



JUDICIAL COUNCIL  
OF CALIFORNIA

TECHNOLOGY COMMITTEE

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

**JUDICIAL COUNCIL TECHNOLOGY COMMITTEE**

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

THIS MEETING WILL BE CONDUCTED BY TELECONFERENCE

THIS MEETING WILL BE RECORDED

**Date:** September 10, 2018  
**Time:** 12:00 noon - 1:00 p.m.  
**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 9, 2018 meeting and July 25, 2018 action by email.

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

**Written Comment**

In accordance with California Rules of Court, rule 10.75(k)(1), public comments about any agenda item must be submitted by September 7, 2018, 12:00 noon. Written comments should be e-mailed to [jctc@jud.ca.gov](mailto:jctc@jud.ca.gov) or mailed or delivered to 455 Golden Gate Avenue, San Francisco, CA 94102, attention: Rica Abesa. Only written comments received by September 7, 2018, 12:00 noon will be provided to advisory body members prior to the start of the meeting.

**III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1-4)**

**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

**Item 2**

**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. Sheila F. Hanson, Chair, Information Technology Advisory Committee

**Item 3**

**Information Security Update (Action Requested)**

Review and consider whether to recommend acceptance of the proposed updates to the Judicial Branch Information Security Framework; and, receive an update on the establishment of an Information Security Outreach Program.

Presenter: Mr. Michael Derr, Principal Manager, Information Technology

**Item 4**

**Update/Report on the Strategic Plan for Technology**

Provide progress on the Strategic Plan Workstream's update to the plan, including an overview of changes and invitation to provide input.

Presenter: Mr. Jake Chatters, JCTC and Strategic Plan Workstream Member  
Ms. Audra Ibarra, JCTC and Strategic Plan Workstream Member

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

**Adjourn**



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## JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

### MINUTES OF OPEN MEETING

July 9, 2018  
12:00 - 1:00 PM

Teleconference

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**Advisory Body Members Present:** Hon. Marsha G. Slough, Chair; Hon. Gary Nadler, Vice-Chair; Hon. Kyle S. Brodie; Hon. Rebecca Wightman; Mr. Jake Chatters; Ms. Rachel W. Hill; Ms. Audra Ibarra; and Ms. Andrea K. Rohmann

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**Advisory Body Members Absent:** Hon. Ming W. Chin

**Liaison Members Present:** Hon. Sheila F. Hanson

**Others Present:** Hon. Peter Siggins; Hon. Louis Mauro; Mr. Robert Oyung; Mr. Mark Dusman; Ms. Virginia Sanders-Hinds; Ms. Heather Pettit; Ms. Kathy Fink; Ms. Jessica Goldstein; Ms. Ms. Andrea Jaramillo; Ms. Ingrid Leverett; Ms. Kristi Morioka; and Christy Simons

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### OPEN MEETING

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#### 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 11, 2018 meeting.

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### DISCUSSION AND ACTION ITEMS

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#### Item 1

##### Chair Report

**Update:** Hon. Marsha 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

### **Modernization Project Rules Proposal: Proposed Amendments to Title 2, Division 3, Chapter 2 (Action)**

**Update:** Hon. Peter Siggins, Chair, Rules and Policy Subcommittee, and Ms. Andrea Jaramillo, Attorney in Judicial Council Legal Services, reviewed public comments received and provided an update and report on recommended amendments to title 2, division 3, chapter 2 of the California Rules of Court. The proposed amendments respond to new requirements in Code of Civil Procedure section 1010.6, amend definitions in the rules, and ensure indigent filers are not required to have a payment mechanism to create an account with electronic filing service providers. The committee was asked to consider recommending these to the Judicial Council.

