



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

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MEMORANDUM

Date	Action Requested
October 21, 2013	For Information Only
To	Deadline
Members of the Judicial Council	N/A
From	Contact
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Report on Activities of the Administrative Office of the Courts	

The following information outlines some of the many activities the Administrative Office of the Courts (AOC) is engaged in to further the Judicial Council's goals and priorities for the judicial branch. The report focuses on action since the council's August meeting and is exclusive of issues on the October business meeting agenda.

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Judicial Council and AOC Chief Counsel Appointment: AOC Managing Attorney Deborah Brown was appointed as Chief Counsel for the Judicial Council and AOC, effective October 1, 2013. Ms. Brown joined the AOC in 1998 as an associate attorney, then attorney, serving as legal counsel to the Task Force on Trial Court Employees, providing legal advice on development of a personnel system for trial court employees and collaborating on drafting the Trial Court Employment Protection and Governance Act, in addition to managing AOC litigation matters. Following a period as supervising and then managing attorney of the Legal Opinion Unit, in 2005, she was promoted to the position of managing attorney for the Judicial Council Services Group of the Legal Services Office. Retiring Chief Counsel Mary Roberts will continue her service as Special Counsel to the Executive Office through December, and will aid in the transition.

Judicial Council Directives: Members of the council's Executive and Planning Committee (E&P), other internal committee chairs, and council members who served on the Strategic Evaluation Committee met with AOC office heads to review completed restructuring directives for the agency. Through a remarkable staff effort in the 12 months since the council charged the AOC with implementing 145 directives on restructuring and realignment, a total of 85 directives have been accepted as fully implemented. Work to comply with the remaining directives, 25 of which are related to the internal classification and compensation study to be implemented during 2014, continues. Specifics on the directives may be viewed on the California Courts public website at www.courts.ca.gov/19334.htm.

Trial Court Visits: Ongoing visits by the Administrative Director with court leaders, judges, and staff at their courts over the past several months have been helpful in terms of discussions on strategies being employed at the local court and state levels to maintain and improve court operations and services. The trial courts are managing considerable operational challenges stemming from budget reductions, while contending with the requirement to spend down reserves that in many cases have been the sole means by which courts have been able to sustain service levels, and without which they will find it impossible to do so.

Trial Court Fund Balance: AOC executives and the chairs of the Trial Court Presiding Judges and Court Executives Advisory Committees had a constructive meeting with the newly appointed Chief Deputy of the Department of Finance (DOF) on fund balance issues for the trial courts. The meeting was separate from the monthly meeting the AOC has with DOF to ensure ongoing, open communication and information sharing on a range of budget matters for the trial and appellate courts.

Legislative Report on Trial Court Expenditure of \$60 Million: A required report was delivered to the fiscal and policy committees in each house of the Legislature containing

individual plans for all 58 trial courts for activities intended to maintain or increase public access to justice relative to the \$60 million augmentation. The summary section of the report identifies key areas for which courts intend to use the funding. These are as follows (in no priority order):

1. *Staffing.* Almost half of the courts (27) plan to maintain current staff levels, and avoid additional staff reductions. Twenty courts plan to avoid or suspend furloughs this year, and four courts plan to add staff back to their payrolls.
2. *Courtroom and courthouse closures.* Eleven courts intend that the augmentations be used to avoid court closures. Another court said the funds may limit the closures that previously were planned. Two courts intend to reverse previously planned closures.
3. *Self-help services.* Many courts intend to use their funds to address the self-help services at their facilities. According to the plans, 19 intend to maintain self-help services thanks to the augmentation, eight courts plan to restore self-help services, and four hope to increase the self-help programs they currently provide.
4. *Window and phone services.* A significant majority of the courts (42) plan to maintain, restore, or increase clerk hours to improve the public's access to clerks' windows and phone services.
5. *Backlogs.* Two dozen courts intend to dedicate all or a portion of their augmentation to reducing case backlogs to begin addressing the volumes of papers that courts manage daily in order for court to users have their issues disposed of more timely.

Legislation Affecting the Judicial Branch: September 13 marked the end of the legislative session, and October 13 was the deadline for the Governor to act on legislation passed by the Legislature. The final Legislative Status Chart, reflecting the outcomes of all legislation during the 2012–2013 legislative session on which the council took a position, can be found at the following link: <http://www.courts.ca.gov/documents/Legislative-Status-Chart-2013.pdf>.

Bench-Bar Coalition Activities: The Bench-Bar Coalition held its fall meeting during the Annual Meeting of the State Bar of California. Chief Justice Tani Cantil-Sakauye was in attendance. Current challenges and goals for the branch were discussed. The agenda included a session on technological innovations and their impact on court operations and access to justice. Panelists included Judicial Council leadership on branch technology, trial court leadership, practicing attorneys, and legal service providers.

California Community Corrections Performance Incentive Act (SB 678):

- *Senate Hearing on Community Corrections:* At the request of the Senate Pro Tempore, Criminal Justice Court Services Office staff testified at a Senate Budget Committee Hearing on SB 678, the Community Corrections Performance Incentive Act. The committee convened to consider the two legislative proposals to address the prison population cap as a

result of federal lawsuits. Staff discussed the outcomes of the SB 678 program while making it clear that the Judicial Council had not taken any position on either of the proposed bills.

- Pursuant to Penal Code § 1231, the AOC conducted an annual survey of county probation departments' implementation of SB 678 and the use of evidence-based practices. Staff modified the SB 678 data elements to reflect changes to legislatively mandated county reporting requirements to more accurately track outcomes associated with criminal justice realignment.

Criminal Justice Realignment Data Collection: The AOC submitted a report on implementation of the 2011 Criminal Justice Realignment Act to the California Department of Finance, the Board of State and Community Corrections, and the Joint Legislative Budget Committee. This preliminary report fulfills the requirement under Penal Code § 13155 and represents the first statewide documentation of the impact of criminal justice realignment on the court system. The report may be viewed at: <http://www.courts.ca.gov/18654.htm>.

Incompetence to Stand Trial/State Hospitals: At the request of the Governor's Office, AOC staff participated in meetings regarding the increase in waitlists at state hospitals and ways in which the courts and other justice system partners might work together to address some of the overcrowding issues currently facing the state hospitals.

Traffic Ticket Costs: In response to recent media reports and articles on the increased cost of traffic tickets, and in addition to follow-up with media, a Fact Check web page has been posted on the California Courts website at: <http://www.courts.ca.gov/23715.htm> to provide accurate information on the increase of penalty assessments and fees enacted by the Legislature to fund state and local activities.

Reentry Court Project: A \$1.3 million grant received by the AOC from the Department of Justice on behalf of four California reentry court programs (Alameda, Contra Costa, San Diego, and Santa Clara), will be allocated to the courts over three years to implement, expand or enhance their reentry court programs.

