

**Court Executives Advisory Committee
Annual Agenda¹—2024**

Approved by the Executive and Planning Committee: December 12, 2023

I. COMMITTEE INFORMATION

Chair:	Mr. David Yamasaki, Court Executive Officer, Superior Court of Orange County
Lead Staff:	Ms. Mary Carter, Senior Analyst, Trial Court Leadership
Committee’s Charge/Membership: Under rule 10.48(a) of the California Rules of Court, the Court Executives Advisory Committee (CEAC) is charged with making recommendations to the council on policy issues affecting the trial courts. In addition to this charge, rule 10.48(b) sets forth the additional duties of the committee. Per rule 10.48(c) , CEAC consists of the court executive officers from the 58 California superior courts. Rule 10.48(d) establishes the Executive Committee of CEAC. The Executive Committee consists of 18 members. The current committee roster is available on the committee’s web page.	
Subcommittees/Working Groups²: <ol style="list-style-type: none">1. Trial Court Presiding Judges Advisory Committee (TCPJAC)/CEAC Joint Legislation Subcommittee2. TCPJAC/CEAC Joint Rules Subcommittee3. Information Technology Advisory Committee (ITAC)/CEAC Joint Information Security Governance Subcommittee4. CEAC Child Support Services Subcommittee5. CEAC Judicial Branch Statistical Information System Subcommittee6. CEAC Jury Administration and Management Subcommittee7. CEAC Nominations Subcommittee8. CEAC Records Management Subcommittee9. CEAC Trial Court Financial Policies Subcommittee	

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.

Meetings Planned for 2024³ (Advisory body and all subcommittees and working groups)

Joint TCPJAC/CEAC and CEAC Statewide Meetings:

- February 1–2, 2024 (in-person, location TBD)
- August 15–16, 2024 (in-person, location TBD)

Joint TCPJAC/CEAC and CEAC Executive Committee Meetings:

- April 24, 2024 (in-person, Sacramento)
- October 16, 2024 (in-person, Sacramento)

Specific subcommittee/working group meeting dates are to be determined at this time. Meeting occurrences are estimates for 2024 and may be subject to change.

TCPJAC/CEAC Joint Legislation Subcommittee – 15 teleconferences

TCPJAC/CEAC Joint Rules Subcommittee – 5 teleconferences

ITAC/CEAC Joint Information Security Governance Subcommittee – 4 teleconferences

CEAC Child Support Services Subcommittee – 5 teleconferences

CEAC Judicial Branch Statistical Information System Subcommittee – 4 teleconferences

CEAC Jury Administration and Management Subcommittee – 4 teleconferences

CEAC Nominations Subcommittee – 6 teleconferences

CEAC Records Management Subcommittee – 3 teleconferences

CEAC Trial Court Financial Policies Subcommittee – 1 teleconference

Check here if exception to policy is granted by [rule 10.48\(g\)](#).

Assistant court executive officers are permitted to attend and be reimbursed for travel expenditures to statewide meetings in addition to members of the Court Executive Advisory Committee.

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

II. COMMITTEE PROJECTS

#	Ongoing Projects and Activities ⁴	
1.	Project Title: TCPJAC/CEAC Joint Legislation Subcommittee	Priority⁵ 1
<p>Project Summary⁷: The TCPJAC/CEAC Joint Legislation Subcommittee (JLS) is charged with developing, reviewing, commenting, and making recommendations on proposed legislation to establish new or amend existing laws. The subcommittee monitors proposed and existing legislation that has a significant operational or administrative impact on the trial courts. The subcommittee also reviews proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts and recommends proposals for future consideration by the Legislation Committee.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Governmental Affairs and Trial Court Leadership 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: TCPJAC and Legislation Committee.</p>		Strategic Plan Goal⁶ II, III

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 or accurately reflect the law; 1(b) Council or an internal committee has directed the committee to consider new or amended rules and forms; 1(c) Change is urgently needed to remedy a problem that is causing significant cost or inconvenience to the court or the public; 1(d) Proposal is 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 changes into law; 2(b) Responsive to identified concerns or problems; 2(c) 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.

