



# JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY  
ADVISORY COMMITTEE

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## INFORMATION TECHNOLOGY ADVISORY COMMITTEE

### MINUTES OF OPEN MEETING

April 30, 2018

10:00 AM to 3:00 PM

Ronald M. George State Office Complex

William C. Vickrey Judicial Council Conference Center, 3<sup>rd</sup> Floor

Malcom M. Lucas Board Room

455 Golden Gate Avenue, San Francisco, California 94102-3688

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**Advisory Body Members Present:** Hon. Sheila F. Hanson, Chair; Hon. Louis R. Mauro, Vice Chair; Mr. Brian Cotta; Hon. Julie R. Culver; Hon. Tara Desautels; Mr. Jason Galkin; Ms. Alexandra Grimwade; Hon. Michael S. Groch; Mr. Paras Gupta; Hon. Samantha P. Jessner; Hon. Jackson Lucky; Hon. Kimberly Menninger; Hon. James Mize; Mr. Snorri Ogata; Mr. Darrel Parker; Hon. Alan G. Perkins; Hon. Peter Siggins; Hon. Bruce Smith; Ms. Jeannette Vannoy; Mr. Don Willenburg; Hon. Daniel J. Buckley; Mr. David H. Yamasaki

**Advisory Body Members Absent:** Assemblymember Marc Berman; Mr. Terry McNally; Hon. Joseph Wiseman

**Others Present:** Mr. Robert Oyung; Mr. Mark Dusman; Mr. Patrick O'Donnell; Ms. Kathy Fink; Ms. Jamel Jones; Ms. Fati Farmanfarmaian; Ms. Nicole Rosa; Ms. Jackie Woods; and other Judicial Council staff present

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#### OPEN MEETING

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##### **Call to Order and Roll Call**

The chair called the meeting to order at 10:00 AM, and took roll call.

##### **Approval of Minutes and Public Comment**

The advisory body reviewed and approved the minutes of the February 2, 2018 and March 16, 2018, Information Technology Advisory Committee meetings. No public comment.

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#### DISCUSSION AND ACTION ITEMS (ITEMS 1-12)

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##### **Item 1**

##### **Opening Remarks and Chair's Report**

**Presenter:** Hon. Sheila F. Hanson, Chair

**Update:** Judge Hanson welcomed members to the first in person meeting of 2018. She announced that Ms. Heather Pettit, a former ITAC member from Contra Costa Superior

Court has joined the Judicial Council staff as a Principal Manager in the Information Technology office and wished her best wishes in her new role on behalf of ITAC.

ITAC received an excellent pool of candidates to fill ITAC's open positions and the chairs along with staff have reviewed nominations. They will submit ITAC's recommendations to the Executive & Planning Committee for consideration by the Chief Justice. Final decision is due by the Chief Justice in September, and any new members will begin their terms on September 15.

Lastly, Judge Hanson called attention to the meeting agenda and that she suspected a couple of items may be fluid and that she may need to take some topics out-of- order to accommodate guest presenters.

## Item 2

### Judicial Council Technology Committee Update (JCTC)

Update on activities and news coming from this internal oversight committee.

Presenter: Hon. Marsha Slough, Chair, JCTC

**Update:** Justice Slough provide an update on the work of JCTC since the February ITAC meeting. The JCTC has met 4 times since February and discussed ITAC's rule and form proposals currently out for public comment.

They also reviewed all technology initial funding requests (IFRs) for Fiscal Year 19/20 for a total of 10 proposals, with 8 coming directly from ITAC's workstreams. The Judicial Branch Budget Committee (JBBC) then considered all IFRs and the JCTC was asked to revise the proposals to include more cost information, to redraft technical language into laymen's terms, and to shorten the list of proposals overall. It was a challenge to shorten the list and many factors were considered, such as input from previous discussions, the relative readiness of new programs, previous and existing requests for funding – including those BCPs being considered for the Governor's Budget Revision in May – and of course, the criticality and strategic importance of the programs as it relates to the branch *Strategic Plan for Technology*. Ultimately, the JCTC recommended that 6 proposals move forward; of which the JBBC approved 4, with the direction to consolidate two into a single proposal that Mr. Zlatko Theodorovic and Mr. Mark Dusman will speak more about later.