California Risk Assessment Pilot Project: At the quarterly project managers meeting, chief probation officers in the pilot counties provided updates on their projects, and discussed upcoming technical assistance events, pretrial developments, and ongoing research projects.

Court Security Projects: After recently formalizing the Trial Court Security Grant Program process, the Office of Security has identified, prioritized, and begun scheduling site visits with vendors for court security projects including security camera systems upgrades, installations, and replacement; security intercom, duress, and electronic access control systems; and security

fencing. For example, in the Superior Court of Merced County, ballistic windows will be installed in two judicial officer chambers and the court executive officer's office, which at ground level could be susceptible to attack.

Tribal/State Court Forum: Building on local successful collaborations, the forum launched cross-cultural court exchanges between the Superior Court of Humboldt County and the Hoopa Tribal Court, with more than 60 participants. Through these exchanges, which are judicially-convened on tribal lands, participants identify areas of mutual concern, new ways of working together, and coordinated approaches to enforcing tribal and state court orders.

National Tribal Judicial and Court Clerks' Conference: The Office of Security was invited to present at the 44th National Tribal Judicial and Court Clerks' Conference organized by the National American Indian Court Judges Association. Staff conducted a one day course on developing a tribal court security and safety plan, focusing on security policies and procedures as well as technology designed to increase the safety of those who work in and use courts.

Judicial Council Records Management: A project to digitize Judicial Council historical materials dating back to 1965 has been completed. Previously stored in the AOC Library, the 820 binders contained more than 200,000 pages and have been digitally archived, indexed, and made searchable.

Judicial Administration Fellowship Program: The 2013–2014 class of ten Judicial Administration Fellows began their year of service with the judicial branch at a week-long orientation at California State University at Sacramento. The program is a collaboration between the Judicial Council and the Center for California Studies at Sacramento State.

Facilities

Status of SB 1407 Projects: There are 33 active capital projects totaling over \$3.9 billion; 11 projects totaling over \$1.3 billion are currently in construction; a further two projects will begin construction in 2013, bringing the total value of projects in construction to over \$1.8 billion.

New Construction:

- Construction has commenced on the new Hanford courthouse in Kings County with an anticipated occupancy date of spring 2016. Updates for the Hanford project as well as all other construction projects may be viewed online at: <http://www.courts.ca.gov/2559.htm>.
- Staff filed a California Environmental Quality Act Notice of Exemption with the State Clearinghouse for the new Modesto courthouse project; the statute of limitations passed on

October 2. An acquisition approval request for the project also was submitted to the State Public Works Board.

Courthouse Openings:

- *Los Angeles:* The new Governor George Deukmejian Courthouse in Long Beach opened in early September and is scheduled to have a dedication ceremony in November. The AOC arranged a visit to the new court building by the General Counsel to Speaker John Perez and the Policy Director for Senate pro Tem Darrell Steinberg. They were joined by Judicial Council Court Facilities Advisory Committee Chair Justice Brad Hill, and Justice Jeffrey Johnson, Chair of the Courthouse Cost Reduction Subcommittee. AOC Chief Operating Officer Curt Child and Capital Program Office Director Bill Guerin also took time with the group for a discussion on the court facilities construction program.
- *Tulare:* The new South County Justice Center in Porterville for the Superior Court of Tulare County was dedicated in October.

Real Estate and Facilities Management:

- In order to keep the Legislative Analyst's Office (LAO) informed on judicial branch activities with respect to facilities management for the courts, AOC executives met with LAO representatives, including new staff liaisons, to brief them on program issues including the program structure, funding needs for facilities modifications, lease activity, and energy conservation programs.
- As of October 1, 2013, there are 401 active facility modification projects with an estimated value of \$56.8 million.
- Implementation of facility modification projects valued at over \$9 million approved by the Trial Court Facility Modification Advisory Committee between October 2012 and September 2013 continue to face delays due to staffing shortages. The agency is recruiting three project managers to help in addressing this backlog.

Human Resources

Labor Relations/Negotiations:

- The AOC has recently concluded labor negotiations in six trial courts and is currently supporting negotiations for a further 17 trial courts.
- Support is being provided to two trial courts in responding to labor charges with the Public Employee Relations Board.
- Annual Labor Forums were held in Northern and Southern California with 90 participants representing 40 courts.

Trial Court Employee Relations: Employee relations assistance is currently being provided to 11 courts, including investigation services, redrafting of personnel policies, recruitment assistance and supervisor training programs. Requests for assistance with leaves and accommodations have increased considerably, with assistance being provided to eight trial courts on matters related to the Family Medical Leave Act or Americans with Disabilities Act.

Classification and Compensation: Classification and compensation assistance is being provided to one trial court including the identification of appropriate comparable courts and organizations.

Technology

Judicial Branch Technology Briefing for Legislative and Executive Branches: Legislative budget committee staff and executives from the Department of Finance, the Legislative Analyst's Office, and the California Department of Technology met with judicial branch representatives to be briefed and provide feedback on judicial branch progress with respect to technology strategies, funding, and governance. Feedback was positive—the California Department of Technology pointed to substantial progress. Participants expressed interest in how the branch plans to prioritize projects, and cited governance as a critical aspect of the effort in which the branch is engaged.

Finance and HR/Payroll Systems:

- *Additional Court Online for Phoenix HR/Payroll System:* The Alpine Superior Court was successfully migrated onto the payroll system, bringing the total number of courts on the AOC system to eight.
- Several system changes were implemented on Purchase Order functionality to streamline judicial branch contract legislation reporting.
- AOC Chief Administrative Officer Curt Soderlund was invited to present on the implementation of the Phoenix finance and HR/payroll systems for California's trial courts at the 2013 Gartner Symposium/ITxpo. This major symposium is attended by chief information officers and senior IT executives from around the world. The workshop entitled "Aligning the Organization for a Successful Statewide Implementation of an Enterprise IT System," outlined the development strategy and practical lessons learned from the implementation of Phoenix finance applications in all 58 trial courts and the HR/payroll applications in eight trial courts, including measuring success and planning for the future.

Case Management Systems:

- Integration standards were created for how systems should interface with the Phoenix Financial System. These standards are being shared with courts for use in the development of their technology vendor contracts.

- *Criminal and Traffic (V2)*: The V2 case management system is used by the Fresno Superior Court, with interfaces to the DMV, Fresno Sheriff's Office, and Official Payments. An application maintenance release was deployed. This release gives priority to items that address fiscal issues.
- *Sustain Justice Edition*: Staff is meeting with user courts to discuss the path forward for case management system needs. Maintenance in this period included production support updates, security certificate renewals, and updates for AB 109–Parole Revocation. Staff is also assisting the Superior Court of Merced County in copying Sustain data for their implementation of Tyler Technologies' Odyssey case management system.