#	Ongoing Projects and Activities⁴	
2.	Project Title: TCPJAC/CEAC Joint Rules Subcommittee	Priority⁵ 1 Strategic Plan Goal⁶ II, III, IV
<p>Project Summary⁷: The TCPJAC/CEAC Joint Rules Subcommittee (JRS) is charged with developing, reviewing, and providing input on proposals to establish, amend, or repeal the California Rules of Court, Standards of Judicial Administration, and Judicial Council forms to improve the efficiency or effectiveness of the trial courts. The subcommittee focuses on those proposals that may lead to a significant fiscal or operational impact on the trial courts and makes recommendations to the Rules Committee concerning the overall rule-making process. Additionally, JRS is charged with reviewing nonrule-related invitations to comment that may have an impact on the trial courts.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Legal Services and Trial Court Leadership staff.</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: None.</p> <p>AC Collaboration: TCPJAC, Rules Committee, and various advisory bodies.</p>		
3.	Project Title: ITAC/CEAC Joint Information Security Governance Subcommittee	Priority⁵ 1 Strategic Plan Goal⁶ II, VI
<p>Project Summary⁷: The Joint Information Security Governance Subcommittee will review and provide feedback on security-related recommendations made by the Judicial Council’s Information Security Office and other entities. The subcommittee will also review and recommend policies and other security-related proposals for action by ITAC and CEAC.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Information Technology, Legal Services, and Trial Court Leadership staff.</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>		

#	Ongoing Projects and Activities⁴	
	<p>Internal/External Stakeholders: Courts of Appeal and superior courts.</p> <p>AC Collaboration: ITAC and other advisory bodies as needed.</p>	
4.	Project Title: CEAC Child Support Services Subcommittee	Priority⁵ 2
	<p>Strategic Plan Goal⁶ VII</p> <p>Project Summary⁷: Through the Child Support Services Subcommittee, CEAC will work in consultation with the Judicial Council Center for Families, Children & the Courts (CFCC) to provide information about significant fiscal and/or operational impacts on trial courts regarding proposed policy or operational changes by the program or the Department of Child Support Services (DCSS). The subcommittee will review feedback from trial courts related to fiscal and/or operational impacts on trial courts which might be addressed in the Judicial Council's agreement with DCSS. In addition, the subcommittee will develop comments and/or recommendations (for CEAC's approval) concerning recommendations proposed by the Data Analytics Advisory Committee regarding the development of Assembly Bill (AB) 1058 data for the Judicial Branch Statistical Information System (JBSIS). The subcommittee will also convene to address any other critical issues related to the Plan of Cooperation (POC) and AB 1058 court contract that might arise in the interim.</p> <p>If the option for a second year of the FY 2023–2024 is not exercised by the Judicial Council, the Child Support Services Subcommittee will meet to review the AB 1058 court contracts for FY 2024–25.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: CFCC, Trial Court Leadership, and Research and Evaluation staff.</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: DCSS.</p> <p>AC Collaboration: Data Analytics Advisory Committee (DAAC), Family and Juvenile Law Advisory Committee, and Trial Court Budget Advisory Committee.</p>	

