

Advisory Committee on Providing Access and Fairness

Annual Agenda¹—2022

Approved by Executive and Planning Committee: March 10, 2022

I. COMMITTEE INFORMATION

Chair:	Hon. Luis A. Lavin, Cochair, Associate Justice of the Court of Appeal, Second Appellate District, Division Three Hon. Kevin C. Brazile, Cochair, Judge of the Superior Court of California, County of Los Angeles
Lead Staff:	Ms. Catherine Ongiri, Attorney, Center for Families, Children & the Courts
Committee's Charge/Membership: Rule 10.55 of the California Rules of Court states the charge of the Advisory Committee on Providing Access and Fairness (PAF), which is to make recommendations for improving access to the judicial system, fairness in the state courts, diversity in the judicial branch, and court services for self-represented parties. The committee also makes recommendations to the Center for Judicial Education and Research (CJER) Advisory Committee, proposals for the education and training of judicial officers and court staff. Rule 10.55(c) sets forth the membership position of the committee. PAF has 30 members. The current committee roster is available on the committee's web page.	
Subcommittees/Working Groups²: <ol style="list-style-type: none">1. Judicial Diversity Toolkit Working Group: Review and consider ideas and recommendations in collaboration with members of the State Bar's Council on Access and Fairness (COAF) for future updates to design and content to the newly created <i>Pathways to Judicial Diversity</i> website; lead efforts on disseminating information statewide through collaboration with justice partners.2. Standing Language Access Subcommittee: Advise and present recommendations to PAF regarding the Language Access Plan (LAP) and its overarching goal of ensuring access to justice for all court users, especially court users with limited English proficiency; as appropriate, make recommendations to PAF in the areas of technology, education, and translation; as well as recommendations on legislative and rule of court proposals to enhance language access services throughout the judicial branch.3. Ad Hoc Legislative Working Group: Review and receive updates on legislation from the Judicial Council Governmental Affairs in the areas of access and fairness affecting the judicial branch.	

¹ The annual agenda outlines the work a committee will focus on in the coming year and identifies areas of collaboration with other advisory bodies and the Judicial Council staff resources.

² California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

4. Ad Hoc Racial Justice Working Group: The working group will gather information on branchwide efforts in Racial Justice and bias, work with stakeholders in promoting those activities, and to consider recommendations on Racial Justice within the branch to the committee.

Meetings Planned for 2022³ (Advisory body and all subcommittees and working groups)

Date/Time/Location or Teleconference:

Regular bi-monthly teleconference meetings on third Thursdays, 12:15–1:15 p.m., beginning February 2022.

Check here if exception to policy is granted by Executive Office or rule of court.

³ Refer to [Operating Standards for Judicial Council Advisory Bodies](#) for governance on in-person meetings.

II. COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	Project Title: Update Bench Card on Working with Court Interpreters (<i>New/Implementation of Rule 2.893</i>)	Priority⁵ 1 Strategic Plan Goal⁶ I
<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <p>Revise the existing bench card, “Working with Court Interpreters” (2017), to update information for bench officers on the appointment of interpreters in civil matters, in accordance with 2018 amendments to California Rules of Court, rule 2.893, and to provide them with information regarding waiver of an interpreter by limited English proficient (LEP) court users. The bench card will also be updated to include guidance for bench officers on the appropriate use of technology when having remote proceedings that require language access. This project will not result in recommendations to the Judicial Council, supports implementation of rule 2.893, and is updating a bench card previously developed by the Language Access Plan Implementation Task Force to include guidance for judges on rule 2.893 and on remote appearances that may require an interpreter. The current bench card resides on the Judicial Resources Network (JRN).</p> <p>Status/Timeline: The committee will seek review and approval from the Executive and Planning Committee for implementation by December 30, 2022.</p> <p>Fiscal Impact/Resources: Center for Families, Children & Courts (CFCC) staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Information Technology; Center for Judicial Education and Research (CJER); and bench officers.</p> <p>AC Collaboration: PAF Language Access Subcommittee.</p>		

⁴ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

⁶ Indicate which goal number of The Strategic Plan for California’s Judicial Branch the project most closely aligns.