Disaster Recovery Exercise: The AOC and the California Courts Technology Center completed the ninth annual disaster recovery exercise, successfully demonstrating that infrastructure, network services, and applications hosted at the center can be safely and securely backed up and restored well within the program goals. Participants who worked with the AOC to contribute to this success included executives, management, and staff in the superior courts, business partners, justice partners, information technology applications managers, and vendor organizations. A special thank you to managers and staff in the Superior Courts of Fresno, Imperial, Lake, Merced, Sacramento, San Benito, San Joaquin, Stanislaus, Ventura, and Yolo Counties who volunteered to participate in testing over the weekend of the exercise.

Telecommunications Infrastructure and Security Program Updates: The technology equipment refresh program has been completed in 18 of 23 superior courts targeted for equipment replacement by the end of the calendar year.

California Courts Protective Order Registry: California Department of Justice grant-funded system deployments continued. Two courts (Yuba and Del Norte) were deployed in this reporting timeframe, bringing the total number of superior courts using the registry to 32, and the number of tribal courts to 11. Phase III rollout will include three counties— one large county and two small sized counties—targeting courts that lack automated systems to support management of restraining and protective orders. Final selections will be approved by the Judicial Council Technology Committee. At the conclusion of this rollout it is estimated that more than 64 percent of superior courts will be using the registry. Deployment in these additional counties will cover 31 percent of California's total population and 38 percent of the restraining protective order workload volumes statewide.

Web Resources: The AOC provided technical assistance in support of the Superior Court of Santa Barbara County's web redesign. The court used the AOC trial court web templates to successfully complete the project (<http://www.sbcourts.org/>).

Enterprise Architecture Program: This is an ongoing tactical and strategic initiative to engineer technical solutions that promote standards for optimal use of technology resources. Staff developed a business case and received approval to implement a proof of concept to determine the feasibility of implementing a private cloud to host applications. Staff also completed quarterly in-person roadmap reviews for applications hosted in the California Courts Technology Center and the AOC data center.

Data Integration: A project to consolidate various Integration Services Backbone databases has been successfully tested. This will result in annual recurring cost savings for the program of \$25,000 to \$30,000. Work in all environments (test, stage, and production) is expected to be completed by year-end.

Advisory Committees/Task Forces/Working Groups

Advisory committees will hold only one in-person meeting per year until the fiscal situation improves. Other meetings will be convened using video- or audio-conferencing.

Advisory Group Open Meeting Rule: Judicial Council internal committee chairs convened a meeting of the chairs and lead staff to its 34 advisory groups to solicit perspectives and ideas that will help in drafting the rule of court on opening advisory group meetings to the public. The internal chairs facilitated three breakout groups, with each group focusing on four factors: meeting frequency and method, issues unique to the branch, closed session topics, and public comment at meetings.

The following committees met since the Judicial Council's August meeting:

1. Appellate Indigent Defense Oversight Advisory Committee
2. Appellate Court Security Committee
3. California Tribal Court/State Court Forum
4. Civil and Small Claims Advisory Committee
5. Court Executives Advisory Committee
6. Court Technology Advisory Committee
7. Criminal Law Advisory Committee
8. Mental Health Issues Implementation Task Force
9. Power of Democracy (Civic Learning) Steering Committee
 - California Task Force on K-12 Civic Learning
10. Probate and Mental Health Advisory Committee
11. SB 56 Working Group

12. Task Force on Trial Court Fiscal Accountability
13. Technology Planning Task Force
14. Traffic Advisory Committee
15. Trial Court Budget Advisory Committee
16. Trial Court Presiding Judges Advisory Committee

Meeting Details

Appellate Indigent Defense Oversight Advisory Committee:

- Audited 140 court appointed counsel compensation claims paid from April 1 through June 30, 2013. Fourteen adjustment letters were approved and one case was held over until the December audit meeting.
- Discussed quarterly reports that analyzed cost trends, program expenditures, and training programs.

Appellate Court Security Committee:

- Convened annual meeting with a focus on security for appellate facilities in the six districts, including threat assessments and security budgets.
- Office of Security was asked to obtain quotes for design, installation, and maintenance of surveillance camera upgrades for the Second Appellate District under master agreements managed by the AOC.
- Staff provided information about the Judicial Privacy Protection Program offered to justices, judges, assigned judges, commissioners, and referees, which deals with data vendors that post publicly available home addresses and phone numbers online. The program sends demands, on behalf of participating judicial officers, to a list of data vendors to suppress such judicial officer information.

California Tribal Court/State Court Forum:

- Discussed the proposed rule of court governing the forum, the cross-cultural court exchange at Hoopa, the meeting at the California Department of Justice to improve recognition and enforcement of tribal protective orders, the National American Indian Court Judges Association's 44th annual conference, and HR 3030, which would amend the Internal Revenue Code and the Social Security Act to ensure that tribal child support enforcement agencies have the authority to access parent locator services and allow tribal child support enforcement agencies to enforce orders for support through the authority to withhold past due child support payment from the federal income tax returns of parents with past due obligations.

Civil and Small Claims Advisory Committee:

- Addressed two issues raised by the Rules and Projects Committee concerning recent advisory committee recommendations: one regarding a proposed amendment of rules for discovery motion and the other on amendments of appellate rules about sealed and confidential records.
- Commenced work on the development of new rules and forms that the Legislature has mandated be implemented before July 1, 2014, including rules to implement expedited court review under the California Environmental Quality Act.

Court Executives Advisory Committee:

- Discussed budget, distribution of civil filing fees to law libraries, proposed Court Executive Advisory Committee/Conference of Court Executives governance recommendations, tracking reciprocal usage of judicial officers, and an open forum discussion of trial court issues.
- Heard updates from the Family and Juvenile Law Advisory Committee, the Access and Fairness Advisory Committee's Dependency Counsel Working Group, and the Trial Court Business Process Reengineering Working Group.

Court Technology Advisory Committee:

- Distributed an e-filing survey to the courts to collect data to inform a cost-benefit study, and help advocate for funding and prioritizing e-filing deployments.
- Reported on a Cisco Executive Briefing and the national Court Technology Conference, and heard updates from subcommittee chairs on development of a model web privacy policy for the courts; discussions around e-signatures for trial court documents; and development of a webinar on video remote technologies, expected in draft in November, as well as the three master agreements for trial court case management systems that are being used by 13 courts.

Criminal Law Advisory Committee:

- Approved recommendations for legislative proposals related to juror misconduct, intercounty transfers, and dismissals in the interest of justice.
- Considered several proposals related to criminal justice realignment, including rule updates and forms for warrants for parolees.

Mental Health Issues Implementation Task Force:

- Considered public comments received on three legislative proposals and two rule of court (amendment) proposals, and modified the proposals in light of comments received.
- Education Subcommittee drafted recommendations for expanded mental health education and forwarded content recommendations to the chairs/staff of the Center for Judiciary

Education and Research Juvenile Law and Criminal Law Curriculum Committees for consideration during their bi-annual planning process.