Justice Slough noted that although many of the workstream efforts may not receive direct funding in the near-term, ITAC's work continues to be important and should continue. Finding low or no cost options for pilot projects, similarly done with the video remote interpreting program or by leveraging work underway at the local court level.

Additionally, Justice Slough noted that JCTC members were extremely pleased with the work and outcomes of the Disaster Recovery and Next Generation workstreams. They both will provide a foundation, guidance, and tools the courts can use and need.

JCTC continues to receive regular reports on the case management system modernization efforts and is pleased to report that the Place Court Hosting Consortium is love with 6 courts now and sharing a single court hosting center for their case

management systems and other services. In addition, JCTC continues to monitor the progress of the Sustain Justice Edition and V3 Court projects.

Lastly, an update on the Strategic Plan was provided. The workstream launched in December 2017 have met several times and Judge Hanson is the advisory member who will ensure linkage to the ITAC Tactical Plan workstream. Also contributing from ITAC are Mr. Brian Cotta, Ms. Jeannette Vannoy and Mr. Patrick O'Donnell. The workstream has examined and revised the 4 goal areas and will soon have a draft ready for initial comments. The goals are not changing dramatically, the focused has been to make sure the goals are worded to make them even more relevant and reflective of progress and vision. The goal is to present to the Judicial Council by end of 2018.

### Item 3

#### **Modernize Appellate Court Rules– Sealed and Confidential Records**

Discuss comments to the proposed rule amendments that would establish procedures for handling sealed and confidential materials submitted electronically in the Court of Appeal.

Presenter: Hon. Louis R. Mauro, Chair, Joint Appellate Technology Subcommittee  
Ms. Ingrid Leverett, Attorney II, Legal Services

**Discussion:** Justice Mauro advised that efforts are underway to adopt track what the trial courts have already instituted regarding sealed and confidential record rules. Makes it consistent with trial courts. The Joint Appellate Technology Subcommittee (JATS) and the Appellate Advisory Committee (AAC) have already adopted and the rules are out for public comment. This is to allow ITAC to comment if there is something they would like to ask or add. Appellate courts currently use a service that allows secure portals where they receive secure documents. In the future, Transcript Assembly Program (TAP) will be in the trial courts by 4<sup>th</sup> quarter and it will allow them to submit transcripts to appellate courts securely.

### Item 4

#### **Intelligent Forms Workstream—Status and Final Report (Action Requested)**

Review and discuss final report and recommendations from the workstream's Phase 1 activities. Decide report's readiness to recommend to the Judicial Council Technology Committee for acceptance; and initiate Phase 2 tasks.

Presenters: Hon. Jackson Lucky, Workstream Executive Co-Sponsor  
Ms. Camilla Kieliger, Senior Analyst, Legal Services; Workstream Project Manager

**Action:** Judge Lucky and Ms. Camilla Kieliger presented the final report for this workstream before asking for a motion to accept findings and conclude. The findings and recommendations, target solutions of 7 items:

1. Certified forms
2. Data population API for certified forms

3. Accessibility requirement updates for certified forms
4. Basic governance for form updates
5. Priority list of forms to be updated to new API and accessibility requirements
6. Evaluate the possibilities of dynamic form production
7. Evaluate the possibilities of document assembly within this context

Next steps include closing phase 1 of project and moving to phase 2. The Judicial Council Information Technology (JCIT) office will investigate the Request for Information (RFI) and funding options before starting phase 2. or possibly aligning with another workstream to leverage funding (perhaps the Ability to Pay calculator). Or bringing in other stakeholders from the branch or a vendor.

**Motion to Approve acceptance of the report and formally conclude the workstream for Phase 1 and for the JCIT to continue with RFI research.**

**Approved.**

#### **Item 5**

##### **Project Spotlight (Report)—Video Remote Interpreting Workstream (VRI)**

Featured report from the Video Remote Interpreting Workstream providing project status, discussion items, and milestones.

