

**Advisory Committee on Civil Jury Instructions**  
**Annual Agenda<sup>1</sup>—2023–2024**  
**Approved by Rules Committee: 10/26/23**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Adrienne M. Grover, Associate Justice of the Court of Appeal, Sixth Appellate District
<b>Lead Staff:</b>	Eric Long, Attorney, Legal Services
<b>Committee’s Charge/Membership:</b> <p><a href="#">Rule 10.58</a> of the California Rules of Court states the charge of the Advisory Committee on Civil Jury Instructions, which is to make recommendations to the Judicial Council for updating, amending, and adding topics to the <i>Judicial Council of California Civil Jury Instructions</i> (CACI).</p> <p><a href="#">Rule 10.58</a> sets forth the membership position of the committee. The Advisory Committee on Civil Jury Instructions currently has 22 members (a majority of which must be judges). Under <a href="#">rule 10.58</a>, the Committee must include at least 1 member from each of the following categories: (1) appellate court justice; (2) trial court judge; (3) lawyer whose primary area of practice is civil law; and (4) law professor whose primary area of expertise is civil law. The current committee <a href="#">roster</a> is available on the committee’s web page.</p>	
<b>Subcommittees/Working Groups<sup>2</sup>:</b> <p>The advisory committee has three subcommittees (referred to internally as working groups). Each working group is made up exclusively of committee members. Each working group reviews approximately one third of the proposed meeting agenda before the full committee meeting and makes recommendations to the committee regarding each proposal. The 3 working groups are (and are so numbered because the committee’s original 6 working groups were consolidated into 3):</p> <ol style="list-style-type: none"><li>1. Working Group 12</li><li>2. Working Group 34</li><li>3. Working Group 56</li></ol>	

<sup>1</sup> 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.

<sup>2</sup> 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.

**Meetings Planned for 2023–2024<sup>3</sup> (Advisory body and all subcommittees and working groups)**

Date/Time/Location or Teleconference:

Three working group meetings: on or about the week of December 4, 2023, 10:00 a.m.–2:00 p.m., Videoconference

Advisory committee meeting: on or about January 25, 2024, 10:00 a.m.–4:00 p.m., San Francisco (and/or videoconference)

Three working group meetings: on or about the week of June 3, 2024, 10:00 a.m.–2:00 p.m., Videoconference

Advisory committee meeting: on or about July 18, 2024, 10:00 a.m.–4:00 p.m., San Francisco (and/or videoconference)

Due to the nature of the advisory committee’s work and the detailed drafting that is required to write civil jury instructions that are legally accurate and understandable to the average juror, 2 in-person meetings, rather than only 1, have been authorized in prior years. The advisory committee will again seek an exception for 2 in-person meetings.

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

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

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>4</sup>	
1.	None	Priority n/a <sup>5</sup>
<p data-bbox="176 396 478 431"><b>Project Summary</b><sup>7</sup>: n/a</p> <p data-bbox="176 472 443 505"><b>Status/Timeline</b>: n/a</p> <p data-bbox="176 545 562 578"><b>Fiscal Impact/Resources</b>: n/a</p> <p data-bbox="176 586 1902 659"><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 data-bbox="176 699 646 732"><b>Internal/External Stakeholders</b>: n/a</p> <p data-bbox="176 773 470 805"><b>AC Collaboration</b>: n/a</p>		

<sup>4</sup> 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.

<sup>5</sup> 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.