Power of Democracy (Civic Learning) Steering Committee:

- Discussed development of an action plan for improving and supporting civic learning and engagement in California and key opportunities to elevate this issue within this next year.
- Heard about related work being done in California and elsewhere.

California Task Force on K-12 Civic Learning:

- Discussed how to increase civic learning in state academic content standards and assessments of student learning, among other topics. Draft recommendations in these and other areas will be completed by the close of 2013, and will solicit public comment online and in regional meetings during early 2014. The full report is due in the summer of 2014. The task force is funded by the California Bar Foundation.

Probate and Mental Health Advisory Committee:

- Sought and received approval from the Policy Coordination and Liaison Committee for two legislative proposals, one solely from the committee and the other a joint proposal from the committee and the California Tribal Court/State Court Forum, for modification of uniform legislation to be recommended in 2014 by the California Law Revision Commission. Subsequently submitted memoranda on these proposals to the commission. Both proposals had received positive recommendations. Advisory committee member Hon. John H. Sugiyama appeared before the commission in support of the proposals.

SB 56 Working Group:

- Reviewed the updated judicial workload assessment and priority ranking of new judgeships for future consideration by the Judicial Council.
- Prioritized interim adjustments to the judge and staff workload studies, such as changes due to criminal justice realignment, and discussed data quality and improvement initiatives.

Task Force on Trial Court Fiscal Accountability:

- Convened for the first meeting. Members discussed their charge for implementing recommendations from the Trial Court Funding Workgroup and the Funding Allocation Subcommittee of the Trial Court Budget Advisory Committee with the goal of achieving greater equity in trial court funding. Some preliminary priorities were identified for the task force to begin to focus on.
- Courthouse Cost Reduction Subcommittee of the Court Facilities Advisory Committee toured recently completed courthouses, and reviewed and discussed design that incorporates sustainable design and life-cycle cost analyses to develop cost effective courthouses over the long term.

Technology Planning Task Force:

- Continued work reviewing drafts of the judicial branch technology governance and funding models, as well as the strategic plan for technology at the trial and appellate levels.

Traffic Advisory Committee:

- Considered and voted to recommend a proposal for a statewide invitation to comment on a draft notice to appear form, and revised instructions for electronic citation devices.

Trial Court Budget Advisory Committee Workload Allocation Funding Methodology Subcommittee - Small Court Workstream:

- Discussed issues regarding how smaller courts (currently 15) are impacted by the Workload Allocation and Funding Methodology (WAFM), and the impact of the Bureau of Labor Statistics' adjustment on the small courts' WAFM funding level, as well as how the Resource Assessment Study determines small courts' staffing needs relative to larger court staffing.

Trial Court Presiding Judges Advisory Committee:

- Discussed budget advocacy, jury reform efforts, and held an open forum on issues. Heard updates on the Family and Juvenile Law Advisory Committee and the Mental Health Issues Implementation Task Force.
- Fifty-one of the 58 courts were present, (with others calling in), for the joint meeting of the Trial Court Presiding Judges and Court Executives Advisory Committees. Participants were joined by the Chief Justice in a discussion of the judicial branch budget and ways that presiding judges and court executive officers can continue to play an important role in advocacy and strategy in the 2014–2015 fiscal year. The Chief also shared her perspective on fund balance challenges, and changes that have occurred in how the Judicial Council conducts its business during the past two years.
- Discussed other issues of shared concern including legislative priorities and education requirements for trial court employees, and heard updates from the Ad Hoc Joint Working Group on Interpreter Issues, the Trial Court Facility Modification Advisory Committee, and the Task Force on Trial Court Fiscal Accountability.

Judicial Branch Education

Summary

Judicial Education

1. Limited Jurisdiction, Small Claims, and Unlawful Detainer Orientation
2. New Judges Orientation

3. Primary Assignment Orientations – Family and Juvenile Dependency
4. Qualifying Judicial Ethics, eight courses in various locations

Joint Judicial Officer, Court Employee, and/or Justice System Stakeholder Education

5. Department of Motor Vehicles (DMV) Reporting and Department of Justice (DOJ) Reporting (for trial court personnel)
6. Records Management in the Felony Courtroom (for trial court personnel)
7. Business Process Reengineering (three workshops for trial court personnel)
8. Introduction to Coaching (for lead court personnel in Alameda County)
9. Leadership and Group Development Skills (for Habeas Corpus Resource Center attorneys and team leads)
10. Microsoft Excel Basics and Word Styles and Templates (for appellate and trial court personnel)
11. Microsoft Word Revision Features and Tables (for appellate court personnel)
12. Primary Assignment Orientation (for commissioners)

Education for Managers and Supervisors

13. Institute for Court Management-Court Community Communication
14. Supervisory Skills (for Habeas Corpus Resource Center supervisors and managers)

Broadcasts

15. DMV and DOJ Reporting (for court personnel working in juvenile court)
16. Fiscal Management for Court Managers and Supervisors
17. Judicial Branch Funding: The Basics for Managers and Supervisors (for trial and appellate court supervisors and managers)
18. Labor Relations
19. Workplace Violence and Threat Assessment (for trial and appellate court supervisors and managers)

New Online Resources

20. Cow County (Rural Courts) Institute videos
21. Judicial Campaign Ethics
22. Ten Minute Mentor: Calculating Custody Credits
23. Ten Minute Mentor: Calendar Management in Juvenile Dependency

Video Production

24. Appellate Legacy Project: Stanley Mosk; History of the Third Appellate District; Writs and Appeals

Satellite Dish Installations for Distance Education

25. Long Beach, Los Angeles County

26. Porterville, Tulare County

Program Details

Judicial Education Programs

Department of Motor Vehicles and Department of Justice Reporting: In response to high demand, a second class was added, allowing for 70 clerks with one year or less experience to attend. The session included reporting convictions, failure to appear, and failure to pay events to DMV, as well as amended, corrected, or abstract reporting. Disposition codes, reportable sections, and the DMV abstract reporting manual were reviewed and discussed. DOJ reporting including reportable violations, and reporting various sentences and suspended proceedings also were addressed.

Getting Lean and Green—Business Process Reengineering Workshop: Three, day-long workshops were offered for approximately 100 court employees from 12 courts to address business process reengineering. The workshop was developed through a collaboration between the AOC and the Joint Working Group of the Trial Court Presiding Judges and Court Executive Advisory Committees.

Records Management in the Felony Courtroom: A new online class was created to help trial court personnel better understand the significant role they play in the creation, maintenance, and disposal of court records.

Court Community Communication: This two and one-half day class addressed communication for court managers and supervisors. Course topics included making courts more understandable, the difference between legal advice and legal information, various technology applications, communicating without jargon, and addressing audiences with special communications needs.