**Presenters:** Hon. Samantha Jessner, Executive Sponsor  
Ms. Olivia Lawrence, Principal Manager, Court Operations Services  
Ms. Fati Farmanfarmaian, Senior Business Systems Analyst, Information Technology; Workstream IT Liaison

**Update:** Judge Jessner and Ms. Lawrence provided project updates and a photo demonstration of video remote interpreting. Currently in the six-month pilot assessment phase to test and evaluate each vendor in each courtroom. San Diego State University (SDSU) is overseeing the evaluation, survey-findings, and observation period. Pilot assessment: Phase 1 courts will use their own interpreters via VRI and in Phase 2 courts will share interpreters with other pilot courts via VRI. Following the conclusion of the VRI pilot, findings and recommendations will be developed for the Judicial Council in Fall 2018. This will include updates to the LAP's VRI programmatic and technical guidelines, as needed.

#### **Item 6**

##### **Branch Budget Update and Technology Budget Change Proposals (BCP) (Report)**

Overview of the BCP process and status of technology funding proposals for FY18/19 and FY19/20. Update on the budget discussions and hearings with the Department of Finance and with Legislators.

**Presenter:** Mr. Zlatko Theodorovic, Director, Budget Services  
Mr. Mark Dusman, Principal Manager, Information Technology

**Update:** Mr. Dusman provided an explanation of the BCP process. It can take 18 months and currently overlaps two fiscal years. JCTC recommends doing a IFR as step 1 in the process. Step 2 is a conceptual BCP with dollar amounts added. Finally step 3 is the delivered BCP. JCTC was given 10 IFRs and they recommended 6 to JBBC; only 4 IFRs approved and they asked for 2 items to be combined. Currently working on digital docs, trial court case management replacement and Phoenix upgrade & deployment. JCTC will prioritize at their May 14 meeting and JBBC will review and decide final DOJ priority at their May 23 meeting. Requests are due to the DOJ in September.

Mr. Theodorovic provided an update on the current Fiscal Year 18/19. He reminded ITAC that a new governor and administration will be in place in Fiscal year 19/20, but the DOF staff remains the same. There have been budget hearings in the Senate and Assembly with some actions around CCPOR and Ability to Pay approach being discussed. DOF approved SRL funding and an update has been sent to the Legislature. No money in the April budget for CMS. Resubmitting BCP in FY 19/20. There are more budget hearings schedule for May 14 and the governor's update with BCPs is also due in May. The State collected \$3.3 million more than expected in January 2018 and they believe April revenues will be higher as well. Finally, there will be another learning session with the Legislature and DOF to help learn about the judicial branch.

## Item 7

### **Next Steps for Recently Completed Workstreams (Action Requested)**

Since the deliverables of the Disaster Recovery Workstream and Next-Generation Hosting workstreams have been approved by the Judicial Council, the committee will now consider formally closing Phase 1 of the projects and discuss next steps, including communications and initiation of Phase 2 (if still applicable).

#### **A. Disaster Recovery Workstream**

Facilitators: Hon. Alan Perkins, Phase 1 Workstream Executive Co-Sponsor  
Mr. Brian Cotta, Phase 1 Workstream Executive Co-Sponsor  
Mr. Paras Gupta, Phase 2 Workstream Executive Sponsor

Mr. Cotta explained that Disaster Recovery Phase 1 (DR) goals were to modernize and simplify the courts approach to implementing DR; extend recovery capabilities using cloud service providers; reduce the risk of interruption to vital court services; leverage work product from ITAC workstreams for DR and Next Generation; and to leverage Monterey Innovation Grant cloud DR award as a pilot for ITAC DR workstream phase 2. Milestones include RFP for cloud DR service providers and vendor presentations and award.

Mr. Gupta advised the DR Phase 2 next steps are a formal kick-off and to select interested members from existing cloud DR RFP group. Finally,

there will be a pilot in Monterey County Superior Court to design and implement recovery for selected systems and programs.

**Motion to formally conclude the Disaster Recovery Phase 1 workstream.**

**Approved.**

**B. Next-Generation Hosting Workstream**

Facilitators: Hon. Jackson Lucky, Phase 1 Workstream Executive Co-Sponsor  
Ms. Heather Pettit, Principal Manager, Information Technology;  
Phase 1 Workstream Program Manager

Mr. Brian Cotta, Phase 2 Workstream Executive Sponsor

Mr. Cotta is asking for formal closure of the Next Generation Hosting Phase 1 workstream and as brainstorming has begun for phase 2.