**Action:** The committee voted to approve the recommendation and forward to the Judicial Council for consideration.

## Item 3

### **Modernization Project: Form Proposal, Withdrawal of Consent to Electronic Service (Action)**

**Update:** Hon. Peter Siggins and Ms. Andrea Jaramillo reviewed public comments received and provided an update and report on Judicial Council form EFS-006, Withdrawal of Consent to Electronic Service. The purpose of the proposal is to comply with Code of Civil Procedure section 1010.6(a)(6), which requires the Judicial Council to create such a form by January 1, 2019. This is a joint proposal with the Civil and Small Claims Advisory Committee. The committee was asked to consider recommending these to the Judicial Council.

**Action:** The committee voted to approve the recommendation and forward to the Judicial Council for consideration.

## Item 4

### **Remote Access to Electronic Records Rules Proposal: Proposed Adoption of New Rules and Amendments in Title 2, Division 1, Chapter 2 (Action)**

**Update:** Hon. Peter Siggins and Ms. Andrea Jaramillo reviewed public comments received and provided an update and report on amendments in title 2, division 1, chapter 2 of the California Rules of Court. The goal of the proposed rules is to facilitate remote access to trial court records by state, local, and tribal government entities, parties, parties', attorneys, and court-appointed persons. The committee was asked to consider recommending the adoption of these new rules and amendments to the Judicial Council.

**Action:** The committee voted to approve the recommendation and forward to the Judicial Council for consideration.

**Item 5**

**Update on Modernize Appellate Court Rules – Sealed and Confidential Records**

**Update:** Hon. Louis R. Mauro, Chair, Joint Appellate Technology Subcommittee (JATS), and Ms. Ingrid Leverett, an Attorney in Judicial Council Legal Services, discussed comments to the proposed rule amendments that would establish procedures for handling sealed and confidential materials submitted electronically in the Court of Appeal. The committee was advised that following approval by the JATS, the Appellate Advisory Committee, and the Information Technology Advisory Committee, that they would be asked to consider the recommendation.

**Action:** The committee received the report.

**Item 6**

**Update on Sustain Justice Edition Case Management System**

**Update:** Ms. Virginia Sanders-Hinds, a Principal Manager in Judicial Council Information Technology, provided an update and report on the work related to the Sustain Justice Edition case management system.

**Action:** The committee received the report.

**Item 7**

**Update on V3 Case Management System**

**Update:** Ms. Kathy Fink, a Manager in Judicial Council Information Technology, provided an update and report on the work to date related to V3 since receiving the funding for civil case management system replacement.

**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.

JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

MINUTES OF ACTION BY EMAIL BETWEEN MEETINGS  
JULY 25, 2018

**Email Proposal**

The Judicial Council Technology Committee (JCTC) was asked to approve recommendations from the Joint Appellate Technology Subcommittee and the Appellate Advisory Committee, which responded to comments, as well as addressed the adoption of the rules modernization proposal for the Appellate Courts regarding sealed and confidential records. This also included a report to the Judicial Council. Materials consisting of a cover memorandum specifying the proposal, the comment chart, and report to the Judicial Council were distributed to the members and publicly posted on the JCTC website.

Due to the limited availability of JCTC members and the body's other priorities, the JCTC did not have time to consider this request at a meeting in a timely manner. Accordingly, the Chair concluded that prompt action by email was necessary.

**Notice**

On July 19, 2018 a notice was posted advising that the JCTC was proposing to act by email between meetings under California Rules of Court, rule 10.75(o)(1)(B).

**Public Comment**

Because the email proposal concerned a subject that otherwise must be discussed in an open meeting, the JCTC invited public comment on the proposal under rule 10.75(o)(2). The public comment period began at 8:00 a.m., Thursday, July 19, 2018 and ended at 9:00 a.m., Monday, July 23, 2018. No comments were received.

**Action Taken**

After the public comment period ended, JCTC members were asked to submit their votes on the proposed action by 9:00 a.m. on July 25, 2018. All nine members voted to approve. The email proposal was approved.



