

Five-Year Review/Analysis of Judicial Council and Other Judicial Branch Advisory Bodies

Questions and Answers

1) **Question:** Paragraph 3.2.6 (Deliverables for Phase 1 of the Project – Page 3 of 10): How and by what date will the vendor be provided with all of data/information for analysis, including the Task Force charges and latest work plans?

Answer

- **Charge Statements.** *The charge statements for the 15 advisory committees to be included in phase 1 are currently available on the California Courts web site URL shown below under the heading, California Rules of Court, Chapter 2. Judicial Council Advisory Committees and Task Forces:*

<http://www.courtinfo.ca.gov/rules/index.cfm?title=ten>

Additional information on both advisory committees, as well as charge statements for Judicial Council Task Forces, can be found at the California Courts web site URL shown below:

<http://www.courtinfo.ca.gov/jc/advisorycommittees.htm>

- **Annual Agendas (formerly known as “Work Plans”).** *Electronic versions of advisory committee and task force “Annual Agendas” will be available by late April, 2009.*

The Advisory Committees to be included in this study:

1. *Access and Fairness Advisory Committee*
2. *Collaborative Justice Courts Advisory Committee*
3. *Court Executives Advisory Committee*
4. *Court Interpreters Advisory Panel*
5. *Court Technology Advisory Committee*
6. *Governing Committee of the Center for Judicial Education and Research (CJER)*
7. *Trial Court Presiding Judges Advisory Committee*
8. *Advisory Committee on Civil Jury Instructions*
9. *Advisory Committee on Criminal Jury Instructions*
10. *Appellate Advisory Committee*
11. *Civil and Small Claims Advisory Committee*
12. *Criminal Law Advisory Committee*
13. *Family and Juvenile Law Advisory Committee*
14. *Probate and Mental Health Advisory Committee*
15. *Traffic Advisory Committee*

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The Task Forces to be included in this study:

1. *Emergency Response and Security Task Force*
2. *Task Force for Criminal Justice Collaboration on Mental Health Issues*
3. *California Blue Ribbon Commission on Children in Foster Care*
4. *Task Force on Self-Represented Litigants*
5. *Elkins Family Law Task Force*

2) **Question:** Paragraph 3.2.6.3 (Deliverables for Phase 1 of the Project – Page 3 of 10) specifies that an interim report is due by September 11, 2009. This essentially allows two months to: (1) conduct all of the data collection and analysis, including interviews of Advisory Committee and Task Force chairs and lead staff, and (2) write the first draft of the report. This means that the interviews would have to be completed by the middle of August. Given that July and August are the two months in which many judicial officers and lead staff may take summer vacations and thus, not be available to interview, is it possible to extend the time for data collection and analysis into the fall and make the Draft Interim Report due the end of October?

Answer:

The AOC is willing to:

- *Eliminate deliverable 3.2.6.4, and*
- *Change the date on deliverable 3.2.6.3 to October 19, 2009, and*
- *Change the wording of current deliverable 3.2.6.5 to read:*
 - *By late November 2009, exact date to be determined. Participate in telephone/video conference discussion of Revised Interim Report and Recommendations with AOC-EOP staff and—pending their availability—the Administrative Director and the Chairs of the Council’s internal committees.*

3) **Question:** Paragraph 3.2.4 (Scope of Services Section – Page 2 of 10): How many lead staff are there for the 15 Advisory Committees and 9 Task Forces? And, how many of the lead staff support multiple Advisory Committees and/or Task Forces?

Answer:

- *14 of the 15 advisory committees to be included in this study have 1 lead staff; the remaining committee is lead staffed by 2 individuals.*

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- *Each of the 5 task forces to be included in this study has 1 lead staff.*
- *One lead staff individual supports an advisory committee and a task force.*

4) **Question:** Page 2 of 10, Section 3.2.4: Do you have an average number of individuals per committee/task force that are considered "lead staff" for interviewing purposes?

Answer:

See the response to question # 3. All but one of the committees and task forces to be included in Phase 1 of this project are staffed by 1 lead staff person.