



JUDICIAL COUNCIL OF CALIFORNIA

TECHNOLOGY COMMITTEE

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JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

AGENDA

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1))

THIS MEETING IS BEING RECORDED

Date: August 25, 2016
Time: 9:30 a.m. – 11:30 a.m.
Location: Sequoia Room, Judicial Council Conference Center, 455 Golden Gate Avenue, San Francisco, CA 94102-3688
Public Call-In Number 1-877-820-7831; Passcode: 3511860

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

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

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

Call to Order and Roll Call

Approval of Minutes

Approve minutes of the July 27, 2016 and August 8, 2016 meetings.

II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(2))

Public Comment

Members of the public requesting to speak during the public comment portion of the meeting must place the speaker's name, the name of the organization that the speaker represents if any, and the agenda item that the public comment will address, on the public comment sign-up sheet. The sign-up sheet will be available at the meeting location at least 15 minutes prior to the meeting start time. The Chair will establish speaking limits at the beginning of the public comment session. While the advisory body welcomes and encourages public comment, time may not permit all persons requesting to speak to be heard at this meeting.

Written Comment

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 jctc@jud.ca.gov or mailed or delivered to 455 Golden Gate Avenue, San Francisco, CA 94102-3688, attention: Jessica Craven Goldstein, c/o

Conference Support Services Unit. Only written comments received by 9:30 a.m. on Wednesday, August 24, 2016 will be provided to advisory body members prior to the start of the meeting.

III. AGENDA ITEMS

DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1 – 9)

Item 1

Chair Report

Provide update on activities of or news from the Judicial Council, advisory bodies, courts, and/or other justice partners.

Presenter: Hon. Marsha G. Slough, Chair, Judicial Council Technology Committee

Item 2

Rules Modernization Project (Phase 2) Rules Proposal: Proposed Amendments to Titles 2, 3, and 5 of the California Rules of Court (Action Required)

Review the Information Technology Advisory Committee's (ITAC) proposed amendments to titles 2, 3, and 5 of the California Rules of Court. The proposed amendments are intended to be substantive changes to the rules to facilitate e-business, e-filing, and e-service.

Presenters: Mr. Patrick O'Donnell, Managing Attorney, Legal Services Office; Ms. Tara Lundstrom, Attorney, Criminal Justice Services; and Ms. Diana Glick, Attorney, Center for Families, Children & the Courts

Item 3

Legislative Proposal on E-Filing, E-Service, and E-Signatures (Action Required)

Review ITAC's legislative proposal on e-filing, e-service, and e-signatures. This proposal would amend Code of Civil Procedure sections 664.5, 1010.6, and 1110 and would add a new section 1013b.

Presenters: Mr. Patrick O'Donnell, and Ms. Tara Lundstrom

Item 4

Legislative Proposal to Authorize Permissive E-Filing and E-Service in Criminal Proceedings (Action Required)

Review ITAC's legislative proposal that would enact Penal Code section 690.5 to clarify that permissive e-filing and e-service are authorized in criminal matters.

Presenters: Mr. Patrick O'Donnell, Ms. Tara Lundstrom; and Ms. Kimberly DaSilva, Attorney, Criminal Justice Services

Item 5

Update on Sustain Justice Edition Case Management System

An update and report on the work related to the Sustain Justice Edition case management

system.

Presenters: Mr. Richard Feldstein, JCTC member; Mr. David Koon, Manager, Judicial Council Information Technology; and Mr. Jake Chatters, JCTC member

Item 6

Update/Report on Information Technology Advisory Committee (ITAC)

An update and report on ITAC will be provided; this will include the activities of the workstreams.

Presenter: Hon. Terence L. Bruiniers, Chair, Information Technology Advisory Committee

Item 7

Update/Report on Future's Commission

An update and report on the work of the Future's Commission will be provided.

Presenter: Mr. Jake Chatters

Item 8

Discussion: Technology Budget Change Proposals

Discussion on potential technology Budget Change Proposals (BCPs) with FY 18/19 being the target year for funding.

Facilitator: Hon. Daniel J. Buckley, Vice-Chair, Judicial Council Technology Committee

Item 9


Discussion: Technology Summit

Discussion on potential judicial branch technology summit.

Facilitator: Hon. Marsha G. Slough

IV. ADJOURNMENT

Adjournment of Meeting

The background features a large, faint seal of the Judicial Council of Pennsylvania. The seal is circular and contains a central figure holding a scale of justice and a sword. The text "JUDICIAL COUNCIL OF PENNSYLVANIA" is written around the perimeter, and the year "1926" is at the bottom.