Introduction to Coaching: This session was held for 30 new legal processing specialists in Alameda in support of the court's year-long training program for this new position.

Judicial Campaign Ethics: An online ethics course was mandated and approved by the California Supreme Court for all candidates—whether judge or attorney—for judicial election. This online course was developed in collaboration with the California Judges Association and the State Bar.

Leadership and Group Development Skills: A two-day program for Habeas Corpus Resource Center attorneys and team leads included group development, effective leadership, consistency in communication and feedback. The role of the supervisor and performance management was included as a topic for a supervisory skills course for the center's supervisors and managers.

Leadership and Ethics: This broadcast focused on ethics for trial and appellate court supervisors and managers as a basic and essential part of their leadership role. Specific ethical decision making and ethical situations were addressed.

Limited Jurisdiction, Small Claims and Unlawful Detainer Orientation: This three-day program was offered during the Primary Assignment Orientations program. Two hours of ethics elective credit were included in the program for presentations on self-represented litigants and ethics and fairness issues in limited jurisdiction.

Ten Minute Mentor: Two courses were offered—Calculating Custody Credits with Hon. Lawrence Brown of the Superior Court of Sacramento County, and Juvenile Dependency Calendar Management with Hon. Zeke Zeidler of the Superior Court of Los Angeles County.

Broadcasts

Judicial Branch Funding: The Basics for Managers and Supervisors: The presentation included a detailed walk-through of the process by which the branch budget is developed annually in conjunction with the legislative and executive branches, a review of the various funds that support judicial branch programs and operations, and fiscal reporting requirements.

Workplace Violence and Threat Assessment: The program for trial and appellate court supervisors and managers focused on the branch's general practices and policies regarding workplace violence, what needs to be communicated to employees regarding potential workplace violence and threats, how to recognize when situations may escalate to violence, and how to put in place procedures to defuse potentially violent situations.

AB 1058 Child Support Program: This was the 17th annual training conference in Los Angeles for child support commissioners, family law facilitators, court clerks, paralegals, accounting and administrative staff. Attendance at the conference included 308 court staff. Key justice partner representatives attended, including staff of the California Department of Child Support Services, local child support agencies, and the Child Support Directors Association. A primary assignment orientation and a new child support commissioner orientation session were included. The administrative and accounting track included detailed procedural information and tips for court staff on the new expedited child support grant contract and invoicing procedures.

Attendance at this conference meets the mandatory training requirements for child support commissioners, family law facilitators, and court clerks. Costs for the training are covered by grant funding.

California Elder Justice Policy Summit: An AOC attorney with the Center for Families, Children & the Courts was invited and served as a moderator and presenter for the California Elder Justice Policy Summit breakout session entitled, Ensuring Justice: Examining the Legal System's Role. The Summit, convened by the California Commission on Aging, was the second gathering to discuss elder abuse policy relating to adult protective services, institutional care, the legal system, diversity, and care giving. Summit outcomes will be included in an updated blueprint for improving California's response to elder abuse and neglect, and will be used to achieve policy and program changes that can make older adults safer and more secure.

California Dependency Online Guide (CalDOG) Demonstration at Primary Assignment Orientations: This training for a group of 35 judges newly assigned to juvenile dependency included an introduction to the CalDOG website as well as directing judges to other dependency resources produced by the AOC such as the Dependency Quick Guide and County Child Welfare profiles. The training resulted in 13 new CalDOG subscribers. Other judges attending the program were already active users of the website.

Domestic Violence Education at Primary Assignment Orientations: In compliance with California Rules of Court Rule 10.464(b), domestic violence components were included in the Primary Assignment Orientation courses for judicial officers newly assigned or returning to assignments in Family, Juvenile Dependency, or Criminal Law.

Domestic Violence Forum 2013-Reducing Risk and Lethality: Convened by the council's Violence Against Women Education Project Planning Committee, this grant-funded event was an interdisciplinary forum for judges, court professionals, representatives from the defense and prosecution, domestic violence victim advocates, law enforcement, and others to examine emerging practices in the reduction of risk and lethality in domestic violence cases, including the relinquishment of prohibited firearms. Dr. Jacquelyn Campbell, a prominent national expert on firearms relinquishment, served as key note speaker.

Family Dispute Resolution Training and Technical Assistance: Two teleconference trainings were held for the Family Dispute Resolution directors, managers, and supervisors. The faculty presented Probate Court Investigations: Practical and Legal Obligations for Practitioners and Caseload Management and Data Collection.

Indian Child Welfare Act (ICWA) Best Practices and Court Improvement-Strengthening Court and Tribal Relations: This training provided an update on the Tribal Court/State Court Forum, and ICWA initiative by Justice Partners, Tribal Star, and Casey Family Programs.

Juvenile Dependency Court Orientation Video: This video explains the dependency court process to parents who have had children removed from their care. It describes detention, jurisdiction, disposition, and review hearings. It is posted on the California Courts Self-Help channel on YouTube: <http://www.youtube.com/watch?v=Y7Xz4QdNoEY&feature=youtu.be>.

Juvenile Justice and the Intersection of Tribal/State Issues: An AOC attorney with the Center for Families, Children & the Courts taught a class at the University of San Francisco Law School Class on Juvenile Justice and the Intersection of Tribal/State Issues.

Trauma-Informed Responses: The Collaborative Justice Courts Advisory Committee and the California Association of Drug Court Professionals co-sponsored a one day workshop titled, Trauma-Informed Responses—The Missing Piece for Effective Treatment Courts. Nationally recognized faculty for the interdisciplinary collaborative court workshop was provided through the Bureau of Justice Assistance and the School of Public Affairs, American University as part of the bureau's national training and technical assistance program.

Trial Skills Training: This program is supported by the State Trial Court Improvement and Modernization Fund for the purpose of improving representation of children in dependency cases and saving court costs by improving hearing efficiency, avoiding continuances, and adhering to federal standards for timeliness. Intensive, skills-based training in trial skills was offered at two programs. To support use of the advanced skills, the training adds a mentoring component and uses pre- and post-evaluations to identify specific training needs. The training was open to all courts and was attended by 48 attorneys from 15 jurisdictions.

