



# **2023–2024 BJA MEMBER GUIDE**

**A Complete Member Guide to the  
Board for Judicial Administration**

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# Welcome Letter



August 5, 2023

Board for Judicial Administration Members,

Welcome to the Board for Judicial Administration (BJA) and thank you for your willingness to serve as a contributing member on the BJA. Together we are charged with accomplishing the vision of the BJA to be the unified voice of the Washington State courts. The power of the judiciary to make administrative policy governing its operations is an essential element of its constitutional status as an equal branch of government. During these challenging times, it is all the more important that the BJA provide strong and collaborative leadership.

The BJA provides leadership and accomplishes its work through:

- 1) **Policy:** establishing a judicial position on legislation and prioritizing funding requests from the general funds.
- 2) **Communication:** improving information sharing within the judiciary to help foster the local administration of justice and enable the judiciary to speak with a unified voice.
- 3) **Resources:** engaging in resource development through the committees' and Task Forces' work.

We invite you to take an active role in fulfilling the BJA's mission. It is our belief that a strong, cohesive BJA results in a strong, cohesive judiciary.

The BJA strives to increase communication, diversity, and inclusion efforts through the many efforts of its committees, task forces, and work groups. In June 2023, the BJA held the Judicial Leadership Summit: *Assess.Focus.Energize* which provided an opportunity for judicial leadership and partners to identify and prioritize goals for the BJA to work on over the next few years.

This Member Guide provides an orientation to the BJA structure, core responsibilities, and overview of the BJA's many efforts and activities.

As co-chairs of the BJA, we welcome your feedback on how we can achieve our vision and goals. Your voice and commitment are needed. We look forward to our service together.

Chief Justice Steven González, Chair  
Board for Judicial Administration

Judge Alicia Burton, Member Chair  
Board for Judicial Administration

# Washington Courts Organization



## Supreme Court

9 JUSTICES ELECTED TO SIX-YEAR TERMS

- Appeals from the Court of Appeals.
- Direct appeals when action of state officers is involved, the constitutionality of a statute is questioned, there are conflicting statutes or rules of law, or when the issue is of broad public interest.
- Final rule making body for other state courts.
- Administers state court system.
- Supervises attorney discipline statewide.



## Court of Appeals

22 JUDGES ELECTED TO SIX-YEAR TERMS  
(DIVISION I: SEATTLE (10 JUDGES); DIVISION II: TACOMA (7 JUDGES); DIVISION III: SPOKANE (5 JUDGES))

- Appeals from the lower courts except those in jurisdiction of the Supreme Court.
- Direct review of certain administrative agency decisions.



## Superior Courts

195 JUDGES ELECTED TO FOUR-YEAR TERMS IN 32 JUDICIAL DISTRICTS, EACH COMPOSED OF ONE OR MORE COUNTIES

### ORIGINAL JURISDICTION

- Civil actions involving more than \$100,000.
- Title or possession of real property; legality of a tax, assessment or toll; probate and domestic matters.
- Criminal cases amounting to felony.
- Criminal cases when jurisdiction is not otherwise provided for by law.
- All juvenile matters.
- Orders for protection from domestic violence.
- Appeals from the courts of limited jurisdiction heard *de novo* or appealed on the record for error of law.

### CONCURRENT JURISDICTION WITH COURTS OF LIMITED JURISDICTION

- Civil actions involving \$100,000 or less.



## Courts of Limited Jurisdiction

224 JUDGES; 211 ATTORNEYS AND 1 NON-ATTORNEY (125 DISTRICT COURT JUDGES INCLUDING 20 PART-TIME DISTRICT COURT JUDGES, ELECTED TO FOUR-YEAR TERMS, AND 99 MUNICIPAL COURT JUDGES)