# Information Security Update

September 10, 2018

# Focus Areas

- Establishing an Information Security Outreach Program
- Updating the Judicial Branch Information Security Framework





# Outreach Program

- Background
- Program Objective
- Current Status



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# Security Framework

- Mandate to periodically review and update
- Current revision cycle has been finalized in accordance with direction established with ITAC
- Task completed in partnership with AT&T Cybersecurity Consulting Services
- Redlined version of the framework has been circulated for internal review



# Original Structure

- Designed to adhere to National Institute of Standards and Technology (NIST) standards
- Released as a generic template to be localized by individual courts
- Security framework implementation checklist developed to assist courts with this process



# Finalized Structure

- Framework has been revised so it applies universally to the branch
- Allows courts to shift focus from localizing the framework and instead implement framework tasks
- Additional privacy controls have been incorporated as outlined in NIST



# Next Steps

- Approval is requested to:
  - Present the completion of the security framework update to the Judicial Council as a consent agenda item at the November 2018 meeting
  - Publish the revised framework to the Judicial Resource Network



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# Strategic Plan Update Preview & Input

Judicial Council Technology  
Committee Meeting

September 10, 2018

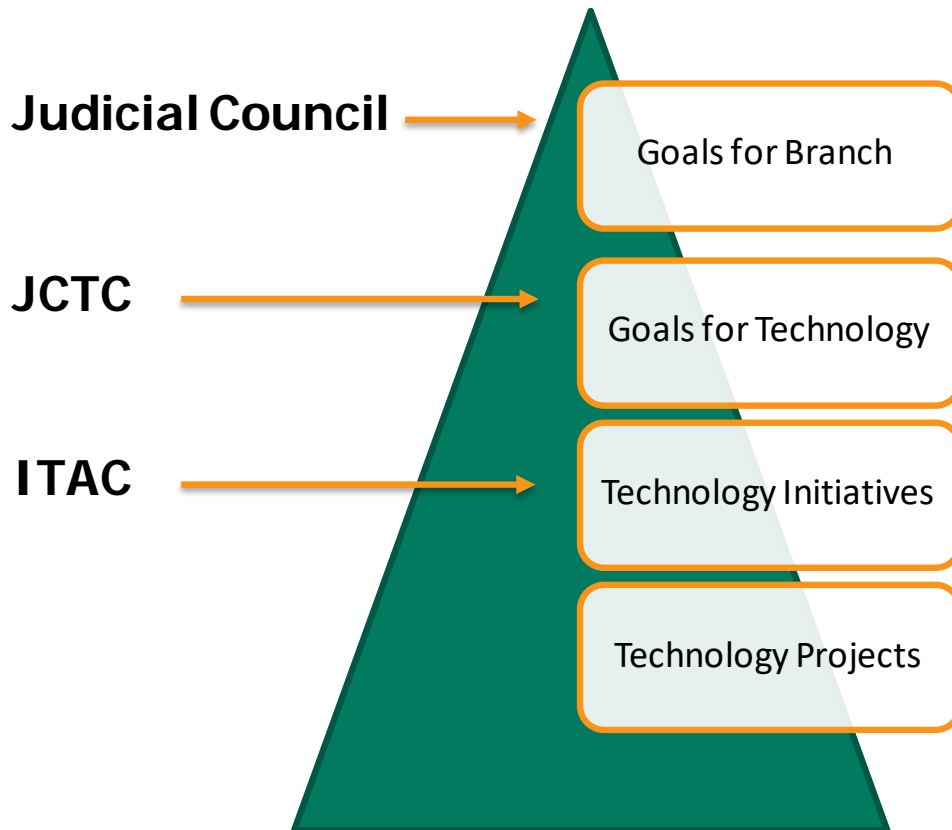


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# Governance

## Business Goals



## Guiding Documents



# Workstream Members

**Hon. Marsha G. Slough,**  
Executive Co-Sponsor