Administrative Office of the Courts Staffing Report as of September 30, 2013

STAFFING	Executive Office	Office of Gov't Affairs	Leadership Services Division					Operations Services Division					Administrative Services Division					AOC		
			Legal Services Office	JC Support Services	Office of Communications	Special Project Office	Trial Court Liaison Office	Center for Families, Child. & Courts	Court Ops Special Svc Office	Criminal Justice Court Svc Office	Center for Judiciary Education & Research	Office of JB Capital Programs	Office of Security	Fiscal Services Office	HR Services Office	Information Technology Services Office	Office of Admin Services		Office of Real Estate & Fac. Mgmt	TC Admin Services Office
Authorized Position (FTE)	9.00	12.00	61.00	12.80	9.00	4.00	9.00	69.00	44.40	11.00	70.50	56.00	9.00	92.00	37.00	135.90	9.00	76.00	89.00	815.60
Filled Authorized Position (FTE)	6.95	11.00	49.20	10.60	7.00	4.00	9.00	64.20	35.20	9.18	65.10	46.00	8.00	82.00	31.00	106.88	9.00	74.00	84.88	713.19
Headcount - Employees	7	11	50	11	7	4	9	66	36	10	66	46	8	82	31	107	9	74	85	719.00
Vacancy (FTE)	2.05	1.00	11.80	2.20	2.00	0.00	0.00	4.80	9.20	1.83	5.40	10.00	1.00	10.00	6.00	29.03	0.00	2.00	4.13	102.44
Vacancy Rate (FTE)	22.8%	8.3%	19.3%	17.2%	22.2%	0.0%	0.0%	7.0%	20.7%	16.6%	7.7%	17.9%	11.1%	10.9%	16.2%	21.4%	0.0%	2.6%	4.6%	12.6%
AOC Temporary Employee (909)	1	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	0	0	0	4.00
*Employment Agency Temporary Worker (FTE)	0.0	0.0	2.0	0.0	0.0	0.0	0.0	2.0	0.0	2.0	2.0	0.0	0.0	6.0	2.0	0.0	1.0	2.0	0.0	19.00
Contractors (FTE)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0	0.0	0.0	1.0	50.5	0.0	0.0	0.0	59.50
TOTAL WORKFORCE <small>(based on FTE, 909s, Agency Temps & Contractors)</small>	7.95	11.00	51.20	10.60	7.00	4.00	9.00	66.20	35.20	11.18	67.10	55.00	8.00	89.00	35.00	157.38	10.00	76.00	84.88	795.69

See definition of terms on the following page.

Definitions:	
Authorized Position (FTE)	Authorized positions include all regular ongoing positions approved in the Budget Act for that year. The number is based on the position's approved full time equivalency.
Filled Authorized Position (FTE)	Filled authorized positions are the number of authorized positions filled based on the employee's full time equivalency.
Headcount	The actual count of persons employed by the AOC, regardless of FTE. This number could be more than the FTE count due to part-time employees being counted as "1". This count does not include AOC Temporary Employees (909) or Employment Agency Temporary Workers.
Vacancy (FTE)	The number of vacancies is the number of authorized positions minus the number of filled authorized positions.
Vacancy Rate (FTE)	Vacancy Rate is calculated by dividing the number of authorized positions by the number of vacant authorized positions. This number excludes AOC temporary employees ("909" funded employees). See definition of AOC temporary employees below.
AOC Temporary Employees (909)	The "909 category is the State Controller code the AOC uses to reference a temporary position or a temporary employee. 909 Position - it is a position that may not be funded through the Budget Act and it is categorized by the Office of the State Controller as a temporary position used in the absence of an authorized position. 909 positions may be occupied by regular full-time employees due to the unavailability of an authorized vacant position. 909 Employee - An employee whose salary is not funded through the Budget Act. 909 employees may receive benefits if employed at least half-time and the term of employment is for more than six months. Types of "909" Temporary Employees include: Retired Annuitants: A retired annuitant is a retiree who is hired by his or her former employer or by another employer that participates in the same retirement system as the former employer. This includes a former participant in a state retirement system who has previously retired and who is currently receiving retirement benefits. Temporary: Employees employed by the AOC on a temporary basis - they do not receive full benefits (but do receive CalPERS retirement service credit).
Employment Agency Temporary Worker	These are workers from an employment agency. They are employees of the employment agency, not the AOC, but provide short-term support for AOC workload.
Contractor (FTE)	Individuals augmenting the work of the AOC and providing services for a limited period of time or on a specific project, where a particular skill set is required that is either (1) not within an existing AOC classification and/or job description or (2) where recruitment issues require the use of a contractor.
Full Time Equivalency (FTE)	Full Time Equivalency is the number of total maximum compensable hours designated in a year divided by actual hours worked in a year. For example, the work year for the AOC is defined as 2,080 hours; one employee occupying a paid full time job all year would consume one FTE. One employee working for 1,040 hours each would consume .5 FTE.
Time Base	Full time: Employee is scheduled to work 40 hours per week. Receives full benefits. Part time: Employee is scheduled to work less than 40 hours per week. Employees that work more than 20 hours per week receive full benefits. Intermittent: Employees have no established work schedule and work on an as-needed basis that varies from one pay period to the next. Eligibility for certain benefits may be limited for these employees.
Regular Employee	Commonly referred to as "permanent employees" – They receive full benefits.
Limited Term	Limited Term Position – It is a position that is funded through the Budget Act with a specific end date. The position is counted as an authorized position. Employee in limited term positions may be regular or temporary.

New Judgeships and Vacancies Report

Judicial Appointments: On August 29, 2013, the In September 2013, the Governor made eight new appointments to the following superior courts: Monterey (1), Orange (2), Riverside (1), San Diego (2), and Santa Clara (2). In September 2013, the Governor made one new judicial appointment to the Superior Court of Orange County.

JUDICIAL VACANCY REPORT

Number of Judgeships Authorized, Filled and Vacant as of **September 30, 2013**

TYPE OF COURT	NUMBER OF COURTS	NUMBER OF JUDGESHIPS					
		Authorized	Filled	Vacant	Vacant (AB 159 positions)	<i>Filled(Last Month***)</i>	<i>Vacant(Last Month***)</i>
Supreme Court	1	7	7	0	0	7	0
Courts of Appeal	6	105	98	7	0	98	7
Superior Courts	58	1703	1579	74**	50*	1582	121
All Courts	65	1815	1684	131		1687	128

*Authorized January 1, 2008, 50 new (AB 159) judgeships are added. However, funding for these judgeships has not yet been provided.