### ORIGINAL JURISDICTION

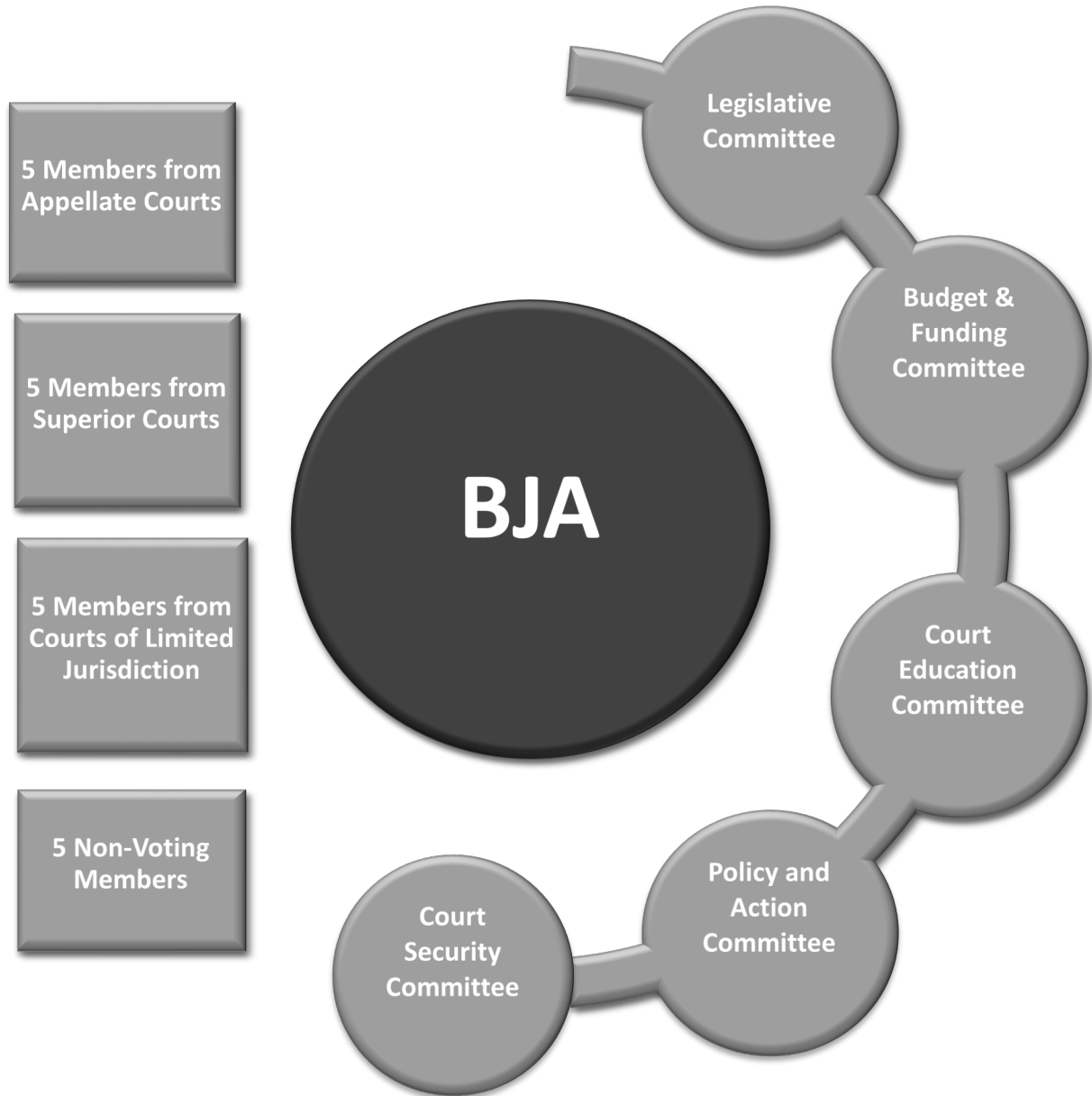
- Small claims up to \$10,000.
- All matters involving traffic, non-traffic, and parking infractions.
- Certain civil anti-harassment matters.
- Preliminary hearings of felonies.
- Temporary and full Ex Parte Orders for protection from domestic violence.
- Orders for change of names in non-domestic violence cases.