**Mr. Robert Oyung,**  
Executive Co-Sponsor

**Hon. Daniel J. Buckley**  
(PJ, Los Angeles)

**Mr. Jake Chatters**  
(CEO, Placer)

**Mr. Brian Cotta**  
(Asst. CEO, 5DCA)

**Ms. Alexandra Grimwade**  
(CIO, 20<sup>th</sup> Century Fox Television)

**Ms. Audra Ibarra**  
(Appellate Attorney)

**Mr. James Kim**  
(CEO, Marin)

**Hon. Jackson Lucky**  
(Riverside)

**Mr. Patrick O'Donnell** (Legal Staff)

**Ms. Amy Tong**  
(CIO, CA Dept. of Technology)

**Ms. Jeannette Vannoy**  
(CIO, Napa)

**Ms. Andrea K. Wallin-Rohmann**  
(CEO, 3DCA)

**Mr. David H. Yamasaki**  
(CEO, Orange)

## **COMMITTEE STAFF**

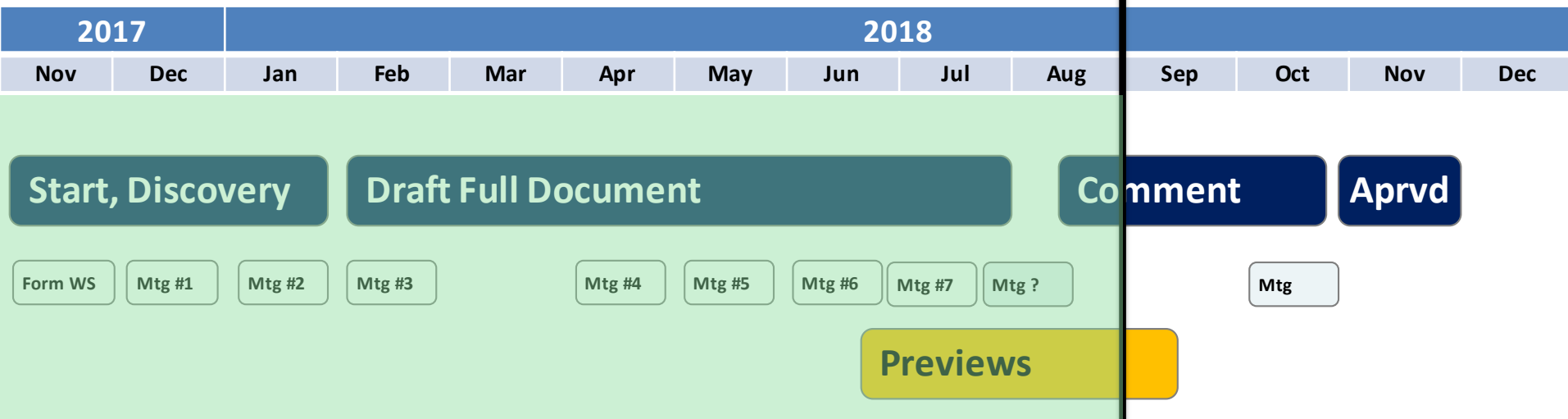
Ms. Jamel Jones

Ms. Jessica Craven

Ms. Rica Abesa



# Timeline



## Next Steps:

- Branch Comment (2 weeks) – *begin in late August*
- Public Comment (4 weeks) – *begin in late September*
- Approval by JCTC – *November 12*
- Approval by Judicial Council – *November 29/30*

# Team Assumptions

- Enhance and update the existing Strategic Plan—do not recreate it
- Maintain feedback loop
- Use it to *guide* the work — not “do” the work — of the Tactical Plan

# Plan Updates

- **Future-focused tone**
- **Improved usability**
  - Shortened and streamlined
  - Modeled after California Department of Technology plan
  - Refreshed visual design
- **Updated not recreated** → Refined goals and content
- **Properly leveled**
  - Reframed metrics as “measures for success”
  - Removed detailed focus areas for hand off to the Tactical Plan Workstream
- **Simplified but kept meaningful**
  - Removed history, dependency sections
  - Eliminated reference to specific technologies
  - Organized guiding “principles” into user-friendly categories

