



# JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY  
ADVISORY COMMITTEE

[www.courts.ca.gov/itac.htm](http://www.courts.ca.gov/itac.htm)  
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## INFORMATION TECHNOLOGY ADVISORY COMMITTEE

### MINUTES OF OPEN MEETING

November 2, 2020

12:00 – 1:00 PM

Videoconference

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**Advisory Body Members Present:** Hon. Sheila F. Hanson, Chair; Hon. Louis R. Mauro, Vice Chair; Mr. Jake Chatters; Mr. Brian Cotta; Mr. Adam Creiglow; Hon. Julie R. Culver; Hon. Tara Desautels; Mr. Paras Gupta; Hon. Kimberly Menninger; Hon. James Mize; Mr. Snorri Ogata; Mr. Darrel Parker; Hon. Donald Segerstrom; Hon. Peter Siggins; Hon. Bruce Smith; Ms. Jeannette Vannoy; Mr. Don Willenburg; Mr. David H. Yamasaki

**Advisory Body Members Absent:** Assembly member Marc Berman; Ms. Alexandra Grimwade; Hon. Michael S. Groch; Senator Robert Hertzberg; Hon. Samantha P. Jessner; Mr. Kevin Lane; Hon. Joseph Wiseman; Hon. Theodore Zayner

**Others Present:** Ms. Robin Brandes-Gibbs; Ms. Heather Pettit; Mr. Mark Dusman; Ms. Jamel Jones; Mr. Richard Blalock; Ms. Camilla Kieliger; Ms. Andrea Jaramillo; Ms. Jackie Woods; and other JCC 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 12:00 PM and took roll call.

##### Approval of Minutes

The advisory body reviewed and approved the minutes of the October 2, 2020, Information Technology Advisory Committee meeting.

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#### DISCUSSION AND ACTION ITEMS (ITEMS 1-4)

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##### Item 1

##### Chair's Report

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

**Report:** Judge Hanson welcomed members to the meeting. She announced that the Judicial Council Technology Committee voted to recommend the acceptance of the report presented by the Voice-to-Text Workstream, the last of the Chief Justice's three Futures Commission directives to ITAC to be completed. The report has been submitted for consideration for the January 2021 Judicial Council meeting.

## Item 2

### Tactical Plan Workstream Preview

Receive a preview of the initiatives proposed for the 2021-2022 Tactical Plan cycle, as well as an overview of next steps.

Presenters: Hon. Sheila F. Hanson, Chair  
Mr. Richard Blalock, Senior Business Systems Analyst, Information Technology

**Report:** As the Executive Sponsor, Judge Hanson noted that the workstream has made considerable progress over the summer. She reminded members that the two-year Tactical Plan is part of the branch technology governance process, along with the four-year *Strategic Plan for Technology* and the branch strategic plan. Judge Hanson outlined the scope of the workstream, along with the principles for the review: that initiatives are at the right level; have branchwide impact; need support financially or strategically; and do not include ongoing or operational IT activities, unless they meet one of the above criteria. Finally, she noted that branch capacity and priorities should also be considered, especially with the COVID-19 pandemic impacting court operations.

Mr. Blalock provided an overview of the proposed initiatives in the Tactical Plan, which included all existing initiatives and introduce “Digital Court Ecosystem” as a new item.

Next steps include finalizing initiatives, drafting remaining sections, circulating for branch and public comment, and review and approval by ITAC, the Technology Committee, and Judicial Council.

## Item 3

### Annual Agenda Planning

Discuss and review ITAC’s 2021 annual agenda.

Presenters: Hon. Sheila F. Hanson, Chair  
Ms. Camilla Kieliger, Senior Business Systems Analyst, Information Technology

**Discussion:** Judge Hanson reminded ITAC that the Judicial Council’s internal committee chairs requested the prioritization of projects that: assist courts, justice partners, and parties with access to justice during and following the COVID-19 pandemic; address otherwise urgent needs; or are mandated by legislation. Projects that do not meet those criteria should be deferred.

Ms. Kieliger provided an overview of completed 2020 accomplishments, including the:

- Rules & Policy Subcommittee objectives
- Futures Directive: Remote Video Appearances for Most Non-Criminal Hearings workstream
- Joint Ad Hoc Subcommittee on Remote Video Appearances; and
- IT Community Development workstream.

Also, awaiting Judicial Council approval are the Futures Directives: Intelligent Chat and Voice-to-Text Services Outside the Courtroom.

Ms. Kieliger also reviewed the potential 2021 items that include continuing remaining 2020 Annual Agenda items and the Rules & Policy Subcommittee work, and a discussion of any additional critical needs.

**Item 4**

**Digital Evidence Workstream: Rules Track Proposal**

Review a proposal from the workstream's Rules Track, which includes a report on identified rules and/or statutes needing to be addressed; and a request to transition this activity to the Rules & Policy Subcommittee for completion.

**Presenters:** Hon. Kimberly Menninger, Workstream Executive Sponsor  
Ms. Robin Brandes-Gibbs, Workstream Lead

**Report:** Judge Menninger introduced the Digital Evidence: Rules & Statutes Track Proposal, and Ms. Brandes-Gibbs further explained the details. The workstream proposes amendments to allow 3<sup>rd</sup> party vendors to maintain custody of exhibits on behalf of the court and parties. Rules are needed to address litigant/attorney access; electronic evidence in remote video proceedings; lodged electronic exhibits; and only while in court possession. The proposal includes suggestions to maintain confidentiality of private information, including restrictions on the time, place, and manner of access. Next steps will be to have Rules & Policy Subcommittee consider amendments before the next rules cycle.

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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 1:00 PM.

Approved by the advisory body on December 7, 2020.