**Motion to formally conclude the Next Generation Hosting Phase 1 workstream.**

**Approved.**

**Item 8**

**Futures Commission Directives—Progress Reports**

Updates on the progress of the Futures Commission Directives assigned to this committee by the Chief Justice.

Presenters: Hon. Samantha Jessner, Executive Sponsor, Remote Video Appearances for Most Non-Criminal Hearings

Ms. Jamel Jones, Supervisor, Information Technology

**Update:** Judge Jessner provided a progress report. Kick-off meeting of leads was held on March 22, they agreed in the first phase of project, they would leverage existing resources to develop models for pilot. Those include video hearings in San Bernardino, Placer, and Humboldt; video conferencing in Butte, San Bernardino, and Ventura; and VRI in Sacramento, Merced, and Ventura. Also, to inquire with other national state court resources. In this phase they will start to identify basic technology needed, identify business and logistical issues (case types, remote locations, and calendaring). Phase 1 is estimated to take 6 – 9 months. Phase 2 will be to get pilot up and running, evaluation of pilot, final report to Judicial Council, and training and marketing. Time estimate for Phase 2 is 6 months.

**Item 9**

**Judicial Council Operations & Programs Division Update (Report)**

Update on the activities and news coming from the Chief Operating Officer, including branch technology initiatives and collaborations.

Presenter: Mr. Robert Oyung, Chief Operating Officer, Judicial Council

**Update:** Mr. Oyung announced that Center for Families, Children & the Courts (CFCC) in conjunction with Information Technology are launching a new self-represented litigants (SRL) portal and using the SRL workstream to implement some of their concepts. Also working with the Innovation Grants recipients for a branch wide product. This new SRL is a first step toward potential project funding in Fiscal Year 19/20. This is a single point that public can do go for self-help information and be redirected to local court websites to complete their transactions.

**Item 10**

**Comments and Questions Regarding Written Workstream and Subcommittee Reports**

- Tactical Plan for Technology Update – Judge Hanson added that membership has been finalized and the workstream will kick-off in May or June.
- E-filing Strategy – Mr. Ogata noted that the contracts have not been signed, but are close to signing.
- Identify and Access Management Strategy – Mr. Ogata said Phase 1 has been completed; however, Phase 2 didn't make funding process. Will need to decide if Phase 1 should be closed out and think about next steps without funding.
- Self-Represented Litigants (SRL) E-Services – Working on BCP and starting to put program together. Coordinating with other workstreams and projects.
- IT Community Development – Workstream hasn't launched, but have reached out to Monterey Court and there will be a meeting with over 50 participants.
- Digital Evidence: Assessment Phase 1 – Survey results are being put into a report and then work will begin.
- Data Analytics: Access and Report Phase 1 – Work is starting, a meeting will take place within 2 weeks to finalize workstream participants. Meeting notices will go out once participants identified. Survey going out in May to court executives to ask what sort of information would be helpful to them to conclude a solution. There's been a big response to join this workstream and sponsors what to make sure various court sizes and locations are selected. Mr. Parker offered his recent hired from Perdue University who is skilled at presenting information to various groups. Workstream is concerned with data and how utilized.
- Modernize Trial Court Rules – No updates.

- Privacy Resource Guide – is underway and taking into consideration they many issues with public vs. private information.

#### **Item 11**

##### **Liaison Reports**

Reports from members appointed as liaisons to/from other advisory bodies.

##### **Update:**

- Appellate Advisory Committee – Justice Mauro announced that the Appellate and Supreme courts are starting an implementation of a new document management system (DMS) and kick-off is May 9. This will be a multiple year and phase process.
- Criminal Law Advisory Committee – Judge Perkins advised there are new forms being developed and the bail issue is going to be a challenge locally for resources they may need.

#### **Item 12**

##### **General Updates/New Business**

Members are invited to highlight key accomplishments since the December meeting or other new business.

**Action:** No new business. The next meeting will be a teleconference on June 22.

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

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There being no further business, the meeting was adjourned at 3:00 PM.

Approved by the advisory body on June 22, 2018.