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Title

Court Records: Electronic Signature Standards and Guidelines-Update to the Trial Court Records Manual (Action Required)

Summary

The Court Executives Advisory Committee (CEAC) and the Information Technology Advisory Committee (ITAC) recommend updating the Trial Court Records Manual to include new standards and guidelines governing the use of electronic signatures by trial courts and judicial officers. These standards and guidelines implement Government Code section 68150(g), which authorizes electronic signatures by a court or judicial officer “in accordance with procedures, standards, and guidelines established by the Judicial Council.” The update also includes new sections in the Trial Court Records Manual that (1) outline the various provisions in the Code of Civil Procedure, Penal Code, and California Rules of Court that authorize electronic signatures submitted to the courts by attorneys, parties, and law enforcement officers; and (2) state the effect of digitized signatures created by scanning paper court records. Lastly, the update contains technical changes to align the manual with intervening legislative and form changes.

Recommendation

The Court Executives Advisory Committee and the Information Technology Advisory Committee recommend that the Judicial Council, effective January 1, 2016, update the *Trial Court Records Manual* to:

1. Add standards and guidelines governing the use of electronic signatures by judicial officers and the courts, to implement Government Code section 68150(g);
2. Add an overview of the various provisions in the Code of Civil Procedure, Penal Code, and California Rules of Court that authorize electronic signatures submitted to the courts by attorneys, parties, and law enforcement officers;
3. Add a section regarding the effect of digitized signatures created by scanning paper court records; and
4. Make technical changes.