Judicial Council Technology Committee Open Meeting

August 25, 2016

Call to Order and Roll Call

- Welcome
- Open Meeting Script
- Approve minutes

*Hon. Marsha G. Slough, Chair, Judicial Council Technology
Committee*



JUDICIAL COUNCIL
OF CALIFORNIA

Chair Report

Hon. Marsha G. Slough



JUDICIAL COUNCIL
OF CALIFORNIA

Action: Rules Modernization Project (Phase 2) Rules Proposal: Proposed Amendments to Titles 2, 3, and 5 of the California Rules of Court

*Mr. Patrick O'Donnell, Managing Attorney, Legal Services Office;
Ms. Tara Lundstrom, Attorney, Criminal Justice Services; and Ms.
Diana Glick, Attorney, Center for Families, Children & the Courts*



JUDICIAL COUNCIL
OF CALIFORNIA

Action: Legislative Proposal on E-Filing, E-Service, and E- Signatures

Mr. Patrick O'Donnell, and Ms. Tara Lundstrom



JUDICIAL COUNCIL
OF CALIFORNIA

Action: Legislative Proposal to Authorize Permissive E- Filing and E-Service in Criminal Proceedings

*Mr. Patrick O'Donnell, Ms. Tara Lundstrom, and Ms. Kimberly
DaSilva, Attorney, Criminal Justice Services*



JUDICIAL COUNCIL
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Update: Sustain Justice Edition Case Management System

Mr. Richard D. Feldstein, JCTC member; Mr. David Koon, Manager, Judicial Council Information Technology; and Mr. Jake Chatters, JCTC member



JUDICIAL COUNCIL
OF CALIFORNIA

Update/Report: Information Technology Advisory Committee (ITAC)

*Hon. Terence L. Bruiniers, Chair, Information Technology
Advisory Committee*



JUDICIAL COUNCIL
OF CALIFORNIA

Update/Report: Future's Commission

Mr. Jake Chatters



JUDICIAL COUNCIL
OF CALIFORNIA

Discussion: Technology Budget Change Proposals

*Facilitator: Hon. Daniel J. Buckley, Vice-Chair, Judicial Council
Technology Committee*



JUDICIAL COUNCIL
OF CALIFORNIA

Discussion: Technology Summit



Facilitator: Hon. Marsha G. Slough



JUDICIAL COUNCIL
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Adjourn

All



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JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

MINUTES OF OPEN MEETING

July 27, 2016

12:00 - 1:00 PM

Teleconference

Advisory Body Members Present: Hon. Marsha G. Slough, Chair; Hon. Daniel J. Buckley, Vice-Chair; Hon. Kyle S. Brodie; Hon. Gary Nadler; Mr. Mark G. Bonino; and Mr. Rick Feldstein

Advisory Body Members Absent: Hon. Ming W. Chin; Mr. Jake Chatters; Hon. David E. Gunn; and Ms. Debra Elaine Pole

Liaison Members Present: Hon. Terence L. Bruiniers

Others Present: Ms. Virginia Sanders-Hinds; Ms. Jessica Goldstein; Ms. Kathy Fink, Mr. David Koon; and Ms. Jamel Jones

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order, took roll call, and advised no public comments were received.

Approval of Minutes

The advisory body reviewed and approved the minutes of the June 23, 2016 meeting.

DISCUSSION AND ACTION ITEMS

Item 1

Chair Report

Update: Hon. Marsh G. Slough, Chair of the Judicial Council Technology Committee (JCTC), welcomed and thanked everyone for attending. Justice Slough reviewed the agenda for the meeting, as well as provided updates on recent meetings in which she and other members represented the JCTC or reported on the JCTC activities.

Item 2

Update/Report on Information Technology Advisory Committee (ITAC)

Update: Hon. Terence L. Bruiniers, Chair of ITAC, provided an update and report on the activities of the advisory committee, its subcommittees, and its workstreams.

Action: The committee discussed the activities of ITAC and received the report.

Item 3

Update on Civil Case Management System (V3) Replacement Budget Change Proposal

Update: Mr. Richard D. Feldstein provided an update and report on the work related to the civil case management system (V3) replacement budget change proposal. Funding for the V3 BCP was included in the Governor's May budget and will be included in the Budget update to be delivered in August 2016.

