



# JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY  
ADVISORY COMMITTEE

[www.courts.ca.gov/itac.htm](http://www.courts.ca.gov/itac.htm)  
[itac@jud.ca.gov](mailto:itac@jud.ca.gov)

## ITAC RULES AND POLICY SUBCOMMITTEE

### NOTICE AND AGENDA OF OPEN MEETING WITH CLOSED SESSION

Open to the Public Unless Indicated as Closed (Cal. Rules of Court, rule 10.75(c), (d), and (e)(1))

THIS MEETING IS BEING CONDUCTED BY ELECTRONIC MEANS

OPEN PORTION OF THIS MEETING IS BEING RECORDED

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**Date:** November 6, 2018  
**Time:** 12:10 pm – 1:20 pm Open Meeting  
1:20 pm – 1:30 pm Closed Meeting  
**Public Call-In Number:** 1-877-820-7831; passcode 1437245# (Listen Only)

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Meeting materials for open portions of the meeting will be posted on the advisory body web page on the California Courts website at least three business days before the meeting.

Members of the public seeking to make an audio recording of the open meeting portion of the meeting must submit a written request at least two business days before the meeting. Requests can be e-mailed to [itac@jud.ca.gov](mailto:itac@jud.ca.gov).

Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

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

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**Call to Order and Roll Call 12:10 pm – 12:15 pm**

**Approval of Minutes**

Approve minutes of the June 21, 2018 Rules and Policy Subcommittee meeting.

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#### II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(1))

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This meeting will be conducted by electronic means with a listen only conference line available for the public. As such, public may submit comments for this meeting only in writing. In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to [itac@jud.ca.gov](mailto:itac@jud.ca.gov) or mailed or delivered to 455 Golden Gate Avenue, 8th Floor, San Francisco, CA 94102, attention: Jackie Woods, ITAC/Rules & Policy Subcommittee. Only written comments received by November 5, 2018 at 12:00 pm will be provided to advisory body members prior to the start of the meeting.

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*Note: Times are estimated. Actual start and end times may vary.*

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**III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1–3)**

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**Item 1 12:15 pm – 12:30 pm**

**Privacy Resource Guide (Action Required)**

Review the Privacy Resource Guide (PRG) and decide whether to recommend it for publication on the Judicial Council website as a resource for the courts and as a public document.

Discuss proposals for which entity will be responsible for maintaining and updating the PRG after its publication.

The Information Technology Advisory Committee commissioned the creation of The Privacy Resource Guide. The purpose of this resource guide is to assist the trial and appellate courts—and more generally the judicial branch—to protect the privacy interests of persons involved with the California court system while providing the public with reasonable access to the courts and the records to which they are entitled. The PRG provides information about the legal requirements that guide court activities and operations related to privacy concerns and the PRG also provides best practices for the protection of privacy including items like a sample privacy statement for court websites, and an index of confidential court records by subject area.

Presenters: Hon. Julie R. Culver  
Ms. Kristi Morioka, Attorney II, Legal Services

**Item 2 12:30 pm – 12:45 pm**

**Rules and Policy Subcommittee 2018 Project Updates (Discussion Item)**

Report on end of year Rules and Policy Subcommittee 2018 projects.

Presenter: Hon. Peter Siggins, Chair, Rules and Policy Subcommittee  
Ms. Andrea Jaramillo, Attorney II, Legal Services

**Item 3 12:45 pm – 1:20 pm**

**Rules and Policy Subcommittee 2019 Work Plan (Discussion Item)**

Review, prioritize and plan ITAC's 2019 Annual Agenda projects assigned to the subcommittee.

Presenter: Hon. Peter Siggins, Chair, Rules and Policy Subcommittee  
Ms. Andrea Jaramillo, Attorney II, Legal Services

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**IV. ADJOURNMENT**

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**Adjourn to Closed Session**

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*Note: Times are estimated. Actual start and end times may vary.*

**ADDITIONAL AGENDA ITEMS FOR CLOSED SESSION (CAL. RULES OF COURT, RULE 10.75(D)(10))**

The chair has exercised discretion to publicly agendize the items for this closed session: i.e., topics not covered by Rule of Court 10.75.

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**V. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEM 4)**

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**Item 4 1:20 pm – 1:30 pm**

**Rules and Policy Subcommittee 2019 Work Plan Continued (Discussion Item)**

Discussion of possible amendments to Rule of Court 2.502 (effective January 1, 2020).

Presenter: Hon. Peter Siggins, Chair, Rules and Policy Subcommittee  
Ms. Andrea Jaramillo, Attorney II, Legal Services

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**VI. CLOSED SESSION (CAL. RULES OF COURT, RULE 10.75(D)(10))**

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**Item 4 1:20 pm – 1:30 pm**

**Rules and Policy Subcommittee 2019 Work Plan Continued (Discussion Item)**

*In accordance with California Rules of Court, rule 10.75(d)(10), the Chair has exercised discretion to close this portion of the meeting, to discuss topics that judicial officers may not discuss in public without risking a violation of the California Code of Judicial Ethics, necessitating recusal, or encouraging disqualification motions or peremptory challenges against them, including proposed legislation, rules, forms, standards of judicial administration, or jury instructions.*

Discussion of possible amendments to Rule of Court 2.502 (Effective January 1, 2020.).

Presenter: Hon. Peter Siggins, Chair, Rules and Policy Subcommittee  
Ms. Andrea Jaramillo, Attorney II, Legal Services

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**VII. ADJOURNMENT**

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**Adjourn Closed Session**

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*Note: Times are estimated. Actual start and end times may vary.*