# Principles- *categorized!*

<b>Innovative</b> <i>Foster a culture of innovation through planning, collaboration, and education to enhance court services and operations.</i>	<b>Reliable</b> <i>Maintain a well architected, secure and reliable technical infrastructure.</i>	<b>Accessible</b> <i>Provide accessible and easy-to-use systems for all persons seeking services from the courts.</i>
<ul style="list-style-type: none"><li>• Improve Court Operations</li><li>• Provide Education and Support</li><li>• Consider Branchwide Collaboration and Economies of Scale</li><li>• Foster Local Decision-Making</li><li>• Encourage Local Innovation</li></ul>	<ul style="list-style-type: none"><li>• Secure Private Information</li><li>• Provide Reliable Information</li><li>• Protect from Technology Failure</li><li>• Plan Ahead</li><li>• Improve Branchwide Compatibility Through Technology Standards</li></ul>	<ul style="list-style-type: none"><li>• Ensure Access and Fairness</li><li>• Include Self-Represented Litigants</li><li>• Preserve Traditional Access</li><li>• Design for Ease of Use</li></ul>

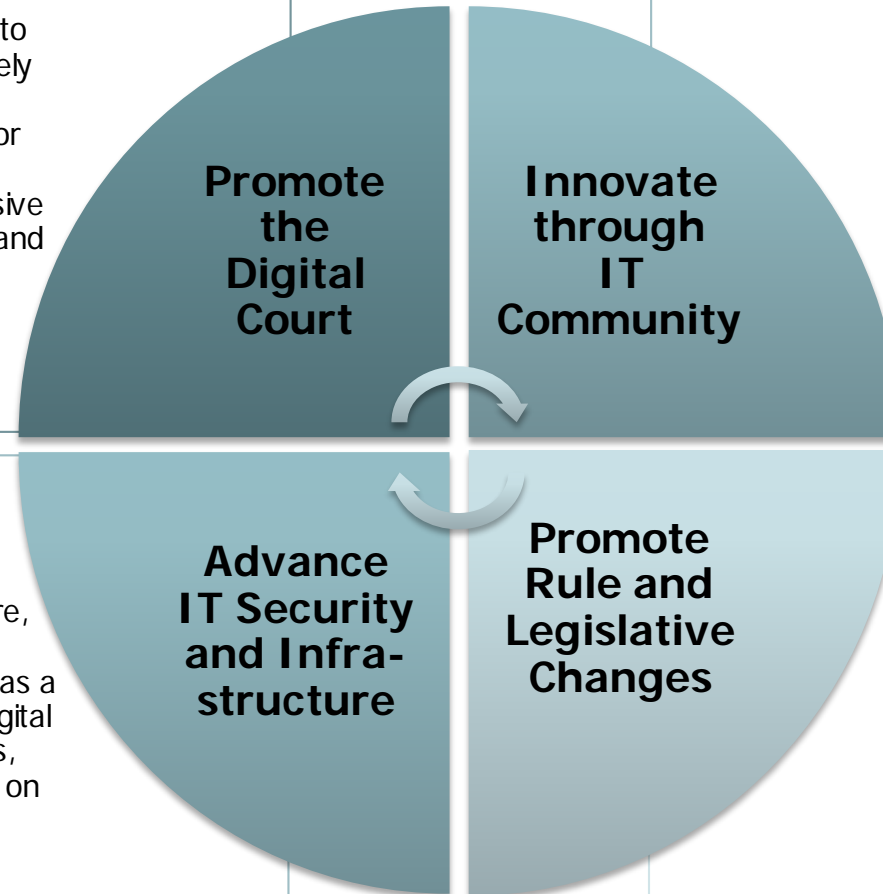
# Goals- *refined!*

- **Goal 1:** Increase access to the courts, administer timely and efficient justice by supporting a foundation for the digital court and by implementing comprehensive digital services for public and justice partners.