***As of August 31, 2013

New Vacancies that occurred in September 2013

JUDICIAL VACANCIES: APPELLATE COURTS

Appellate District	Vacancies	Reason for Vacancy	Justice to be Replaced	Last Day In Office
First Appellate District, Division One	2	Retirement	Hon. James J. Marchiano	03/15/13
First Appellate District, Division Two		Retirement	Hon. James R. Lambden	07/31/13
Second Appellate District, Division Two	4	Retirement	Hon. Kathryn Doi Todd	01/22/13
Second Appellate District, Division Five		Retirement	Hon. Orville A. Armstrong	07/31/13
Second Appellate District, Division Six		Retirement	Hon. Paul H. Coffee	01/31/12

Second Appellate District, Division Seven		Retirement	Hon. Frank Y. Jackson	06/30/13
Third Appellate District	1	Elevated	Hon. Tani G. Cantil-Sakauye	01/02/11
TOTAL VACANCIES	7			

JUDICIAL VACANCIES: SUPERIOR COURTS

County	Vacancies	Reason for Vacancy	Judge to be Replaced	Last Day In Office
Alameda	4	Transferred	Hon. Carrie McIntyre Panetta	09/20/13
Alameda		Retirement	Hon. Marshall Ivan Whitley	06/30/13
Alameda		Retirement	Hon. Joseph Hurley	03/25/13
Alameda		Resigned	Hon. Paul D. Seeman	03/19/13
Calaveras	1	Retirement	Hon. Douglas V. Mewhinney	03/01/12
Contra Costa	1	Retirement	Hon. Joyce M. Cram	03/08/13
Kern	2	Retirement	Hon. Jerold L. Turner	08/01/13
Kern		Retirement	Hon. Jon Edward Stuebbe	06/16/13
Los Angeles	27	Retirement	Hon. Charles W. McCoy, Jr.	08/28/13
Los Angeles		Dis Retirement	Hon. Cynthia Rayvis	08/22/13
Los Angeles		Converted	New Position	08/13/13
Los Angeles		Converted	New Position	08/13/13
Los Angeles		Converted	New Position	08/13/13
Los Angeles		Converted	New Position	08/13/13
Los Angeles		Converted	New Position	08/13/13
Los Angeles		Converted	New Position	08/13/13
Los Angeles		Converted	New Position	08/13/13
Los Angeles		Retirement	Hon. Shari Kreisler Silver	07/31/13
Los Angeles		Retirement	Hon. Lawrence J. Mira	07/24/13
Los Angeles		Retirement	Hon. John H. Reid	06/02/13
Los Angeles		Retirement	Hon. Dewey Lawes Falcone	05/08/13
Los Angeles		To Fed Court	Hon. Beverly Reid O'Connell	05/01/13
Los Angeles		Retirement	Hon. Diana M. Wheatley	04/16/13
Los Angeles		Retirement	Hon. Stephanie Sautner	04/05/13
Los Angeles		Retirement	Hon. Linda K. Lefkowitz	04/05/13
Los Angeles		Retirement	Hon. Richard A. Adler	04/01/13
Los Angeles		Retirement	Hon. Peter Joseph Meeka	03/31/13
Los Angeles		Retirement	Hon. John S. Fisher	02/22/13
Los Angeles		Retirement	Hon. Dudley W. Gray II	02/19/13

Los Angeles		Retirement	Hon. Jan Greenberg Levine	02/13/13
Los Angeles		Retirement	Hon. Philip H. Hickok	02/04/13
Los Angeles		Retirement	Hon. Joseph F. De Vanon, Jr.	01/31/13
Los Angeles		Converted	New Position	12/13/12
Los Angeles		Converted	New Position	12/13/12
Los Angeles		Converted	New Position	12/13/12
Merced	1	Retirement	Hon. Hugh Flanagan	06/30/13
Monterey	1	Elevated	Hon. Adrienne M. Grover	12/19/12
Orange	8	Retirement	Hon. John Nho Trong Nguyen	09/25/13
Orange		Converted	New Position	08/13/13
Orange		Retirement	Hon. B. Tam Nomoto Schumann	04/22/13
Orange		Retirement	Hon. Francisco F. Firmat	02/25/13
Orange		Retirement	Hon. Craig E. Robison	01/07/13
Orange		Converted	New Position	10/02/12
Orange		Converted	New Position	08/24/12
Orange		Elevated	Hon. David A. Thompson	06/27/12
Orange		Retirement	Hon. Richard W. Stanford, Jr.	05/16/12
Riverside	4	Retirement	Hon. David B. Downing	04/29/13
Riverside		Retirement	Hon. Jean Pfeiffer Leonard	03/29/13
Riverside		Converted	New Position	01/23/13
Riverside		Retirement	Hon. Randall D. White	12/30/12
Sacramento	4	Retirement	Hon. Roland L. Candee	05/15/13
Sacramento		To Fed Court	Hon. Troy L. Nunley	03/25/13
Sacramento		Retirement	Hon. Lloyd G. Connelly	12/31/12
Sacramento		Retirement	Hon. Brian R. Van Camp	09/30/12
San Bernardino	2	Retirement	Hon. John B. Gibson	09/19/13
San Bernardino		Retirement	Hon. John N. Martin	04/30/13
San Diego	5	Retirement	Hon. William H. McAdam, Jr.	09/30/13
San Diego		Retirement	Hon. John S. Einhorn	08/31/13
San Diego		Retirement	Hon. Richard G. Cline	08/19/13
San Diego		Retirement	Hon. Steven R. Denton	07/22/13
San Diego		Retirement	Hon. Lisa Foster	02/28/13
San Francisco	3	Retirement	Hon. Patrick J. Mahoney	02/28/13
San Francisco		Retirement	Hon. Katherine A. Feinstein	02/01/13
San Francisco		Retirement	Hon. Ellen Chaitin	11/02/12
San Mateo	1	Retirement	Hon. H. James Ellis	08/31/11
Santa Barbara	1	Deceased	Hon. Edward H. Bullard	03/10/13

Santa Clara	3	Retirement	Hon. Diane Northway	03/16/13
Santa Clara		Retirement	Hon. Jerome S. Nadler	01/18/13
Santa Clara		Retirement	Hon. Joyce Allegro	01/03/13
Shasta	1	Retirement	Hon. James Ruggiero	01/31/13
Solano	1	Retirement	Hon. Allan P. Carter	02/25/11
Sonoma	1	Retirement	Hon. Mark Tansil	10/15/12
Trinity	1	Retirement	Hon. James P. Woodward	01/05/13
Tulare	1	Retirement	Hon. Glade F. Roper	06/30/13
Tuolumne	1	Retirement	Hon. Eric L. DuTemple	12/31/12
SUBTOTAL:	74			

Authorized January 1, 2008, 50 new (AB 159) judgeships, not yet funded.