⁷ A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	New or One-Time Projects ⁴	
2.	Project Title: Evaluate Strategies to Support Courts with Implementation of California Rules of Court, Rule 1.300 (Language Access in Court Ordered Services) (New/Implementation of Rule 1.300)	Priority⁵ 1 Strategic Plan Goal⁶ I
<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <p>Evaluate recommendations developed by the National Center for State Courts on rule 1.300 implementation and develop strategies, including potentially developing information for courts on available service providers. This project will not result in recommendations to the Judicial Council, supports implementation of rule 1.300, and is a continuation of a PAF Annual Agenda project approved for 2021.</p> <p>Status/Timeline: The committee will seek review and approval from the Executive and Planning Committee for project implementation and completion by Spring 2023.</p> <p>Fiscal Impact/Resources: CFCC’s Language Access Services program staff; including program budget for consultant projects as needed.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: Information Technology; trial courts; public including LEP court users; community providers; and justice partners.</p> <p>AC Collaboration: PAF Language Access Subcommittee.</p>		
3.	Project Title: Create multilingual instructional materials for LEP court users on how to participate remotely. (New/Implementation Project to Support LEPs in Remote Appearances)	Priority⁵ 1 Strategic Plan Goal⁶ I
<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <p><i>Post-Pandemic Initiative-</i>The Language Access Subcommittee and Judicial Council staff will work with the National Center for State Courts under a current contract to create new instructional infographics and short videos to educate LEP court users on how to participate remotely in hearings for civil and family law matters, including actions involving an interpreter. The materials will be developed in plain English and will include translations of the infographics and videos. This project will not result in recommendations to the Judicial Council</p>		

New or One-Time Projects⁴

and is a new Language Access Services project designed to support implementation of remote access by providing LEP court users with instructional materials (infographics and videos) in their language on how to prepare for and participate in remote proceedings.

Status/Timeline: The committee will seek review and approval from the Executive and Planning Committee for implementation by December 30, 2022.

Fiscal Impact/Resources: CFCC Language Access Services program staff, including program budget for consultant projects as needed.

This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.

Internal/External Stakeholders: Public Affairs; Information Technology; trial courts; public including LEP court users; and justice partners.

AC Collaboration: PAF Language Access Subcommittee.

#	Ongoing Projects and Activities ⁴	
1.	Project Title: Diversity in The Branch (Implementation Project)	Priority⁵ 1
<p data-bbox="174 305 783 342">Project Summary⁷: PAF will do the following:</p> <ul style="list-style-type: none"> <li data-bbox="226 396 1906 505">a) Continue to update the newly revised toolkit, <i>Pathways to Judicial Diversity</i> website based on feedback received from users. Conduct presentations and continue the rollout of the toolkit statewide in collaboration with justice partners, provided sufficient resources are available. <li data-bbox="226 516 1881 586">b) Continue to serve as subject matter resource with justice partners and stakeholders on initiatives for increasing diversity in the judicial branch. <li data-bbox="226 610 1829 680">c) Continue to collaborate with CJER staff on improving and expanding educational resources in areas under PAF’s purview and expertise related to diversity, inclusion, and fairness. <li data-bbox="226 704 1850 774">d) Continue to work on proposed recommendations from the 2021 Judicial Diversity Summit for the committee and council to consider. <p data-bbox="174 824 1591 862">This project was approved on the committee’s 2013 annual agenda. Item <i>d</i> was updated to include new details.</p> <p data-bbox="174 902 1913 976">Status/Timeline: Ongoing. The committee will seek review and approval of the new items from the Executive and Planning Committee for implementation by December 30, 2022.</p> <p data-bbox="174 1019 678 1057">Fiscal Impact/Resources: CFCC staff.</p> <p data-bbox="174 1065 1906 1146"><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p data-bbox="174 1190 1955 1263">Internal/External Stakeholders: CJER, State Bar’s COAF, California Judges Association, California Lawyers Association, and California Change Lawyers.</p> <p data-bbox="174 1308 978 1346">AC Collaboration: Judicial Diversity Toolkit Working Group.</p>		