Action: The committee received the report.

Item 4

Update on Sustain Justice Edition Case Management System

Update: Mr. Richard D. Feldstein provided an update and report on the work related to the Sustain Justice Edition case management system replacement including the request for proposal, budget change proposal, and the Placer Court Hosting Consortium.

Action: The committee received the report.

Item 5

Update on Technology Budget Change Proposals

Update: Ms. Virginia Sanders-Hinds provided an update and report on the work related to the proposed Technology Budget Change Proposals.

Action: The committee received the report.

A D J O U R N M E N T

There being no further business, the meeting was adjourned.



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JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

MINUTES OF OPEN MEETING

August 8, 2016

12:00 - 1:00 PM

Teleconference

Advisory Body Members Present: Hon. Marsha G. Slough, Chair; Hon. Daniel J. Buckley, Vice-Chair; Hon. Ming W. Chin; Hon. David E. Gunn; Mr. Jake Chatters; Mr. Rick Feldstein; and Ms. Debra Elaine Pole

Advisory Body Members Absent: Hon. Kyle S. Brodie; Hon. Gary Nadler; and Mr. Mark G. Bonino

Liaison Members Present: Hon. Terence L. Bruiniers

Others Present: Mr. Mark Dusman; Mr. Zlatko Theodorovic; Ms. Jessica Goldstein; Ms. Kathy Fink, Mr. David Koon; and Ms. Katherine Sher

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order, took roll call, and advised no public comments were received.

DISCUSSION AND ACTION ITEMS

Item 1

Chair Report

Update: Hon. Marsh G. Slough, Chair of the Judicial Council Technology Committee (JCTC), welcomed and thanked everyone for attending. Justice Slough reviewed the agenda for the meeting, as well as provided updates on recent meetings in which she and other members represented the JCTC or reported on the JCTC activities.

Item 2

Appellate Rules Modernization – Phase 2

Update: Ms. Katherine Sher of Judicial Council Legal Services reviewed the rule and form proposals of the Appellate Advisory Committee and Information Technology Advisory Committee to further modernize the appellate rules of court, and the forms used by the appellate courts, to facilitate e-filing, e-service and e-business. The proposed changes represent the second phase of changes intended to modernize the appellate rules and forms.

Action: The committee discussed the report and voted unanimously to approve.

Item 3

Rules Proposal for Consistency Between Rules and Practices for Appellate E-Filing

Update: Ms. Katherine Sher of Judicial Council Legal Services reviewed the revisions to the appellate e-filing rules, rules 8.70-8.79, proposed by the Appellate Advisory Committee and the Information Technology Advisory Committee. The proposed changes are intended to ensure that the rules governing e-filing in the appellate courts are consistent with the practices of those courts.

Action: The committee discussed the report and voted unanimously to approve.

Item 4

Update on Sustain Justice Edition Case Management System

Update: Mr. Richard D. Feldstein, Mr. Jake Chatters, and Mr. David Koon provided an update and report on the work related to the Sustain Justice Edition case management system replacement including the request for proposal, budget change proposal, and the Placer Court Hosting Consortium.

Action: The committee received the report.

A D J O U R N M E N T

There being no further business, the meeting was adjourned.

Annual Agenda Project 1. CMS Data Exchanges

Summary	Develop Standardized Approaches to Case Management System (CMS) Interfaces and Data Exchanges with Critical State Justice Partners		
ITAC Resource	Workstream		
Sponsor(s) or Chair(s)	David Yamasaki, Judge Robert Freedman (Vice-Chair)	Project Manager	Alan Crouse
JCC Resources	JCIT (Neil Payne, Jackie Woods)		
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved (1/11/2016) as part of 2016 Annual Agenda.		
Membership Established	<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"/> Governance Committee and Repository planning active.		
Expected Outcomes	1. Documented data exchange elements and format standards 2. Documented governance and modification processes		
Expected Completion	July 2016 (extended to October 2016, per ITAC chair approval 6/28/2016)		

