



The State Bar of California

OPEN SESSION AGENDA ITEM 60-4 NOVEMBER 2022

DATE: November 17, 2022

TO: Members, Board of Trustees

FROM: Stacia Laguna, Special Deputy Trial Counsel Administrator

SUBJECT: Rule of Procedure 2201: Case Status Update

EXECUTIVE SUMMARY

This agenda item is for informational purposes to update the Board on the current case inventory for the Rule 2201 Program and keep the Board apprised of ongoing efforts for increasing efficiency within the Program.

I. PRODUCTION AND INVENTORY

A. Inventory: As reflected in the following chart, Special Deputies have been working toward reaching dispositions in their open investigation and intake matters. The chart further reflects that there are consistent referrals of intake matters and investigations from OCTC.

Open Intake Matters and Investigations	September 9, 2022	November 9, 2022
Pre-2020 Cases	17	14
2020 Cases	5	2
2021 Cases	19	15
2022 Cases	39	45
Total Inventory	80	76

The following chart demonstrates the distribution of open cases between the intake and investigation phases.

Statuses of Open Cases	Intake	Investigation
Pre-2020 Cases	0	14
2020 Cases	0	2
2021 Cases	2	13
2022 Cases	20	25
Total Inventory	22	54

B. Performance Dashboard: The Office of Research & Institutional Accountability (ORIA) is working on a performance metric dashboard for the Rule 2201 Program similar to OCTC's dashboard. This tool will assist in providing further metrics of case-processing time for matters referred to the program.

C. Individual SDTC Case Inventories: I continue to meet regularly with individual SDTCs to discuss their assignment inventories and their availability to take new assignments. I also continue to work with SDTCs to set timelines by which the investigation can reasonably be completed, particularly for older cases.

D. Administrator Case Inventory: As discussed at previous RAD meetings, I also assign cases to myself. I handle investigations and intake matters where the designated Intake SDTCs have a conflict of interest.

II. TRAINING, RECRUITMENT, & PROGRAM IMPROVEMENTS

A. Program Administrative Support: The program onboarded a temporary legal secretary to provide administrative support to the program in October. The legal secretary assists with drafting letters and subpoenas, Spanish-to-English translation, file management, and data entry. She is also assigned to scan closed physical files for SDTC cases, upload the documents to Odyssey, and enter past case events for the closed files. The file-scanning project is part of our ongoing efforts to mirror the practices of OCTC in maintaining case documents and related case events in the Odyssey system.

B. Odyssey Access for SDTCs: In an effort to increase efficiency and mirror OCTC practices in digital case management, I am offering Odyssey access to existing SDTCs on a rolling basis, prioritizing first those SDTCs who handle the highest volume of cases. OCTC provides the training on the case management system to the SDTCs.

- C. Training Portal:** OCTC recently created a Microsoft Teams folder where SDTCs can securely access to OCTC's recorded trainings and written materials in one location.
- D. Recruitment:** I have selected three new SDTCs since my appointment. One SDTC is fully onboarded and handling cases at this time. The other two SDTCs are at varying stages in the onboarding process. I anticipate these two SDTCs will be assigned cases by the end of the year.