

Web Content Checklist: Keeping Our Websites Current

Please use the following checklist to help ensure that all Judicial Council-maintained websites (*California Courts, Judicial Resources Network (JRN), and Intranet/HUB*) deliver current, timely, and accurate content to site visitors.

Here's how you can help:

- AOC name change check.** While efforts were made to change AOC to Judicial Council of California on many top-level web pages, many pages deeper within JRN and the HUB still make reference to the AOC. Conduct a sweep of any content you are responsible for and replace AOC with Judicial Council (of California). **Note:** *The abbreviation JCC is not to be used on any formal documents or public-facing web pages.*
- Check for broken links.** Conduct a Q/A of your pages to ensure that hyperlinks in your content are pointing to the right location. Links pointing to external locations may be more susceptible to breaking, since we do not manage those sites and are not informed when those pages are either moved or deleted.
- Conduct a Content Review.** Conduct a review of ALL your posted content and identify any pages that need updating or deleting. Ensure that pages featuring past events, meetings, or conferences are either removed, updated, or archived.
- Reports, publications, and forms.** Ensure your pages present the most current version of reports, publications, and forms. Web Services can archive old publications or documents to a shared Drive or CD. Ensure Committee and working group rosters are available and current.
- Contact information.** If you post staff contact names and numbers, be sure that all contact information is up-to-date and accurate. Consider requesting an anonymous inbox for programs, rather than publishing individual staff names, for example: collaborativejustice@jud.ca.gov. Requests should be directed to the [HelpDesk](#).
- Support User-Centered Design.** Help keep our content customer-centric by:
 - Reviewing the communication objectives of your page(s) or section;
 - Documenting your primary and secondary audiences;
 - Effectively communicating the customer benefits/value of your program(s);
 - Requesting a report of annual or monthly web visitor traffic to your page or section;
 - Consulting with Web Services about optimizing or redesigning your section.

Getting Assistance

Send your Web content updates and requests to: webcontent@jud.ca.gov.

Web Services can also provide archiving services for you upon request.

For questions or more info, please contact: [Mark Gelade](#) (415) 865-7448 in IT Web Services.