#	Ongoing Projects and Activities⁴	
5.	Project Title: CEAC Judicial Branch Statistical Information System Subcommittee	Priority⁵ 2
	Strategic Plan Goal⁶ III	
<p>Project Summary⁷: CEAC will continue to provide oversight responsibility over Judicial Branch Statistical Information System (JBSIS) through the JBSIS Subcommittee. JBSIS is authorized through California Rules of Court, rule 10.400, and CEAC has oversight responsibility of JBSIS as defined in rule 10.48, which governs CEAC.</p> <p>The subcommittee identified the following projects:</p> <p>Developing the JBSIS 4.0 Implementation Plan The Judicial Council approved the JBSIS 4.0 data at its July 15, 2022, meeting. The subcommittee will work with the ITAC and the Judicial Council’s Information Technology to recommend an implementation plan for the JBSIS 4.0 standards. The plan will include details about how to align JBSIS data submission with JBSIS 4.0 standards as well as how to plan for JBSIS data reporting in the new statewide data warehouse, update associated databases, and modernize related applications and interfaces. This project carries over from 2023.</p> <p>Updating and Clarifying JBSIS 3.0 Guidance The subcommittee will work with the Judicial Council’s Office of Court Research to complete a technical, non-substantive revise of the JBSIS manual. This revision will include updating form and code section references, expanding reporting guidance in certain sections, and making minor formatting changes. Upon completion of this project, the subcommittee will distribute the revised manual to court data contacts. This project carries over from 2023.</p> <p>Updating JBSIS Data Reporting Requirements (ongoing) As needed, the subcommittee will review and propose changes to JBSIS data reporting requirements, and rules of court and standards of judicial administration when applicable, as issues arise or are brought the attention of the subcommittee. In 2024, the subcommittee proposes to focus on implementing a change to JBSIS data reporting related to standard 2.2(m)(renumbered as of January 1, 2024, from rule 2.2(n)), particularly as it relates to diversion proceedings.</p> <p>Implementing New Reporting Requirements (Community Assistance Recovery and Empowerment Act, SB 929) The subcommittee will consider new data reporting requirements from recent legislation and determine how to align them with JBSIS data reporting.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Information Technology, Trial Court Leadership, and Office of Court Research staff.</p>		

#	Ongoing Projects and Activities⁴	
	<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> Internal/External Stakeholders: Superior courts and case management system vendors. AC Collaboration: DAAC, ITAC, and Rules Committee.	
6.	Project Title: CEAC Jury Administration and Management Subcommittee	Priority⁵ 2 Strategic Plan Goal⁶ IV
	Project Summary⁷: Through the Jury Administration and Management Subcommittee, CEAC will review jury operations. The subcommittee will make recommendations and identify best practices in jury operations, reform, and other post-pandemic issues. Status/Timeline: Ongoing. Fiscal Impact/Resources: Office of Court Research and Trial Court Leadership staff. <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> Internal/External Stakeholders: None. AC Collaboration: None.	
7.	Project Title: CEAC Nominations Subcommittee	Priority⁵ 1 Strategic Plan Goal⁶ I
	Project Summary⁷: Pursuant to California Rules of Court, rule 10.48(e)(2), the Executive Committee of CEAC must review and recommend to the council’s Executive and Planning Committee candidates for the following: <ul style="list-style-type: none"> • Members of CEAC’s Executive Committee; • Nonvoting court administrator members of the council; and • Members of other advisory committees who are court executives or judicial administrators. 	

#	Ongoing Projects and Activities⁴	
	<p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Trial Court Leadership 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: Executive and Planning Committee and various advisory bodies receiving nominations.</p>	
8.	Project Title: CEAC Records Management Subcommittee	Priority⁵ 2
	<p>Strategic Plan Goal⁶ III</p> <p>Project Summary⁷: Through the Records Management Subcommittee, CEAC will continue to develop and publish updates to the <i>Trial Court Records Manual</i> (TCRM), with a focus on ensuring that content reflects current law and promoting best practices. The subcommittee will monitor the progress of proposed 2024 Judicial Council-sponsored legislations, other legislation affecting court records management, and relevant amendments to the California Rules of Courts and Judicial Council of California forms.</p> <p>The Records Management Committee plans to commence discussions with records managers from the trial and appellate courts on electronic records management best practices and the creation of a records management reference guide which pulls out the most often used portions of the TCRM in a more usable format. The Committee is in discussion with the Digitizing Court Records User Group to collaborate on how to reach more records managers and invigorate the sharing of best practices.</p> <p>Status/Timeline: TCRM Updates – Ongoing. Government Code sections 68152(a)(6) and 68153 – 2023.</p> <p>Fiscal Impact/Resources: CFCC, Criminal Justice Services, Governmental Affairs, Information Technology, Legal Services, and Trial Court Leadership 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: Possible consultation with Criminal Law Advisory Committee, Family and Juvenile Law Advisory Committee, ITAC, Probate Mental Health Advisory Committee, and TCPJAC.</p>	