### CONCURRENT JURISDICTION WITH SUPERIOR COURTS

- Civil actions involving \$100,000 or less.
- Misdemeanor and gross misdemeanor actions with maximum fine of \$5,000 or less and/or jail sentence of 364 days or less in violation of state law, county, or municipal ordinance violations.



# BJA Organization



**BJA Strategic Initiatives** are convened to address specific needs in the courts that are focused on developing policy and/or securing funding:

- Alternatives to Incarceration Task Force
- Remote Proceedings Work Group
- Electronic Monitoring and Victim Notification Technology Workgroup

The **Public Engagement and Education Committee** (formerly the Public Trust and Confidence Committee) is a subcommittee under the Policy and Action Committee. Their work is generally conducted separately from the BJA.

# Board for Judicial Administration Membership



## 2023–2024

### **VOTING MEMBERS:**

**Chief Justice Steven González**, Chair  
Washington State Supreme Court

**Judge Alicia Burton**, Member Chair  
Superior Court Judges' Association  
Pierce County Superior Court

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**Judge Tam T. Bui**  
District and Municipal Court Judges' Association  
Snohomish County District Court

**Judge Samuel Chung**, President  
Superior Court Judges' Association  
King County Superior Court

**Judge Rebecca Glasgow**  
Court of Appeals, Division II

**Judge Marilyn Haan**  
Superior Court Judges' Association  
Cowlitz County Superior Court

**Judge John Hart**  
District and Municipal Court Judges' Association  
Whitman County District Court

**Judge Mary Logan**  
District and Municipal Court Judges' Association  
Spokane Municipal Court

**Judge David Mann**  
Court of Appeals, Division I

**Justice Raquel Montoya-Lewis**  
Washington State Supreme Court

**Judge Rebecca Pennell**  
Court of Appeals, Division III

**Judge Rebecca Robertson**  
District and Municipal Court Judges' Association King  
County District Court

**Judge Diana N. Ruff**  
Superior Court Judges' Association  
Benton/Franklin Superior Court

**Judge Michael Scott**  
Superior Court Judges' Association  
King County Superior Court

**Judge Jeffrey Smith, President**  
District and Municipal Court Judges' Association  
Spokane County District Court

### **NON-VOTING MEMBERS:**

**Judge Kristin Ferrera**, President-Elect  
Superior Court Judges' Association  
Chelan County Superior Court

**Hunter Abell**, President  
Washington State Bar Association

**Judge Karl Williams**, President-Elect  
District and Municipal Court Judges' Association  
Pierce County District Court

**Terra Nevitt**, Executive Director  
Washington State Bar Association

**Dawn Marie Rubio**  
State Court Administrator



# BJA Member Responsibilities



The Board for Judicial Administration (BJA) adopts policy and provides leadership for the administration of justice in Washington State Courts. BJA members are charged with providing leadership to the state courts and developing policy to enhance the administration of justice. Judges on the BJA pursue the best interests of the judiciary at large.

As a BJA member, you are expected to:

- Be informed about the BJA's mission, policies, and initiatives.
- Prepare for and attend board and committee meetings, ask questions, take responsibility, and follow through on given assignments.
- Communicate positively about the BJA and its initiatives with other organizations.
- Be a catalyst for change.
- Listen, analyze, think creatively, and work well with people individually and in groups.
- Act in the best interest of the judiciary as a whole while remaining mindful of the needs of individual level constituent groups.
- Speak with a unified voice to address issues related to the administration of justice. Have robust discourse and debate, but then present a cohesive message.
- Serve on at least one standing committee (voting members).
- Promote the BJA goal of increasing board diversity and reach out to potential members in your association.

# BJA Goals 2023–2024



***BJA will apply an equity analysis to ensure that committees and activities address racial inequities and promote equal access to justice for everyone.***



**Courts of the future:** BJA will identify and promote innovative court programs, practices, and best practices across the State.

- BJA will share information and activities from the Judicial Leadership Summit, Innovating Justice awards, and other judiciary and court programs/associations.
- BJA will identify, share, and/or develop best practices for judiciary and BJA priorities.



