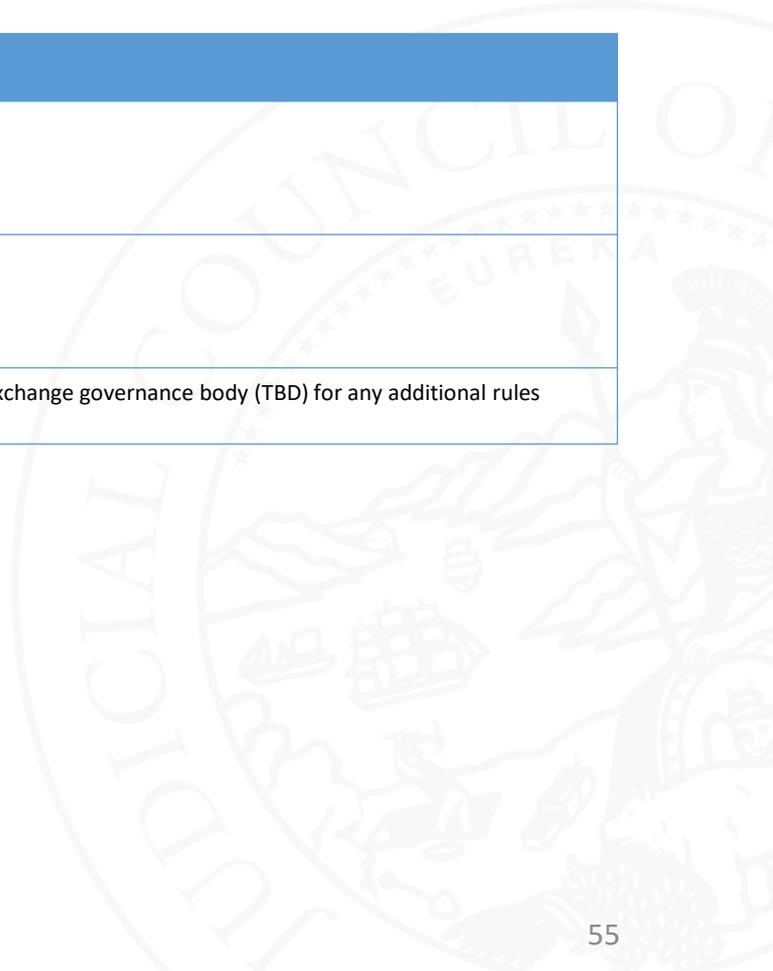
Status Update

12. Rules for E-Filing

 **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.	Completed	
(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.

14 – 15. Joint Appellate Subcommittee Projects

Summary		<i>Various Projects, refer to following slides</i>	
ITAC Resource	Joint Appellate Technology Subcommittee		
Sponsor(s) or Chair(s)	Hon. Louis R. Mauro	PM:	N/A
JCC Resources	Legal Services (Christy Simmons), JCIT (Julie Bagoye)		
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved in 2017 Annual Agenda (1/9/2017).		
Membership Est'd	<input checked="" type="checkbox"/> Joint Appellate Technology Subcommittee		
Active	<input checked="" type="checkbox"/> Yes, meeting ad-hoc.		
Expected Outcomes	1. Recommendations, as needed		
Expected Completion	Ongoing (availability as issues arise)		



Status Update

14. Modernize Rules for the Appellate Courts

 **Highlight:** Reviewed proposed rules modernization projects and determined priorities for the coming year.

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 potential rules modernization projects for the coming year, including rules regarding sealed and confidential materials, bookmarking, exhibits, and return of lodged electronic records.
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

 **Highlight:** There were no requests for consultation this quarter.

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	There were no requests for consultation this quarter.

17. Digital Evidence Phase I: Assessment

Summary Update Tactical Plan for Technology for Effective Date 2017-2018	
ITAC Resource	Workstream
Sponsor(s) or Chair(s)	Hon. Kimberley Menninger PM: Ms. Kathleen Fink
JCC Resources	JCIT (Kathleen Fink)
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved on 6/12/2017 as amendment to 2017 Annual Agenda.
Membership Est'd	<input checked="" type="checkbox"/> Approved by ITAC Chair (9/8/2017) and JCTC (9/8/2017); forwarded to E&P (staff).
Project Active	<input checked="" type="checkbox"/> Yes. Meeting ad-hoc.
Expected Outcomes	1. Assessment findings and recommendations
Expected Completion	July 2018

Status Report

17. Digital Evidence Phase I: Assessment

 **Highlight:** Court co-leads Deni Butler and Mary Garcia-Whalen appointed. Digital Evidence workstream roster approved. Held kickoff meeting October 17.