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

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

#	Ongoing Projects and Activities <sup>4</sup>	
1.	<i>Maintenance—Case Law</i>	<p><i>Priority 1<sup>5</sup></i></p> <p><i>Strategic Plan Goal IV<sup>6</sup></i></p>
<p><b>Project Summary<sup>7</sup>:</b> Review new case law affecting jury instructions to determine whether changes to any civil jury instructions are required. Draft and present proposed changes for council approval.</p> <p><b>Status/Timeline:</b> Ongoing, with delivery of any changes requiring Judicial Council approval to the council at its May and November meetings; delivery of any changes requiring only Rules Committee approval to Rules Committee as needed.</p> <p><b>Fiscal Impact/Resources:</b> None.</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><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Each Working Group reviews, considers, and makes recommendations to the AC regarding each proposal.</p>		
2.	<i>Maintenance—Legislation</i>	<p><i>Priority 1<sup>5</sup></i></p> <p><i>Strategic Plan Goal IV<sup>6</sup></i></p>
<p><b>Project Summary<sup>7</sup>:</b> Review new legislation affecting jury instructions to determine whether changes to any civil jury instructions are required. Draft and present proposed changes for council approval. Make any necessary citation revisions to statutes cited under Sources and Authority.</p> <p><b>Status/Timeline:</b> Ongoing, with delivery of any changes requiring Judicial Council approval to the council at its May and November meetings; delivery of any changes requiring only Rules Committee approval to Rules Committee as needed.</p> <p><b>Fiscal Impact/Resources:</b> Include JCC staff/fiscal resources (e.g., potential BCP), fiscal impact to JCC/trial court (e.g., IT contract), and other relevant resource needs.</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><b>Internal/External Stakeholders:</b> None.</p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<i>AC Collaboration:</i> Each Working Group reviews, considers, and makes recommendations to the AC regarding each proposal.	
3.	<i>New Instructions and Expansion into New Subject Matter Areas</i>	<i>Priority 1<sup>5</sup></i> <i>Strategic Plan Goal IV<sup>6</sup></i>
	<p><i>Project Summary<sup>7</sup>:</i> Review new legislation, case law, and suggestions received from jury instruction users; draft and propose new civil jury instructions, including new series of instructions in an entirely new subject area, as appropriate.</p> <p><i>Status/Timeline:</i> Ongoing, with delivery of any changes requiring Judicial Council approval to the council at its May and November meetings.</p> <p><i>Fiscal Impact/Resources:</i> None.  <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> Each Working Group reviews, considers, and makes recommendations to the AC regarding each proposal.</p>	
4.	<i>Maintenance—Comments from Users</i>	<i>Priority 1<sup>5</sup></i> <i>Strategic Plan Goal IV<sup>6</sup></i>
	<p><i>Project Summary:</i> Review suggestions received from jury instruction users, including the bench and bar; draft and propose changes and refinements, as appropriate, based on user suggestions.</p> <p><i>Status/Timeline:</i> Ongoing, with delivery of any changes requiring Judicial Council approval to the council at its May and November meetings; delivery of any changes requiring only Rules Committee approval to Rules Committee as needed.</p> <p><i>Fiscal Impact/Resources:</i> None.  <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>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<i>AC Collaboration:</i> Each Working Group reviews, considers, and makes recommendations to the AC regarding each proposal.	
5.	<i>Maintenance—Sources and Authority</i>	<i>Priority 1<sup>5</sup></i> <i>Strategic Plan Goal IV<sup>6</sup></i>
	<p><i>Project Summary:</i> Add quotations excerpted from new cases to Sources and Authority as appropriate once source is final.</p> <p><i>Status/Timeline:</i> Ongoing, with delivery of any changes requiring Judicial Council approval to the council at its May and November meetings; delivery of any changes requiring only Rules Committee approval to the Rules Committee as needed.</p> <p><i>Fiscal Impact/Resources:</i> None.</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> Each Working Group reviews, considers, and makes recommendations to the AC regarding each proposal.</p>	
6.	<i>Maintenance—Secondary Sources</i>	<i>Priority 1<sup>5</sup></i> <i>Strategic Plan Goal IV<sup>6</sup></i>
	<p><i>Project Summary:</i> Update Secondary Source citations to ensure that the secondary sources included in CACI are up to date.</p> <p><i>Status/Timeline:</i> Ongoing, with delivery of any changes requiring Judicial Council approval to the council at its May and November meetings; delivery of any changes requiring only Rules Committee approval to Rules Committee as needed.</p> <p><i>Fiscal Impact/Resources:</i> None.</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> Each Working Group reviews, considers, and makes recommendations to the AC regarding each proposal.</p>	

#	Ongoing Projects and Activities <sup>4</sup>	
7.	<i>Technical Corrections</i>	<p data-bbox="1619 185 1980 228"><i>Priority 1<sup>5</sup></i></p> <p data-bbox="1619 233 1980 277"><i>Strategic Plan Goal IV<sup>6</sup></i></p>
<p data-bbox="170 298 1392 337"><b>Project Summary<sup>7</sup>:</b> Make any necessary corrections or editing changes to the jury instructions.</p> <p data-bbox="170 380 1877 451"><b>Status/Timeline:</b> Ongoing, with delivery of any changes requiring Judicial Council approval to the council at its May and November meetings; delivery of any changes requiring only Rules Committee approval to Rules Committee as needed.</p> <p data-bbox="170 493 600 532"><b>Fiscal Impact/Resources:</b> None.</p> <p data-bbox="170 537 1906 609"><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="170 651 684 690"><b>Internal/External Stakeholders:</b> None.</p> <p data-bbox="170 716 1787 755"><b>AC Collaboration:</b> Each Working Group reviews, considers, and makes recommendations to the AC regarding each proposal.</p>		

### III. LIST OF 2022–2023 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<b>Maintenance—Case Law, Legislation, and Comments from Users:</b> Reviewed case law, new legislation affecting jury instructions, and comments from users to determine whether changes to the civil jury instructions are required. Releases presented to Judicial Council for approval on May 12, 2023, and to be presented to the Judicial Council on or about November 17, 2023. Release 42 (approved by the council in December 2022) included revisions to 9 instructions and verdict forms to bring them up to date, and release 43 (approved by the council in May 2023) included revisions to 9 instructions to bring them up to date.
2.	<b>New Instructions and Expansion into New Subject Matter Areas:</b> Reviewed new legislation, case law, and suggestions received from jury instruction users and proposed new civil jury instructions as appropriate. Releases presented to Judicial Council for approval on May 12, 2023, and to be presented to the Judicial Council on or about November 17, 2023. Release 42 (approved by the council in December 2022) included 12 new instructions in the Labor Code Actions series concerning rest break violations and meal break violations, and release 43 (approved by the council in May 2023) included 2 new verdict forms in the Labor Code Actions series concerning meal break violations.
3.	<b>Maintenance—Sources and Authority:</b> Reviewed case law and new legislation and proposed inclusion of excerpts and citations from new sources and authority. Updates to the Sources and Authority presented to Judicial Council for approval on May 12, 2023, and to be presented to the Judicial Council on or about November 17, 2023, and through a delegation of authority to the council’s Rules Committee in August 2022 and April 2023.
4.	<b>Maintenance—Secondary Sources:</b> Updated citations in CACI’s Secondary Sources. Releases presented to Judicial Council for approval on May 12, 2023, and to be presented to Judicial Council on or about November 17, 2023, and other secondary sources updated through a delegation of authority to the council’s Rules Committee in August 2022 and April 2023.
5.	<b>Technical Corrections:</b> Made necessary corrections or editing changes to the jury instruction publication. Releases presented to Judicial Council for approval on May 12, 2023, and to be presented to Judicial Council on or about November 17, 2023, and other technical corrections made through a delegation of authority to the council’s Rules Committee in August 2022 and April 2023.