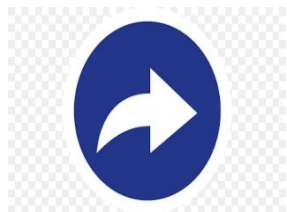
**Court wellness:** BJA will explore ways to support, partner, and coordinate opportunities to address court, judicial officers, and court personnel education and wellness needs.

- BJA will explore existing opportunities for supporting and training judicial officers in the first 5 years such as mentoring, coaching, and an advanced judicial training program.
- BJA will identify programs and tools to help address overall court and staff wellness and training needs as identified in the Judicial Leadership Summit and subsequent BJA discussions.



**Collaboration:** BJA will explore and develop ways to collaborate and build relationships with all our justice partners.

- BJA will identify and share critical and emerging issues that impact the judiciary and court operations.
- BJA will utilize task forces and work groups to increase collaborative opportunities.
- BJA will develop a plan to increase court user feedback and involve persons with lived experiences in BJA efforts.



**BJA will continue addressing court funding needs, alternatives to incarceration, and remote proceedings.**



# BJA Highlights



The 2022–23 BJA goals were to increase communication, diversity, and inclusion efforts while focusing on:

- 1) **Re-imagining courts and innovations** – The BJA focused on implementing lessons learned from the pandemic and encouraging innovations; provided space for conversations and problem solving; implemented strategic initiatives to explore alternatives to incarceration and court rules and best practices for remote proceeding updates; and statewide efforts to improve interbranch communication.
- 2) **Advocacy for consistent funding that is not fee based** – The BJA identified court funding needs and advocated for statewide funding and continued to identify local funding needs through the Adequate Funding Work Group efforts.
- 3) **Improving court security** – The BJA continued advocacy efforts through the Court Security Task Force and secured funding for court security equipment and services; implemented court security training and communication network; and provided funding through a grant program that provided funds to local shared court sites for security equipment.

The [BJA Alternatives to Incarceration Task Force](#) launched in the Fall of 2022 and created work groups to assess current alternatives across the state, incorporate diverse voices into the efforts, address legal authority considerations when ordering alternatives, and address points of entry into the criminal justice system through community mapping.

The [Court Security Task Force](#) ended on June 30, 2023. The Task Force successfully secured court security funding for courts across the state, \$750K in 2020–2023 and \$2M in 2023–2025 biennium, distributed \$500K for security improvements to high-impact courthouses, and implemented several statewide trainings on assessing and responding to threats and workplace violence. Additional resources, survey reports, and incident reports can be found on the [BJA website](#).

The **Budget and Funding Committee (BFC)** implemented the 2023–2025 biennium budget requests process. The Judicial Branch had a very successful 2023 Legislative Session; the majority of budget requests were funded.

The **Court Education Committee (CEC)** continued online and in-person training and conferences; provided scholarships for court system personnel to attend education; and implemented a learning management system.

The **Legislative Committee (LC)** analyzed court impacts and directed legislative engagement for 1,634 new bills introduced in the 2023 legislative session. Only 479 bills were passed by the Legislature. The LC facilitated collaboration with justice partners and the other branches of government on bills impacting the judicial branch, including housing, domestic violence/protection orders, drug possession/recovery support, juvenile justice, and legal financial obligations.

The **Policy and Action Committee (PAC)** Adequate Funding Workgroup developed a list of action items to address recommendations from the survey, "[Local Level Funding in Washington State Courts](#)" and has begun work on the action items. The PPC, in coordination with staff from the Gender and Justice Commission (GJC), started implementing recommendations from the [GJC Pilot Project on Workplace Harassment](#).

# BJA Highlights



The **Public Engagement and Education Committee (PEEC)**, working within its new charter, created standing subcommittees (Strategic Planning; Civics Education K-12; Judges and Staff Education; and Community Education, Collaboration and Engagement), adopted an overarching theme for its work for 2023–24 of Belonging, and has started work in earnest on projects in each subcommittee around that theme and to further the work of the Washington Racial Justice Consortium.

