

# **Model Protocol for Court Technology Committees**

Approved by the Canadian Judicial Council in October 2004

## ***Proposed Membership of Committee:***

- (a) Chair: Chief Justice of the Court of Appeal or of the Superior Court (or his or her designate);
- (b) Judges Technology Advisory Committee (JTAC) member in the province/territory;
- (c) IT person who is accountable to the chief justices;
- (d) Staff person accountable to the chief justices/chief judge to arrange meetings of the Committee, keep minutes, circulate agenda, prepare reports;
- (e) Such other persons as the chief justices/chief judge appoint e.g. other judges, past JTAC member, and external consultants;
- (f) Possible members: (i) Chief Judge of the Provincial trial court; (ii) representatives of the Ministry of the Attorney General; (iii) key court personnel; (iv) senior staff person(s) responsible for technology for the judiciary; (v) representative of the Canadian Superior Court Judges Association.

## ***Proposed Term of Appointment:***

- (a) no less than a three year term for all members;
- (b) differential terms, e.g. some for three years, some for four years and some for five years;
- (c) re-appointment for at least one term.

## ***Proposed Mandate:***

- (a) To identify and assess the home, remote and office technology requirements of judges (including software, hardware, security and e-mail) and to make recommendations to the Chief Justice as to those requirements and their implementation.
- (b) To consider and advise the Chief Justice with respect to implementing the following:
  - A. the recommendations approved by the Executive Committee of Council in November, 2001 (attached) including recommendation 5 which reads as follows:

- (i) establish security of the court's information system as a priority;
  - (ii) ensure that policy development takes place at an early stage before conversion to an electronic environment;
  - (iii) identify and secure the necessary financial, staff and other resources that are critical to implementation of appropriate security measures;
  - (iv) ensure that a technology staff member who is accountable to the chief justice/chief judge be appointed to manage the court's security operation;
- B. the Monitoring Guidelines approved by Council in September, 2002 (add link to on-line document);
- C. the Acceptable Use Policy approved by the Executive Committee of Council in December 2003 (add link to on-line document);
- D. the Guideline for the Removal of Metadata posted on JAIN on February 11, 2004 (add link to on-line document);
- E. the Blueprint for the Security of Judicial Data (add link to on-line document).
- (c) to the extent appropriate in the jurisdiction, to consider and advise the Chief Justice with respect to implementing recommendations, guidelines and policies made by the Executive Committee of Council, or by Council;
- (d) to develop a job description for a technology staff member who is accountable to the chief justice/chief judge to manage the court's security operation and to implement a process for hiring;
- (e) to consider and advise the Chief Justice on other technology initiatives JTAC develops from time to time. Current initiatives include: the Report on Electronic Access to Court Records and Privacy; the Guidelines for the Uniform Preparation of Judgments; electronic evidence standards; anonymization of parties and others in reasons for decision; uniform reporting in reasons for decision of publication bans.
- (f) to ensure widespread distribution to all judges of all courts of all reports and communiqués about technology provided by the Council or by JTAC;
- (g) to assist the Chief Justice in responding to requests made by JTAC for information or commentary;
- (h) to identify other technology issues the chief justices/chief judges should consider e.g. initial and refresher training.