



CALIFORNIA COURT ASSOCIATION

◆ Legislation Committee ◆

Committee Process, Bill Analysis, and Tracking Process

Introduction: This document highlights the Legislation Committee's processes, team expectations, bill analysis protocols, and milestones.

Structure

- Committee members should be using both www.leginfo.ca.gov and LASC's www.jibbsnet.org to view and prepare analyses on bills. The chair will be using his court's *CapitolTrack* database to manage bill tracking, committee agendas, and report preparation. All committee members should have a user ID and password to www.jibbsnet.org (contact Mark Willman if you do not).
- The committee will operate using "teams" of subject matter experts who will also be presenting bills at the New Law Workshop (NLWS). Each team will have a team lead who will be responsible for collecting information on bills assigned to the team. The teams will include: Administration, Civil/Small Claims, Criminal/Traffic, Family/Juvenile/Probate. Due to committee member vacancies, the Administration team will be grouped with Civil.

2011 Legislation Teams

Subject Matter	Team Member
Administration	Brown, Reymundo, Tozzi
Civil & Small Claims	Eral (Lead), Weaver, Willman
Criminal & Traffic	Rigby (Lead), Leveque, Maldonado, Ouellette
Family, Juvenile, & Probate	Shambaugh (Lead), Coffey, Middleton

Bill Review and Analysis Process

1. Using information providing by members who have legislative tracking capability, Chair (Brown) will identify bills to be tracked and assign them to a team/category.
2. Team Leads will assign bills to team member for review/analysis.
3. Each team will be responsible for: review and analysis of bills, assigning a tier level, providing a summary and impact statement. A team lead will be designated for acting as the organizer of conference calls and working with the team to analyze bills and prepare information for entry into the database. When a bill should be amended for clarification or address a fiscal impact, the committee will work with Judicial Council's Office of Governmental Affairs.
4. Each team will complete #5 and forward information to the chair for input into the database which will be used for sorting, tracking, querying, report generating, agendas, and management.
5. The committee uses "tier" levels to organize the bills into three levels 1, 2, and 3 depending on impact. **T1's** are significant to implement and require lots of work or have a fiscal impact. **T2's** are more standard to implement, but do require some work on the part of court staff, supervisors, and managers. **T3's** have no implementation impact, but are informational because they impact other parts of the justice system. For the NLWS Webinar we will be again reviewing all enrolled/chaptered legislation and determining final tier level, as well as necessity to present an analysis. OGA will complete the bill summary for T1's, committee members complete the impact section. Committee members complete all the information for T2's. OGA completes a brief summary for T3's.