MAJOR TASKS	STATUS	DESCRIPTION
(a) Identify a single data exchange standard between each justice partner and the judicial branch to use as a development target for case management system vendors.	Completed	Primary requirements and needs were identified, with further confirmation and expansion occurring during justice partner and CMS vendor sessions.
(b) Provide a lead court to act as a point of contact for all case management system vendors and justice partners for each justice partner exchange; and document the current implementation status of each exchange by each vendor.	Completed	Designated court CIOs facilitated sessions between justice partners and CMS vendors to refine information, processes, and identify issues for resolution.
(c) Identify the technical standards to be used for the implementation of all data exchanges between the judicial branch and justice partners.	In Progress	Implementation of CMS applications was included within the recent Vendor-Partner meetings and will continue as needed.
(d) Establish a formal governance process for exchange updates and modifications.	In Progress	Key objectives identified, with membership determination, structure, and scheduling in progress.
(e) Maintain a repository of required materials that support development of standardized exchanges.	In Progress	Repository created and readied for documentation. Preparing for outreach, documentation acquisition, and user access identification and setup.
(f) Promote the technical standards as the default standards for local data exchanges.	Not Started	[This item from the annual agenda was mistakenly omitted from this report; will update on future report.]

Annual Agenda Project 2. 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, Rob Oyung	Project Manager Snorri Ogata
JCC Resources	Legal Services (Patrick O'Donnell); Information Technology (Edmund Herbert); Branch Accounting and Procurement	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved (1/11/2016) as part of 2016 Annual Agenda.	
Membership Established	<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"/> Conducting bi-weekly meetings.	
Expected Outcomes	1. Updated Technical Standards 2. Certification Program	
Expected Completion	July 2016 (extended to December 2016, per ITAC chair approval 6/28/2016)	

MAJOR TASKS	STATUS	DESCRIPTION
(a) Update the technical standards for court e-filing, namely, the XML specification and related schema.	In Progress	At its June 2017 meeting the Judicial Council approved the Workstream’s recommendation of the NIEM/Oasis ECF specification as the technical information exchange standards for the purposes of e-filing in all state trial courts. Additionally, the council directed ITAC/the workstream to develop a plan for implementation and to report back to the council at a future date.
(b) Develop the E-Filing Service Provider (EFSP) selection/certification process.	Not Started	MTG consulting was hired to assist in developing the certification process for EFSPs seeking to access the California e-filing business. The group will explore the possibility of using the IJIS Institute’s Springboard Certification process.
(c) Develop the roadmap for an e-filing deployment strategy, approach, and branch solutions/alternatives.	In Progress	At its June 2017 meeting the Judicial Council approved the Workstream’s roadmap recommendations. Recommendations include: statewide policies, high-level functional requirements, and direction for ITAC to undertake and manage a procurement process to select multiple EFMs.
Note: A future phase RFP may be necessary, dependent upon the outcomes of this workstream.	In Progress	The workstream continues to meet and define requirements for an RFP or other procurement process. MTG consulting are also attending these meetings. Two sub-groups have been created. The first sub-group will review and discuss the requirements associated with “ClerkReview”. This sub-group will also include clerks from

		<p>existing e-filing courts in their review and discussions. The second sub-group will review and discuss the technical requirements for the project and are currently focusing on Identity Management in a multiple EFM environment.</p>
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Annual Agenda Project 3. 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, Brian Cotta	Project Manager	Heather Pettit
JCC Resources	JCIT (Donna Keating and others as specific technical topics are discussed)		
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved (1/11/2016) as part of 2016 Annual Agenda.		
Membership Established	<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	December 2016		

MAJOR TASKS	STATUS	DESCRIPTION
(a) Define workstream project schedule and detailed tasks; gain approval of workstream membership.	In Progress	Membership approved. A high-level project schedule/plan has been developed; and is being progressively detailed as topics are completed.
(b) Outline industry best practices for hosting (including solution matrix with pros, cons, example applications, and costs).	In Progress	Members are continuing efforts to gather requirements for Trial Court Service Levels and Hosting Scenarios. JCC staff presented an overview of the CCTC. In person meetings were conducted on July 20-21 during which the group reviewed a court services list, prioritized requirements, and service level agreements. Vendors, including VMWare, Cisco, Microsoft, and Amazon presented high level educational sessions defining their Cloud Services Offerings. The August meeting schedule has not yet been published. The Workstream plans to present Hosting options and requirements to a broader audience of Trial Court Stakeholders in the near future.
(c) Produce a roadmap tool for use by courts in evaluating options.	Not Started	Starting July 20, 2016
(d) Consider educational summit on hosting options, and hold summit if appropriate.	Not Started	
(e) Identify requirements for centralized hosting.	Not Started	