The **BJA Remote Proceedings Work Group** conducted an assessment of the remote and hybrid practices used by courts. The Work Group completed the Court Rules project in which attorneys and judges from trial courts prepared and submitted a slate of suggested court rules addressing remote proceedings to the Supreme Court Rules Committee.

# BJA History



## 1925

The Washington Judicial Council was created by statute. It had the authority and obligation to periodically review the judicial business of the Washington courts and continuously examine statutes and rules of pleading, practice and procedure.

## 1957

The Washington Judicial Conference, created by statute, met annually on matters relating to judicial business and improvement of the judicial system, and the administration of justice. The Conference was composed of judges of the courts of record, however, all full-time judges of the courts of limited jurisdiction were customarily invited to attend. The Administrator for the Courts served as the Executive Secretary of the Conference.

## 1981

In an effort to improve communication and coordination between the levels of Washington's court system, Chief Justice Robert F. Brachtenbach established the Board for Judicial Administration (BJA). The BJA was composed of the Chief Justice and Acting Chief Justice of the Supreme Court, the Presiding Chief Judge and Acting Presiding Chief Judge of the Court of Appeals and the President and President-elect of the Superior Court Judges and Washington State Magistrates associations. Meeting on a quarterly basis, these key judicial leaders reviewed various issues affecting the administration and operation of Washington's court system. The recommendations of the BJA advised and informed the Supreme Court of issues and concerns common to all court levels.

## 1986

The BJA Rules became effective December 8, 1986. The Board's role was to speak on behalf of the judicial branch of government on those matters which it had unanimously approved.

## 1987

At its July 27, 1987 meeting, the BJA adopted their bylaws.

## 1993

The Court amended the Board for Judicial Administration Rules (BJAR) to clarify the role and responsibilities of the BJA and to provide that judges serving on the Board shall pursue the best interests of the judiciary at large.

## 1999

The Commission on Justice, Efficiency and Accountability made over 20 recommendations for changes in the BJA governance and leadership structure. Some of the recommendations that were implemented:

- The Mission of the BJA was revised to emphasize a governance versus "representative" purpose.
- The Chief Justice of the Washington State Supreme Court chairs the BJA. The Co-chair was elected from the membership.
- The Chair, in consultation with the Co-chair, establishes the meeting agenda and meetings should be held bi-monthly. The Chair and Co-chair each have independent authority to convene meetings.

# BJA History



To reinforce the governance versus representative role of the BJA, the membership was revised to include:

- Supreme Court – 2 (one being the Chief Justice)
- Court of Appeals – 3 (one from each division)
- Superior Courts – 5 (one being the President)
- District and Municipal Courts – 5 (one being the President)
- Washington State Bar Association – 2 (non-voting)
- State Court Administrator (non-voting)

## **2000**

At the January 21, 2000, meeting the Board voted to adopt the bylaws reflecting the recommendations made by the Commission on Justice, Efficiency and Accountability. Also, under the leadership of former Chief Justice Richard P. Guy, the Board elected its first Co-chair: Spokane County Superior Court Judge James M. Murphy.

## **2003**

The membership of the Board was expanded to include, as non-voting members, the Presiding Chief Judge of the Court of Appeals, the President-elect of the SCJA and the President-elect of the DMCJA.

## **2007**

The position of BJA Co-chair was modified to Member Chair to be filled by members elected to two-year terms, alternating between a superior court judge and a district or municipal court judge.

## **2012**

In September, the BJA hosted a two-day retreat attended by judges, court managers, branch agency directors, AOC leadership and invited guests, to discuss the role of the BJA in governing and planning within the judicial branch of Washington State.

## **2013**

The Board adopted recommendations from the Committee Unification Workgroup to restructure the standing committees of the BJA which included that oversight for judicial education be brought under the BJA.

## **2014**

The Board approved amendments to BJAR to implement reorganization of the standing committees and approved charters for the committees: Court Education Committee, Budget and Funding Committee, Legislative Committee, and Policy and Action Committee.