Major Tasks	Status	Description
(a) Review existing statutes and rules of court to identify impediments to use of digital evidence and opportunities for improved processes.	In Progress-Starting	Planning meeting held with the Executive Sponsor, Judge Menninger, and the court co-leads, Deni Butler and Mary Garcia-Whalen. Full workstream roster approved. Discussed kickoff meeting agenda and process for developing survey(s). Held kickoff on October 17, 2017. Presented at the Trial Court Presiding Judges Executive Committee meeting on October 18, 2017.
(b) Survey courts for existing business practices and policies regarding acceptance and retention of digital evidence.	Not started	
(c) Survey courts and justice system groups regarding possible technical standards and business practices for acceptance and storage of digital evidence.	Not started	
(d) Report findings to ITAC and provide recommendations on next steps.	Not started	
(e) Coordinate and plan with JCIT regarding operational support, if appropriate.	Not started	

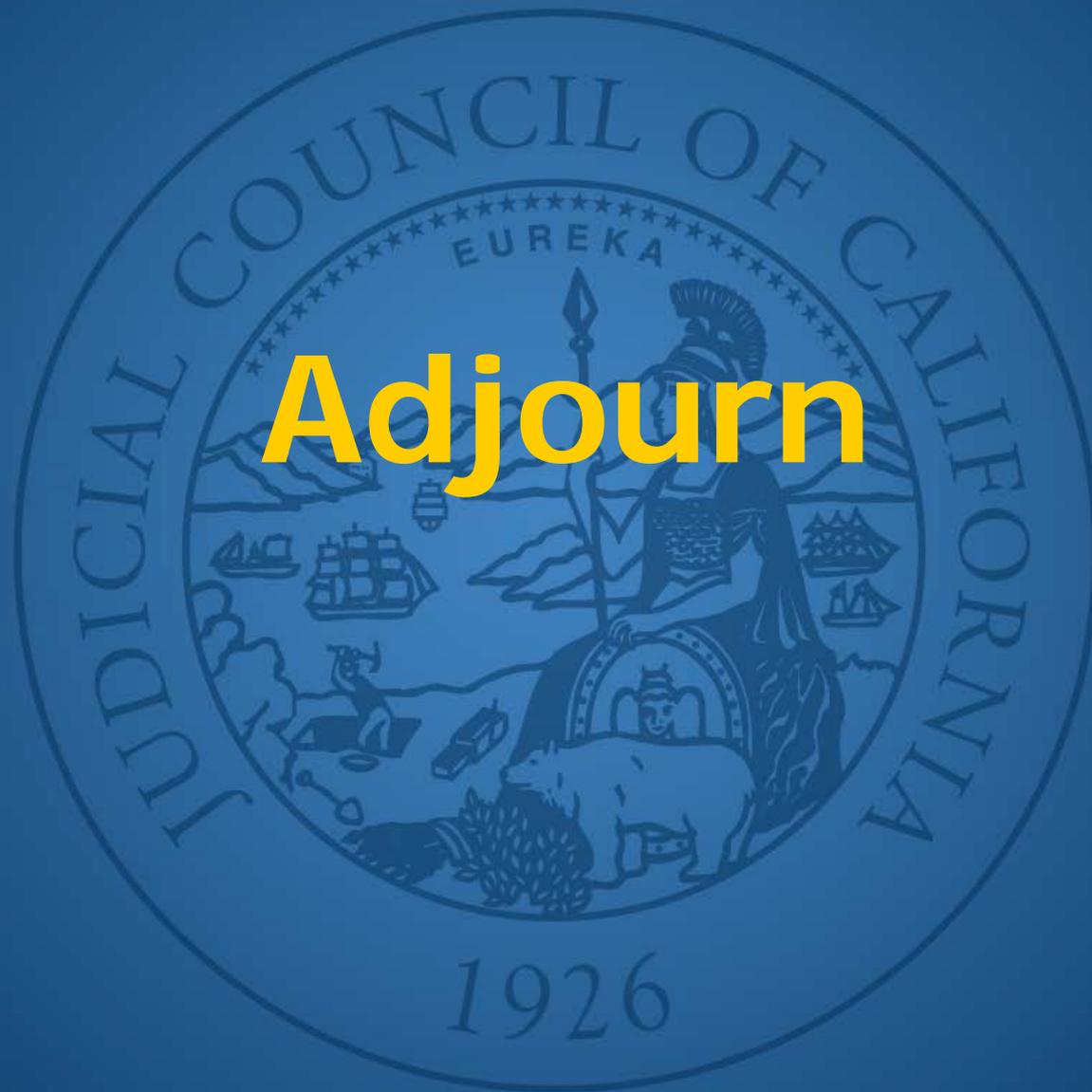


REPORTS

Item 7. Liaison Reports

Reports from members appointed as liaisons to/from other advisory bodies are invited to highlight key accomplishments.

There are no additional slides for this report.



Adjourn

End of Presentation (Slides)

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