#	Ongoing Projects and Activities⁴	
2.	Project Title: Ad Hoc Racial Justice Working Group (Implementation Project)	Priority⁵ 1
		Strategic Plan Goal⁶ I
	<p>Project Summary⁷: PAF will do the following:</p> <p>Continue to review and provide updates regarding the branch’s efforts to address racial bias and fairness. The working group will gather information on branch wide efforts in Racial Justice and bias, work with stakeholders in promoting those activities, and to consider recommendations on Racial Justice within the branch to the committee. In 2022, the working group will begin development of an online toolkit with educational and training resources to assist local courts with increasing access and fairness in the area of racial justice. This project may result in recommendations to the Judicial Council as needed. This project was previously included on the 2021 PAF Annual Agenda.</p> <p>Status/Timeline: Ongoing. The committee will seek review and approval of the new items from the Executive and Planning Committee for implementation by December 30, 2022.</p> <p>Fiscal Impact/Resources: CFCC staff and IT staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Center Judicial Education Research (CJER), Information Technology, and Criminal Justice Services staff.</p> <p>AC Collaboration: This item may include collaboration with various Judicial Council advisory bodies, including, but not limited to: Family and Juvenile Law Advisory Committee, Trial Court Presiding Judges Advisory Committee (TCPJAC), Court Executives Advisory Committee (CEAC), Collaborative Justice Courts Advisory Committee (CJCAC), Traffic Advisory Committee (TAC), (Criminal Law Advisory Committee (CLAC), Civil and Small Claims Advisory Committee (C&SCAC), Information Technology Advisory Committee (ITAC); and CJER Access, Ethics, and Fairness Curriculum Development Committee.</p>	
3.	Project Title: Language Access Signage and Technology Grants (Implementation Project)	Priority⁵ 1
		Strategic Plan Goal⁶ I
	<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <p>a) In coordination with the Judicial Council Executive Office, PAF Language Access Subcommittee, Information Technology Advisory Committee, and Technology Committee, the Center for Families, Children & the Courts Language Access Services</p>	

#	Ongoing Projects and Activities⁴	
	<p>Program will disburse ongoing monies (\$2.35 million each year) from the 2018 Budget as grants to trial courts for language access signage and technology initiatives on an annual basis. The grant program commenced in September 2019, following council approval.</p> <p>b) For fiscal year 2022–23, the grant cycle (Cycle 4) will commence in Spring/Summer 2022. Council staff will continue to develop annual reports on the grant program.</p> <p>This grant project does result in recommendations to the Judicial Council and was approved on the committee’s 2020 annual agenda.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: CFCC, Branch Accounting and Procurement, and IT staff, ongoing monies from 2018 Budget Act.</p> <p><input checked="" type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Information Technology; trial courts and public, including LEP court users.</p> <p>AC Collaboration: PAF Language Access Subcommittee, ITAC, and Technology Committee.</p>	
4.	<p>Project Title: Align Language Access Data Analytics with Branchwide Data Analytics Framework (Implementation Project)</p>	<p>Priority⁵ 1</p> <p>Strategic Plan Goal⁶ I</p>
	<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <p>The subcommittee will work with Judicial Council staff to identify metrics that will assist court decision making and align with the branchwide data analytics framework.</p> <p>This project does not result in recommendations to the Judicial Council and is an implementation project to support implementation of the Language Access Plan. This project was approved on the committee’s 2020 annual agenda as the Annual Language Access Survey. This item has been redefined to capture a more narrow set of language access metrics to complement existing data sources.</p> <p>Status/Timeline: By September 2022 (develop data analytics tool).</p> <p>Fiscal Impact/Resources: CFCC Language Access Services program staff; consultation with Office of Court Research (OCR).</p>	