- **Goal 2:** Maximize its ability to innovate by strengthening and broadening its IT Community through collaboration, education, and employment strategies, to leverage innovative solutions and resources to drive technological change.

- **Goal 3:** Invest in a secure, scalable and reliable technology infrastructure as a foundation to providing digital services and public access, while maintaining a focus on privacy protections and security.

- **Goal 4:** Promote the modernization of statutes, rules, and procedures to facilitate use of technology in court operations and delivery of court services.

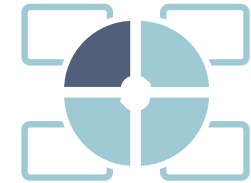


# Goal 1



- Formerly – Promote the Digital Court
  - Part 1: Foundation
  - Part 2: Access, Services, and Partnerships
- New – **Promote the Digital Court**
- **Key updates**
  - Deemphasis of digital court foundation
  - Continued emphasis on innovation, access, services, and partnerships
  - Introduce emphasis on data-driven decision-making

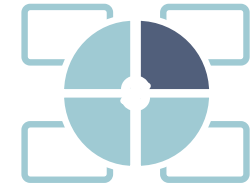
# Goal 1



The judicial branch will increase access to the courts, administer timely and efficient justice, and gain case processing **efficiencies** by supporting a foundation for the digital court and by implementing **comprehensive digital services** for public interaction and collaboration with justice partners.



# Goal 2



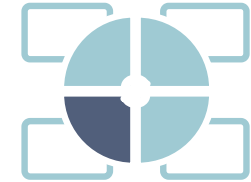
- Formerly – Optimize Branch Resources
- New – **Innovate through IT Community**
- **Key updates**
  - Emphasis on IT collaboration and technology education
  - New focus communicates progress
  - Includes enhancing relationships with external stakeholders to inform technology solutions and decision-making

# Goal 2



The judicial branch will maximize its ability to **innovate by strengthening and broadening its IT Community** through collaboration, education, and employment strategies, to **leverage innovative solutions and resources** to drive technological change.

# Goal 3



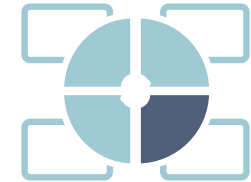
- Formerly – Optimize Infrastructure
- New – **Advance IT Security and Infrastructure**
- **Key updates**
  - Emphasis on security
  - Removed named technologies to avoid limitations and become more open-ended

# Goal 3



The judicial branch will continue to invest in a **secure, scalable and reliable** technology infrastructure as a foundation to providing digital services and public access, while maintaining a focus on privacy protections and security.

# Goal 4



- **Promote Legislative and Rule Changes**
- **Key updates**
  - Emphasis on being proactive and allowing for change and future innovation
  - Deemphasized specific areas of focus

# Goal 4



The judicial branch will promote the **modernization of statutes, rules, and procedures** to facilitate use of technology in court operations and delivery of court services.

**Feedback Welcome!**

[jctc@jud.ca.gov](mailto:jctc@jud.ca.gov)

*Thank you!*



## JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue • San Francisco, California 94102-3688  
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

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### MEMORANDUM

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**Date**

August 30, 2018

**Action Requested**

Please Review

**To**

Hon. Marsha G. Slough, Chair  
Hon. Gary Nadler, Vice-Chair  
Judicial Council Technology Committee

**Deadline**

N/A

**From**

Kathleen Fink, Manager,  
Judicial Council Information Technology

**Contact**

Kathleen Fink, Manager  
415-865-4094  
kathleen.fink@jud.ca.gov

**Subject**

Civil Case Management System (V3)  
Replacement Projects: Status July 23 –  
August 20, 2018

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**Project:** Civil Case Management System (CMS) (V3) Replacement projects for the Superior Courts of Orange, Sacramento, San Diego, and Ventura Counties

**Status:** The monthly Project Status meeting was held on August 20, 2018.

**Intra Branch Agreements (IBAs):**

The Intra Branch Agreement for FY 2018-19 for Orange Superior Court is in progress.