#	Ongoing Projects and Activities⁴	
9.	Project Title: CEAC Trial Court Financial Policies Subcommittee	Priority⁵ 2
	Strategic Plan Goal⁶ II, III	
<p>Project Summary⁷: Through the Trial Court Financial Policies Subcommittee, CEAC will work with Judicial Council’s Branch Accounting and Procurement (BAP) to review and identify needed revisions to the <i>Trial Court Financial Policies and Procedures Manual (TCFPPM)</i>.</p> <p>Pursuant to the California Rules of Court, rule 10.804, the Judicial Council of California is required to adopt financial policies and procedures for the superior courts. The TCFPPM was established in 2001 which set out a system of fundamental internal controls that enable the superior courts to monitor their use of public funds, provide consistent and comparable financial statements, and demonstrate accountability. Annually, the manual is reviewed, and any suggested updates are submitted to the Judicial Council for approval. Throughout the year, BAP works with representatives from various courts to compile and draft recommendations for the next version of the manual. Prior to presentation to the Judicial Council, the rule 10.804(1)(b) requires that the amendments to the manual be made available to the superior courts, the Department of Finance, and the State Controller’s Office for comment.</p> <p>The subcommittee will be reviewing proposed edits to the <i>Trial Court Financial Policies and Procedures Manual</i> including but not limited to, purchase card receipts, Petty Cash and Cash Change forms, clarifying forms of acceptable payments discretionary verbiage to match GC 71386(b), clarifying “year” vs. “fiscal year” for record retention, remote deposit option for banking services, updated Delegation of Authority to Accept Gifts memo, and added language authorizing escheatment of unclaimed eminent domain funds, stale dated Franchise Tax Board over-garnishment refunds, and stale dated refunds for overpayment of criminal proceedings.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: BAP, Budget Services, and Trial Court Leadership 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: Superior courts.</p> <p>AC Collaboration: None.</p>		
10.	Project Title: Strengthen the Role of Court Executive Officers in Outreach to the Legislative and Executive Branches	Priority⁵ 2
	Strategic Plan Goal⁶ II	
<p>Project Summary⁷: In consultation with the Judicial Council’s Administrative Director, Governmental Affairs, and Budget Services, CEAC will support Judicial Council outreach with the legislature with a focus on legislative staff in both the local districts and in the</p>		

#	Ongoing Projects and Activities⁴	
	<p>Capitol. This effort will entail the development of materials for court executive officers and perhaps educational sessions with legislative staff to educate them on the judicial branch budget and the fiscal/operational needs of the trial courts. CEAC will also assist in strengthening communication with the executive branch and with the Department of Finance in particular.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Judicial Council’s Administrative Director; Trial Court Leadership, Budget Services, and Governmental Affairs 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: None.</p>	
11.	Project Title: Serve as a Resource and Identify Emerging Trends and Issues in the Courts	Priority⁵ 2
	<p>Project Summary⁷: Serve as a subject matter resource for Judicial Council divisions and other council advisory groups to avoid duplication of efforts and contribute to the development of recommendations for council action. Identify, monitor, and discuss emerging trends and issues at the trial court level to increase communication with the Judicial Council, make recommendations concerning court administration to the council, and identify matters to bring to the Executive Office of the Judicial Council to enhance branch communication.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Various Judicial Council divisions as needed.</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: Various advisory bodies as needed.</p>	