#	Ongoing Projects and Activities⁴	
	<p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Trial courts, public, including LEP court users, and other stakeholders who have an interest in ensuring the judicial council’s efforts to provide meaningful language access.</p> <p>AC Collaboration: PAF Language Access Subcommittee.</p>	
5.	Project Title Collaborate and Provide Subject Matter Expertise (Implementation Project)	Priority⁵ 1
	<p>Project Summary⁷: PAF will do the following:</p> <p>Serve as lead/subject matter resource for issues under the committee’s charge to avoid duplication of efforts and contribute to development of recommendations for council action.</p> <p>Serve as subject matter resource for other stakeholders on subjects under the committee’s charge to increase efficiency and avoid duplication of services within the branch.</p> <p>Provide education and technical assistance to the court self-help centers; make recommendations to the Judicial Council, as needed, regarding reports to the legislature on self-help services, requests for funding for self-help and updates to the Guidelines for the Operation of Self-Help Centers in California Trial Courts as provided by California Rules of Court, rule 10.960(e).</p> <p>Continue collaborations with the TAC, CLAC, and other relevant Judicial Council advisory bodies and staff on recommendations to improve access and fairness in traffic court. These collaborations started in 2017 when the Rules Committee Chair directed PAF to collaborate with TAC and CLAC on recommendations to improve access and fairness in traffic court. This resulted in liaison relationships between the three committees as well as successful collaborations on several rules and forms, including the “Ability to Pay” rules and forms which went into effect in April 2018. PAF will continue to collaborate with and provide subject-matter expertise to CLAC and TAC as appropriate.</p> <p>Per a request from CLAC, provide subject matter expertise as CLAC undertakes a project to perform a user-centered design review of the Judicial Council’s criminal law forms. This may include recommendations regarding plain language translation, usability testing, use of informational sheets, and other factors affecting the user-friendliness of forms that CLAC seeks to review.</p>	

#	Ongoing Projects and Activities⁴	
	<p><i>New-PAF</i> will serve as subject matter experts to Judicial Council staff responsible for managing the Justice Corps program on the independent evaluation of members’ career paths and the program’s efforts to increase diversity in the legal system and enhance civics education. This evaluation is being done at the request of the funder of the Justice Corps program.</p> <p><i>Post Pandemic Initiative</i> - Outreach on Remote Services including the SRL portal.</p> <p><i>Post Pandemic Initiative</i> - Explore partnerships with community-based organizations to assist with remote proceedings.</p> <p>Status/Timeline: Ongoing. The committee will seek review and approval of the new items from the Executive and Planning Committee for implementation by December 30, 2022.</p> <p>Fiscal Impact/Resources: CFCC, Governmental Affairs, and CJS staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: This item may include collaboration with various Judicial Council advisory bodies, including, but not limited to: Family and Juvenile Law Advisory Committee, TCPJAC, CEAC, CJCAC, TAC, CLAC, C&SCAC, ITAC; and CJER Access, Ethics, and Fairness Curriculum Development Committee.</p>	
6.	Project Title: Improving Access and Fairness through Technology (Implementation Project)	Priority⁵ 1
	<p>Strategic Plan Goal⁶ I</p> <p>Project Summary⁷: PAF will do the following:</p> <ul style="list-style-type: none"> a) Continue coordinating with the Judicial Council’s ITAC on developing a Self-Represented Litigant E-Portal. (See The Critical Role of the State Judiciary in Increasing Access for Self-Represented Litigants: Self-Help Access 360); and b) Discuss and explore with ITAC other intersections between access, fairness, and technology. <p>Explore how to encourage use of technologies that benefit court-users with disabilities. This project does not result in recommendations to the Judicial Council and was approved on the committee’s 2016 annual agenda.</p> <p>Status/Timeline: Ongoing.</p>	