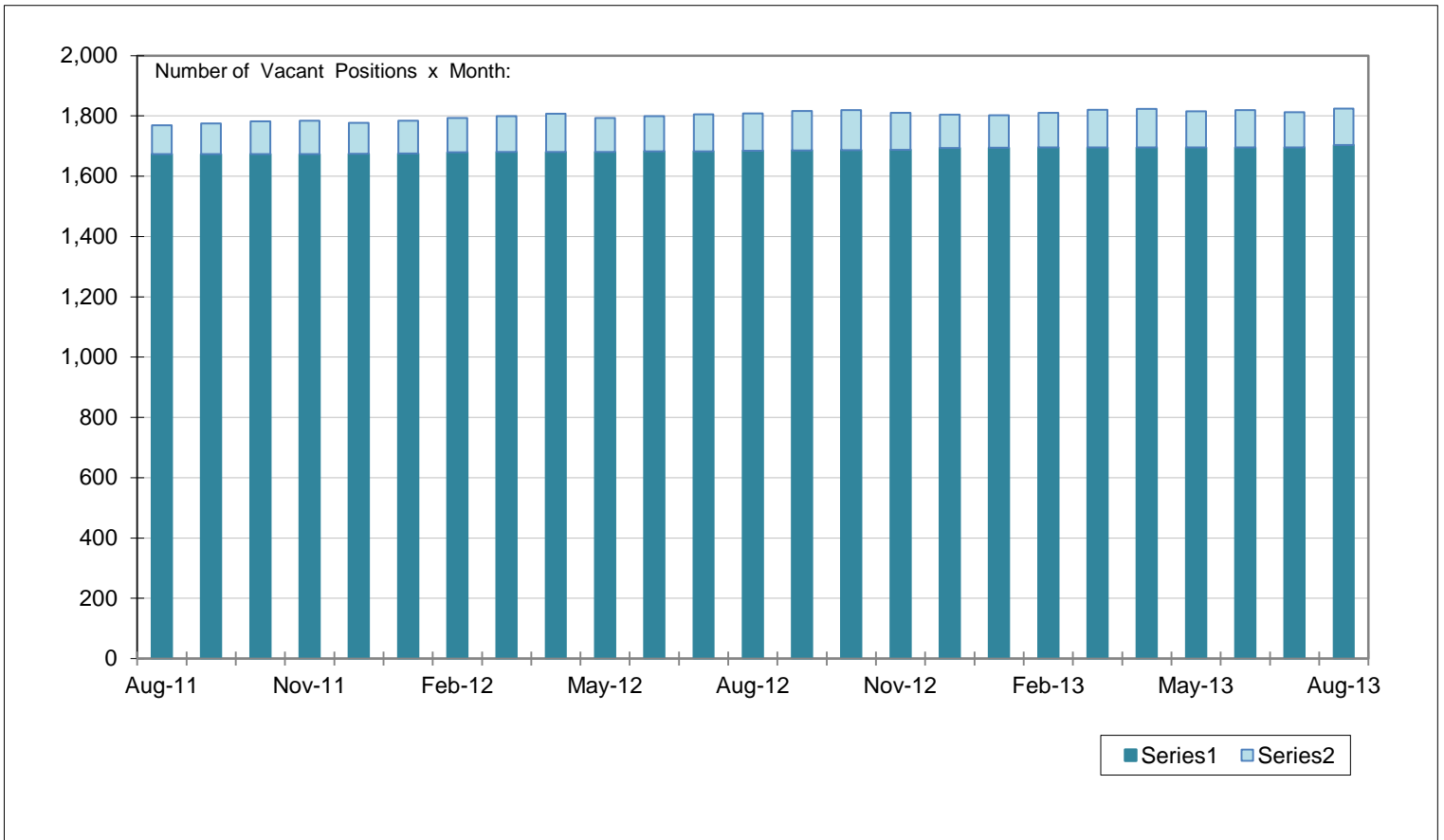
Butte	1	(AB 159)*	New Position	1/1/2008
Contra Costa	1	(AB 159)*	New Position	1/1/2008
Del Norte	1	(AB 159)*	New Position	1/1/2008
Fresno	4	(AB 159)*	New Positions	1/1/2008
Kern	3	(AB 159)*	New Positions	1/1/2008
Kings	1	(AB 159)*	New Position	1/1/2008
Los Angeles	1	(AB 159)*	New Position	1/1/2008
Madera	1	(AB 159)*	New Position	1/1/2008
Merced	2	(AB 159)*	New Positions	1/1/2008
Monterey	1	(AB 159)*	New Position	1/1/2008
Orange	1	(AB 159)*	New Position	1/1/2008
Placer	2	(AB 159)*	New Positions	1/1/2008
Riverside	7	(AB 159)*	New Positions	1/1/2008
Sacramento	6	(AB 159)*	New Positions	1/1/2008
San Bernardino	7	(AB 159)*	New Positions	1/1/2008
San Joaquin	3	(AB 159)*	New Positions	1/1/2008
Shasta	1	(AB 159)*	New Position	1/1/2008
Solano	1	(AB 159)*	New Position	1/1/2008
Sonoma	1	(AB 159)*	New Position	1/1/2008
Stanislaus	2	(AB 159)*	New Positions	1/1/2008
Tulare	2	(AB 159)*	New Positions	1/1/2008
Yolo	1	(AB 159)*	New Position	1/1/2008
TOTAL VACANCIES:	124			

**Number of Judgeships Authorized, Filled and Vacant as of the End of Each Month:
August 2011–August 2013**

Month	Superior Court					Court of Appeal			
	Authorized	Filled	Vacancy	Vacancy Rate		Authorized	Filled	Vacancy	Vacancy Rate
Aug-11	1,673	1,578	95	5.7%		105	102	3	2.9%
Sep-11	1,673	1,572	101	6.0%		105	102	3	2.9%
Oct-11	1,673	1,565	108	6.5%		105	101	4	3.8%
Nov-11	1,673	1,563	110	6.6%		105	101	4	3.8%
Dec-11	1,674	1,572	102	6.1%		105	101	4	3.8%
Jan-12	1,675	1,567	108	6.4%		105	101	4	3.8%
Feb-12	1,679	1,566	113	6.7%		105	100	5	4.8%
Mar-12	1,680	1,562	118	7.0%		105	99	6	5.7%
Apr-12	1,680	1,554	126	7.5%		105	99	6	5.7%
May-12	1,680	1,568	112	6.7%		105	98	7	6.7%
Jun-12	1,682	1,566	116	6.9%		105	100	5	4.8%
Jul-12	1,682	1,560	122	7.3%		105	100	5	4.8%
Aug-12	1,684	1,561	123	7.3%		105	100	5	4.8%
Sep-12	1,685	1,554	131	7.8%		105	100	5	4.8%
Oct-12	1,686	1,553	133	7.9%		105	100	5	4.8%
Nov-12	1,687	1,565	122	7.2%		105	100	5	4.8%
Dec-12	1,693	1,583	110	6.5%		105	103	2	1.9%
Jan-13	1,694	1,590	107	6.3%		105	102	3	2.9%
Feb-13	1,695	1,581	114	6.7%		105	102	3	2.9%
Mar-13	1,695	1,574	125	7.4%		105	101	4	3.8%
Apr-13	1,695	1,567	128	7.6%		105	101	4	3.8%
May-13	1,695	1,576	119	7.0%		105	101	4	3.8%
Jun-13	1,695	1,571	124	7.3%		105	100	5	4.8%
Jul-13	1,695	1,579	116	6.8%		105	98	7	6.7%
Aug-13	1,703	1,582	121	7.1%		105	98	7	6.7%

* As of August, 2013

Authorized Judgeships and Vacancies in the Superior Courts



Note: Growth in number of judgeships reflects subordinate judicial conversions: 105 since 2007.