LIST OF 2023 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Educational Opportunities. TCPJAC and CEAC leadership collaborated with Judicial Council staff to hold four business meetings in 2023. These meetings covered topics including budget priorities, legislative updates, information technology updates, and court operations. Participants included presiding judges, assistant presiding judges, court executive officers, and assistant court executive officers
2.	TCPJAC/CEAC Joint Legislation Subcommittee. Remained active throughout 2023, holding 9 conference calls on behalf of the TCPJAC and CEAC, to provide review and make recommendations to the Legislation Committee on 48 different bills identified by Governmental Affairs as having significant operational or administrative impact on the trial courts. In December 2023, the subcommittee meeting schedule will be set according to the Legislation Committee’s 2024 meeting schedule. The subcommittee will continue to meet to review proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts, and recommend proposals for future consideration.
3.	TCPJAC/CEAC Joint Rules Subcommittee. Remained active throughout 2023, on behalf of the TCPJAC and CEAC, and reviewed 45 rule proposals throughout the course of the year. The subcommittee provided comment on 15 rule proposals that may have a significant fiscal or operational impact on the trial courts. This subcommittee will continue to be active in 2024 and meet as needed.
4.	Child Support Services Subcommittee. The subcommittee reviewed the AB 1058 court contracts for FY 2023–24 and provided feedback to the program on changes to the contract terms. The subcommittee also met with program representative to outline a timeline and process for subcommittee involvement in the review of contracts and plans of cooperation.
5.	JBSIS Subcommittee. In 2023, the subcommittee made progress on several of its ongoing projects. Some projects are carried over due to staffing issues and to better align with JCIT timelines for the new statewide data warehouse. The subcommittee approved a revision to Standard 2.2(m) to improve clarity of data reporting. Following CEAC approval and a public comment period, the Judicial Council approved the subcommittee’s recommendation at its September 19, 2023, meeting.
6.	Nominations Subcommittee. During the 2023 nominations cycle, the subcommittee identified, assessed, and recommended court executive officer/judicial administrator candidates for membership on the Judicial Council, CEAC Executive Committee, and other council advisory bodies.
7.	Records Management Subcommittee. The subcommittee is working on updates on the TCRM to include legislatively mandated updates and best practices for court records.
8.	Trial Court Financial Policies Subcommittee. The subcommittee began the TCFPPM–13th revision period and Judicial Council staff held multiple meetings to review proposals and complete draft revisions. Proposed drafts were shared with the members of the Trial Court Financial Policies Workgroup and Court Fiscal Officer Roundtable Networking Group participants for review and comment.
9.	Report to the Legislature: Recommendations to Increase Uniformity in Transcription Rate Expenditures in California. Through the TCPJAC/CEAC Joint Transcript Fee Working Group, TCPJAC developed recommendations to increase transcript fee uniformity. These recommendations were included in a report to the Legislature as required by Government Code section 69950.5.

#	Project Highlights and Achievements
10.	<p>Projects Assigned by the Ad Hoc Workgroup on Post-Pandemic Initiatives (P3). Members held 16 meetings to address the four subject matter areas assigned to the Court Executives Advisory Committee (CEAC) with the assistance of the Trial Court Presiding Judges Advisory Committee (TCPJAC): 1) expand options for e-filing and e-signatures, 2) maintain and improve online self-help services and live chat on court websites, 3) improve the juror experience, and 4) use of staggered calendar for court hearings. Discussions focused on promoting consistency when Judicial Council advisory bodies are considering proposals related to remote access and electronic court records. Meeting discussions reviewed the importance of courts updating e-filing and e-signatures practices as well as information on file with the IT office at the Judicial Council. Implementation self-help website services, such as on-line chat or chatbot experiences, were discussed at length and added as a topic in CEAC’s subject matter expert listing. The juror experience topic was referred to the CEAC Jury Administration and Management Subcommittee (JAMS) for ongoing work. A repository of subject matter experts on staggering court calendars was created and includes a list of courts who implemented the procedure along with documentation of the benefits and challenges for both the courts and their justice partners.</p>