Annual Agenda Project 4. 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. Terence L. Bruiniers	Project Manager Olivia Lawrence
JCC Resources	Court Operations Services (Olivia Lawrence, VRI Project Manager; Anne Marx, SME) JCIT (Fati Farmanfarmaian, IT Project Manager; Jenny Phu, SME; Nate Moore, SME)	
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved (1/11/2016) as part of 2016 Annual Agenda.	
Membership Established	<input type="checkbox"/> TBD. Workstream formation is awaiting court and vendor selection for pilot.	
Project Active	<input checked="" type="checkbox"/> Yes, from the perspective of the LAPITF activity.	
Expected Outcomes	1. Implementation of VRI Pilot Program	
Expected Completion	March 2017 (Phase I) – Will need extension through August 2017	

MAJOR TASKS	STATUS	DESCRIPTION
(a) In cooperation with the Language Access Plan (LAP) Implementation Task Force Technological Solutions Subcommittee (TSS), assist with identifying participants for a video remote interpreting (VRI) pilot program project . Steps include identification of a -court participants and issuance of an RFP for a no-cost vendor partner, per the programmatic outline developed in 2015.	In Progress	<p>Pilot project proposal was presented and approved at June 24 Judicial Council meeting. Chairs of ITAC, JCTC, and LAPITF distributed a joint letter to the branch inviting court participation in the pilot and workstream; and received strong interest.</p> <p>The no-cost RFP to select participant vendors has been issued; and a pre-proposal conference held. Proposals are due in early September and the notice of intent to award will be in November.</p> <p>The tentative date for the launch of the “program assessment period” is January 2017; with a six month duration. Staff are seeking assistance for an independent evaluation of the VRI Pilot Project. Governance of the pilot (between LAPITF and ITAC’s VRI Workstream) is also under discussion.</p>
(b) Implement Phase I of the VRI pilot program project , in cooperation with the TSS.	Not Started	

* Redline indicates edits to annual agenda description, per project definitions later derived.

Annual Agenda Project 5. 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. Robert Freedman, Hon. James Mize	Project Manager Brett Howard	
JCC Resources	JCIT (Mark Gelade) and CFCC (Karen Cannata, Diana Glick)		
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved (1/11/2016) as part of 2016 Annual Agenda.		
Membership Established	<input checked="" type="checkbox"/> Approved by ITAC Chair (4/5/2016) and JCTC (4/14/2016); forwarded to E&P (staff).		
Project Active	<input checked="" type="checkbox"/> Held 3 meetings; next meeting scheduled for August 17, 2016.		
Expected Outcomes	1. SRL Portal Requirements Document 2. Request for Proposal (RFP)		
Expected Completion	December 2016 (12 months)		

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	The workstream held its kickoff meeting on March 30 and have met 3 times. Four workgroups were established to further investigate and divide the workload. <ol style="list-style-type: none"> <i>Existing Solutions Workgroup</i> met on July 26, 2016, to discuss high level focus and scope, and to establish list of resources statewide and nationally, for review by the group. <i>Technology Workgroup</i> met on July 12, 2016, to discuss high level focus and scope, and to establish list of technical resources for review by the group. Next meeting August 10, 2016. <i>Requirements Definition Workgroup</i> met on July 25, 2016, to discuss high level focus and scope, and to establish list of available resources for review by the group. <i>Document Access Workgroup</i> kick-off meeting scheduled for August 9, 2016.
(b) Determine implementation options for a branch-branded SRL E-Services website that takes optimal advantage of existing branch, local court, and vendor resources. In scope for 2016 is development of an RFP; out of scope is the actual implementation.	In Progress	See above.

Annual Agenda Project 6. Disaster Recovery (DR) Framework and Pilot

Summary	Document, Test, and Adopt a Court Disaster Recovery Framework		
ITAC Resource	Workstream		
Sponsor(s) or Chair(s)	Hon. Alan Perkins, Brian Cotta	Project Manager Brian Cotta	
JCC Resources	JCIT (Michael Derr)		
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved (1/11/2016) as part of 2016 Annual Agenda.		
Membership Established	<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"/> Conducting bi-weekly meetings.		
Expected Outcomes	1. Disaster Recovery Framework Document and Checklist 2. Findings from Pilot		
Expected Completion	December 2016 (extended to March 2017, per ITAC chair approval 6/28/2016)		