#	Ongoing Projects and Activities ⁴
	<p><i>Fiscal Impact/Resources:</i> CFCC and IT staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> ITAC.</p>

III. LIST OF 2021 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p>Diversity in the Branch: PAF collaborated with the California Lawyers Association and California Judges Association to present a three-day Judicial Diversity Summit with six pre-sessions by videoconference. Over 500 people attended the various events for the Judicial Diversity Summit. PAF presented the Pathways to Judicial Diversity website and toolkit in person once and four times by videoconference throughout the state including to local courts, bar associations leaders, and to the Judicial Nominees Commission. PAF was able to reach a wider audience statewide by continuing virtual presentations due to COVID-19.</p> <p>Status: Presentations of toolkit will be ongoing in 2022.</p>
2.	<p>Collaborate and Provide Subject Matter Expertise: During the prolonged effects of the COVID-19, staff continued to provide training on the COVID-19 emergency rules related to unlawful detainers to Self-Help Centers statewide. Staff continued to update a statewide education and training website resource and convened weekly online trainings and updates during COVID-19 for Self-Help providers.</p> <p>Status: Ongoing.</p>
3.	<p>Model Translation Guidelines for Courts: PAF’s Language Access Subcommittee is developing model translation guidelines for courts that provide guidance on the identification of vital documents for translation including local forms, local court web content, and other public-facing materials. The guidelines will be presented to PAF and posted to the Language Access Toolkit in Spring 2022.</p> <p>Status: Ongoing.</p>
4.	<p>Support for Implementation of California Rules of Court, Rule 1.300: PAF’s Language Access Subcommittee consulted with NCSC to assist with implementation of California Rules of Court, rule 1.300. A report will be presented to PAF and posted to the Language Access Toolkit in Spring 2022 with recommendations and strategies for review and evaluation by the Language Access Subcommittee.</p> <p>Status: Ongoing.</p>
5.	<p>Language Access Signage and Technology Grants: In coordination with the Judicial Council Executive Office, PAF Language Access Subcommittee, ITAC, and Technology Committee, CFCC Language Access Services Program disbursed ongoing monies (\$2.35 million each year) for language access signage and technology grants, which are supported by the 2018 Budget Act. In November 2021, for Cycle 3 of the grant program (FY 2021–22), the council approved grants for 22 courts.</p> <p>Status: Ongoing.</p>
6.	<p>Public Outreach Campaign: Phase 2: PAF’s Language Access Subcommittee consulted with the NCSC and launched the public outreach campaign in March 2021. The outreach included three educational webinars, followed by direct outreach to courts and stakeholders. The campaign concluded with ethnic media runs that ran in August–October 2021, which provided placement of translated public service announcements, and infographics on “Do I Need a Court Interpreter” and “How to Work with a Court Interpreter,” in newspapers and radio stations in the state’s top 8 non-English spoken languages (Cantonese, Farsi, Korean, Mandarin, Russian, Spanish, Tagalog, and Vietnamese).</p> <p>Status: Completed.</p>

#	Project Highlights and Achievements
7.	<p>Annual Language Access Survey: As a follow-up to surveys conducted in 2016–2019, the Language Access Services Program sent out a language access survey to all 58 trial courts in September 2020 regarding courts’ provision of language access services, as of June 30, 2020. A Language Access Metrics Report was issued in Fall 2021. Status: Completed.</p>
8.	<p>Improving Access and Fairness through Technology: PAF in collaboration with the Judicial Council’s ITAC continued developing a Self-Represented Litigant E-Portal. Launched the Consumer Debt, Evictions, Small Claims, Civil Discovery, Domestic Violence, Fee Waivers, and Self-Represented Litigant resources to the Self-Represented Litigant Portal. Status: Ongoing.</p>