### **CMS V3 Support**

The V3 courts are considering how to continue to reduce the cost of V3 and will be reviewing the level of support needed. For example, it may be possible to reduce the number and size of releases, thereby reducing the resources needed.

The courts and JCC continue to reduce the amount of current maintenance and support resources in order to leverage those savings in the future to fund minimal “keep the lights on” support as a contingency for any potential project delays.

### **Ventura Superior Court** (Journal Technologies - eCourt):

The court froze requirements on Small Claims screen configuration and is making progress on Financials, Exhibits and Records, and Portals.

There are two full conversion tests planned in September.

Development of the processes for high volume back scanning and ongoing daily scanning is in progress.

Targeting Small Claims to go-live on November 5th.

### **San Diego Superior Court** (Tyler Odyssey):

The court completed five out of seven configuration sprints with two remaining, and are planning to finish by October 5th.

Data conversion is continuing, with the target to complete first data extract next week. The converted financial data will be validated against V3. In addition, 75% of V3 codes have been mapped to Odyssey.

Project Design Definitions (PDD) for gap remediation items for Small Claims was completed and is being reviewed. Requirements, business needs, and basic functionality have been identified for inclusion in the PDD.

Development for twelve data exchanges has been started and is waiting on converted data to test.

### **Sacramento Superior Court** (Thomson Reuters C-Track):

The Court is continuing to work with Thomson Reuters on discovery and planning. Discussion is focusing on baseline assessment, gap analysis, and recommendations on various solutions proposed by Thomson Reuters.

### **Orange Superior Court** (Update CMS V3 for supportability and reliability):

The court is working on a proof of concept to replace the Java framework in V3. Development of a project plan is in progress, identifying resources for the framework changes.

August 30, 2018

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Conversion of forms, to replace Adobe Web Output Pak with ImageSoft DocPath, is in progress. The software vendor is targeting to migrate 200+ forms in two months.



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### MEMORANDUM

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**Date**

August 29, 2018

**Action Requested**

Please Review

**To**

Hon. Marsha G. Slough, Chair  
Hon. Gary Nadler, Vice-Chair  
Judicial Council Technology Committee

**Deadline**

N/A

**From**

David Koon, Manager,  
Judicial Council Information Technology

**Contact**

David Koon, Manager  
415-865-4618  
david.koon@jud.ca.gov

**Subject**

Sustain Justice Edition (SJE) Replacement  
Projects: Status August 1 - 31, 2018

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As requested, this communication provides a written update regarding the progress of the nine courts using the Sustain Justice Edition (SJE) case management system which collectively received \$4.1 million in funding for FY 17/18 and \$896,000 in FY 18/19 as a result of submitting a BCP to replace the SJE case management system with a modern CMS platform.

**Project:** Sustain Justice Edition (SJE) Replacement project for the Superior Courts of Humboldt, Lake, Madera, Modoc, Plumas, San Benito, Sierra, Trinity, and Tuolumne counties.

**Status:** Judicial Council staff and the SJE courts met on August 15, 2018 for the monthly status meeting. During the meeting, the SJE courts reported that the addendum to the master services agreement with Journal Technologies, Inc (JTI) has been executed. Each of the nine courts are in the process of reviewing and signing their participation agreements and expect to have all of the participation agreements signed shortly. After all courts sign their participation agreements,

August 29, 2018

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a conference call will be scheduled with the Journal Technologies, Inc. vendor to discuss the project schedule and other planning related items.

**Next Steps:** The next monthly status meeting with Judicial Council staff and the SJE courts is on September 19, 2018. The courts will continue to review and sign their individual participation agreements with the Journal Technologies, Inc. Once all courts have signed their individual participation agreements, a project conference call will be scheduled with JTI.