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.	In Progress	Members are continuing efforts to gather information on DR definitions, expectations and requirements. The focus has also expanded to include the documentation of applications and services that would require recovery in a DR situation, as well as the underlying technology infrastructure required to facilitate a recovery. Preparations are underway to distribute a survey to court executives to assess the backup infrastructure currently in place at the courts.
(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.	Not Started	
(c) Create a plan for providing technology components that could be leveraged by all courts for disaster recovery purposes.	Not Started	
(d) Pilot the framework by having one or more courts use it.	Not Started	

Annual Agenda Project 7. Modernize Rules of Court (Phase II)

Summary	Modernize Trial and Appellate Court Rules to Support E-Business
ITAC Resource	Rules & Policy Subcommittee, Joint Appellate Technology Subcommittee
Sponsor(s) or Chair(s)	Hon. Peter J. Siggins, Hon. Louis R. Mauro
JCC Resources	Legal Services (Patrick O'Donnell, Tara Lundstrom, Doug Miller), JCIT (Fati Farmanfarmaian, Nicole Rosa, Julie Bagoye), CFCC (Diana Glick)
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved (1/11/2016) as part of 2016 Annual Agenda.
Membership Established	<input checked="" type="checkbox"/> Rules & Policy Subcommittee, Joint Appellate Technology Subcommittee
Project Active	<input checked="" type="checkbox"/> Yes. Meeting as needed.
Expected Outcomes	1. Rule and/or Legislative Proposal, if appropriate
Expected Completion	December 2018 – and expected to be ongoing

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>Note: Projects may include rule proposals to amend rules to address formatting of electronic documents, a legislative proposal to provide express statutory authority for permissive e-filing and e-service in criminal cases, and changes to appellate forms to reflect e-filing practices.</p>	In Progress	<p><u>Rules & Policy Subcommittee (addressing trial court rule and legislative proposals)</u> Public comments were received and reviewed by the Rules & Policy Subcommittee (RPS) for three legislative proposals and one rules proposal; the RPS will present their updated recommendations to ITAC at its August 1 and 25 meetings. Pending ITAC approval, the proposals will advance to the JCTC, RUPRO/PCLC, then to the Judicial Council (October meeting for rules proposals, and December meeting for legislative proposals). Effective January 1 2017, the rules proposal would amend titles 2, 3, and 5 of the California Rules of Court. Effective January 1, 2018, the legislative proposals would amend the Probate Code, the Welfare and Institutions Code, and the Penal Code to facilitate e-filing and e-service in the probate, juvenile, and criminal courts.</p> <p><u>Joint Appellate Technology Subcommittee (addressing appellate court rule proposals)</u> Public comments were received and reviewed by the Joint Appellate Technology Subcommittee (JATS) for its Phase 2 Appellate Rules Modernization rules proposal. JATS presented its final recommendations to ITAC at the August 1 meeting, which ITAC approved. The rules proposal will now advance to the JCTC and then to the Judicial Council at their October meeting.</p>

Annual Agenda Project 8. Standards, Rules and/or Legislation for E-Signatures

Summary	Develop Legislation, Rules, and Standards for Electronic Signatures on Documents Filed by Parties and Attorneys
ITAC Resource	Rules & Policy Subcommittee
Sponsor(s) or Chair(s)	Hon. Peter J. Siggins
JCC Resources	Legal Services (Patrick O'Donnell, Tara Lundstrom), JCIT (Fati Farmanfarmaian, Nicole Rosa)
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved (1/11/2016) as part of 2016 Annual Agenda.
Membership Established	<input checked="" type="checkbox"/> Rules & Policy Subcommittee
Project Active	<input checked="" type="checkbox"/> Yes. Meets as needed.
Expected Outcomes	1. Rule and/or Legislative Proposal, if appropriate 2. Recommendation of Standards for Electronic Signatures (Update to the Trial Court Records Manual)
Expected Completion	December 2018 – Needs correction to December 2017 (Effective Jan 1, 2018)

MAJOR TASKS	STATUS	DESCRIPTION
(a) Develop legislative and 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.	In Progress	Public comments have been received and were reviewed by the Rules & Policy Subcommittee (RPS) for a legislative proposal that would authorize <u>electronic signatures</u> on electronically filed documents. At its August 1 meeting, ITAC approved the RPS recommendation that the council amend the Code of Civil Procedure. This proposal will now advance to the JCTC and PCLC, then to the Judicial Council at their December meeting (for effective date of January 1, 2018).
(b) Develop standards governing electronic signatures to be included in the "Trial Court Records Manual."	Not Started	CEAC Records Management Subcommittee have primary responsibility for developing the Trial Court Records Manual update.

Annual Agenda Project 9. Rules for Remote Access to Court Records by Local Justice Partners

Summary	Develop Rule Proposal to Facilitate Remote Access to Trial Court Records by Local Justice Partners
ITAC Resource	Rules & Policy Subcommittee
Sponsor(s) or Chair(s)	Hon. Peter J. Siggins
JCC Resources	Legal Services (Patrick O'Donnell, TBD), JCIT (Fati Farmanfarmaian, Nicole Rosa)
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved (1/11/2016) as part of 2016 Annual Agenda.
Membership Established	<input checked="" type="checkbox"/> Rules & Policy Subcommittee
Project Active	<input type="checkbox"/>
Expected Outcomes	1. Rule Proposal
Expected Completion	December 2016 – Will need extension to December 2017 (Effective Jan 1, 2018)

MAJOR TASKS	STATUS	DESCRIPTION
(a) Amend trial court rules to facilitate remote access to trial court records by local justice partners.	Not Started	

Annual Agenda Project 10. Rules for E-Filing

Summary	Evaluate Current E-Filing Laws and Rules, and Recommend Appropriate Changes
ITAC Resource	Rules & Policy Subcommittee
Sponsor(s) or Chair(s)	Hon. Peter J. Siggins
JCC Resources	Legal Services (Patrick O'Donnell, Tara Lundstrom), JCIT (Fati Farmanfarmaian, Nicole Rosa)
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved (1/11/2016) as part of 2016 Annual Agenda.
Membership Established	<input checked="" type="checkbox"/> Rules & Policy Subcommittee
Project Active	<input checked="" type="checkbox"/> Yes. Meeting regularly.
Expected Outcomes	1. Legislative and Rule Proposals
Expected Completion	December 2016 – Needs correction to December 2017 (Effective Jan 1, 2018)

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.	In Progress	The Rules & Policy Subcommittee (RPS) evaluation of the e-filing laws and rules informed its development of the legislative proposal (below).
(b) Develop legislative and rule proposals to amend e-filing laws and rules (Code of Civil Procedure section 1010.6 and California Rules of Court, rule 2.250 et seq.).	In Progress	Public comments have been received and were reviewed by RPS for a legislative proposal that would amend the statutes governing e-filing and e-service in the Code of Civil Procedure. At its August 1 meeting, ITAC approved the RPS recommendation that the council amend the Code of Civil Procedure. This proposal will now advance to the JCTC and PCLC, then to the Judicial Council at their December meeting (for effective date of January 1, 2018). Rules proposal implementing this legislation and the E-Filing Workstream recommendations will be developed by RPS in 2017.
Note: This effort will be informed by the E-Filing Workstream work.		

Annual Agenda Project 11. Privacy Policy

Summary	Develop Branch and Model Court Privacy Policies on Electronic Court Records and Access
ITAC Resource	Rules & Policy Subcommittee
Sponsor(s) or Chair(s)	Hon. Peter J. Siggins
JCC Resources	Legal Services (Patrick O'Donnell, TBD), JCIT (Fati Farmanfarmaian, Nicole Rosa)
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved (1/11/2016) as part of 2016 Annual Agenda.
Membership Established	<input checked="" type="checkbox"/> Rules & Policy Subcommittee
Project Active	<input type="checkbox"/>
Expected Outcomes	1. Recommendation of Branch Privacy Policy 2. Recommendation of Model Local Court Privacy Policy
Expected Completion	December 2017

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.	On Hold	This initiative is currently on hold due to limited resources and competing priorities.
(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.	On Hold	

Annual Agenda Project 12. Standards for Electronic Court Records

Summary	Develop Standards for Electronic Court Records Maintained as Data
ITAC Resource	Rules & Policy Subcommittee
Sponsor(s) or Chair(s)	Hon. Peter J. Siggins
JCC Resources	Legal Services (Patrick O'Donnell, TBD), JCIT (Fati Farmanfarmaian, Nicole Rosa)
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved (1/11/2016) as part of 2016 Annual Agenda.
Membership Established	<input checked="" type="checkbox"/> Rules & Policy Subcommittee
Project Active	<input type="checkbox"/> Being developed primarily by CEAC. ITAC expects to review in latter part of the year.
Expected Outcomes	1. Recommendation of Standards for Electronic Court Records as Data (Update to the Trial Court Records Manual)
Expected Completion	September 2016

MAJOR TASKS	STATUS	DESCRIPTION
(a) In collaboration with the CMS Data Exchange Workstream, develop standards and proposal to allow trial courts to maintain electronic court records as data in their case management systems.	Not Started	Waiting for CEAC to develop and provide to ITAC for review.
(b) Include standards in update to the Trial Court Records Manual.		

Annual Agenda Project 13. Appellate Rules for E-Filing

Summary	Amend Rules to Ensure Consistency with E-Filing Practices of Appellate Courts
ITAC Resource	Joint Appellate Technology Subcommittee
Sponsor(s) or Chair(s)	Hon. Louis R. Mauro
JCC Resources	Legal Services (Katherine Sher, Heather Anderson), JCIT (Julie Bagoye)
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved (1/11/2016) as part of 2016 Annual Agenda.
Membership Established	<input checked="" type="checkbox"/> Joint Appellate Technology Subcommittee
Project Active	<input checked="" type="checkbox"/> Meeting as needed.
Expected Outcomes	1. Rule Proposal, as appropriate
Expected Completion	December 2016 (Spring 2016 Rules Cycle)

MAJOR TASKS	STATUS	DESCRIPTION
(a) Review appellate rules and amend as needed to ensure consistency between the rules and current e-filing practices and to consider whether statewide uniformity in those practices would be desirable.	In Progress	JATS circulated for public comment a proposal to comprehensively revise the appellate e-filing rules in accordance with current e-filing practices, with the comment period ending on June 14. JATS met on June 30 to review the comments and made its final recommendations to ITAC, which the committee approved. The rules proposal will advance to the JCTC, then to RUPRO, and (pending approval) to the Judicial Council at its October meeting.

Annual Agenda Project 14. Consult on Appellate Court Technological Issues

Summary	Consult, as Requested, On Technological Issues Arising In Or Affecting the Appellate Courts
ITAC Resource	Joint Appellate Technology Subcommittee
Sponsor(s) or Chair(s)	Hon. Louis R. Mauro
JCC Resources	Legal Services (Katherine Sher, Heather Anderson), JCIT (Julie Bagoye)
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved (1/11/2016) as part of 2016 Annual Agenda.
Membership Established	<input checked="" type="checkbox"/> Joint Appellate Technology Subcommittee
Project Active	<input checked="" type="checkbox"/> Meeting as needed.
Expected Outcomes	1. Recommendations, as needed
Expected Completion	December 2016 (availability as issues arise)

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.	As Needed	No JATS input has been sought by other advisory bodies thus far in 2016.

Annual Agenda Project 15. Tactical Plan for Technology

Summary	Update Tactical Plan for Technology for Effective Date 2017-2018		
ITAC Resource	Workstream		
Sponsor(s) or Chair(s)	Hon. Terence L. Bruiniers	Project Manager	Kathleen Fink
JCC Resources	JCIT (Kathleen Fink, Tony Rochon, Jamel Jones)		
Project Authorized	<input checked="" type="checkbox"/> Yes. Approved (1/11/2016) as part of 2016 Annual Agenda.		
Membership Established	<input checked="" type="checkbox"/> Approved by ITAC Chair (5/3/2016) and JCTC (6/3/2016); forwarded to E&P (staff).		
Project Active	<input checked="" type="checkbox"/> Yes, has held several meetings; and continues to meet ad-hoc.		
Expected Outcomes	1. Tactical Plan for Technology 2017-2018		
Expected Completion	February 2017 – Will need extension to April or June 2017		

MAJOR TASKS	STATUS	DESCRIPTION
(a) Review and update the Tactical Plan for Technology.	In Progress	<p>Membership confirmed and team held orientation meeting in May. Finalized a branch Tactical Plan progress report to-date in July.</p> <p>The workstream met several times and used SWOT analysis (strengths, weaknesses, opportunities, and threats) to identify proposed judicial branch business drivers. The workstream discussed the analysis with CITMF in July; and from CEAC and TCPJAC in August. Input is being used to draft the updated Tactical Plan. Current Tactical Plan initiatives are also being reviewed by the associated workstreams and subcommittees for their input on revisions.</p> <p>Target timeframe for reviewing the first draft of the Tactical Plan for 2017-18 with CITMF, CEAC, TCPJAC and other stakeholders is October 2016.</p>
(b) Circulate for branch and public comment.	Not Started	
(c) Finalize and submit for approval.	Not Started	
Note: Futures Commission outcomes will provide inputs into Strategic and Tactical Plan.		