## **2017**

The BJA approved the charters creating the Court System Education Funding Task Force and the Interpreter Services Funding Task Force, the 2017–2019 strategic initiatives.

## **2018**

The BJA approved the creation of and the charter for the Court Security Task Force.

## **2019**

The BJA reviewed, revised, and adopted the revised BJA court rules and bylaws and implemented the BJA Communication Plan.

# BJA History



## 2020

The BJA created and implemented the Court Recovery Task Force to address impacts and needs resulting from COVID19. The Task Force and 12 committees have approximately 100 members with representatives from various associations/ commissions/organizations from across the State.

The BJA held the 2020 Court Recovery Summit featuring speaker Jeffrey Robinson which provided an opportunity to consider collaboratively and in small group discussions how courts can recover from the present crisis to achieve an even better, more inclusive and accessible justice system.

## 2021

The BJA implemented all virtual meetings as a response to COVID.

The BJA held its 2021 Judicial Leadership Summit: Interbranch and Legislative Relations featuring presentations from every branch and small group discussions.

## 2022

The BJA completed the Court Recovery Task Force and adopted two new Strategic Initiatives in June, Alternatives to Incarceration Task Force and Remote Proceeding Work Group.

The first Interbranch Advisory Committee meeting was held June 17, 2022. The Interbranch Advisory Committee was created by SB 5490.

The first Alternatives to Incarceration Task Force meeting was held September 16, 2022.

## 2023

The first Remote Proceedings Work Group meeting was held February 9, 2023. New and revised court rules incorporating remote proceedings language were submitted to the Supreme Court in July 2023.

The Court Security Task Force was successful in implementing its charter activities and was sunset in June 2023.

A BJA workgroup revised the bylaws and court rules in the Fall/Winter 2022–23.

In June 2023, the BJA sponsored the Judicial Leadership Summit 2023: Assess.Focus.Energize.

In September, the Board approved to reconvene the Court Security Committee as a BJA standing Committee. They developed a charter and had their first meeting in December 2023.

The Electronic Monitoring and Victim Notification Work Group was implemented in November 2023 in response to HB 1715.

# BJA Rules



## BOARD FOR JUDICIAL ADMINISTRATION RULES (BJAR)

### BJAR PREAMBLE

The power of the judiciary to make administrative policy governing its operations is an essential element of its constitutional status as an equal branch of government.

[Adopted effective January 25, 2000, amended October 1, 2019.]

### BJAR 1 BOARD FOR JUDICIAL ADMINISTRATION

The Board for Judicial Administration (BJA) is established to provide leadership and develop policy to enhance the judiciary's ability to serve as an equal, independent, and responsible branch of government. The vision of the BJA is to be the unified voice of the Washington State Courts. Judges serving on the BJA shall pursue the best interests of the judiciary at large.

[Amended effective October 29, 1993; January 25, 2000, October 1, 2019.]

### BJAR 2 COMPOSITION

(a) Membership. The Board for Judicial Administration shall consist of judges from all levels of court and other key stakeholders. The voting membership of the Board for Judicial Administration shall consist of the Chief Justice and one other member of the Supreme Court, one member from each division of the Court of Appeals, five members from the Superior Court Judges' Association, one of whom shall be the President, and five members from the District and Municipal Court Judges' Association, one of whom shall be the President. The non-voting membership shall include: the Washington State Bar Association's Executive Director and Board President, the Administrator for the Courts, the President-elect judge of the Superior Court Judges' Association and the President-elect judge of the District and Municipal Court Judges' Association. [Amended October 1, 2019, May 2, 2023.]

(b) Selection. Members shall be selected based upon a process established by their respective associations or court level which considers demonstrated interest and commitment to judicial administration, improving the courts, racial and gender diversity, and the court's geographic and caseload differences.

[Amended October 1, 2019.]

(c) Terms of Office.

(1) Members serve four year terms, except the Chief Justice, the Association President Judges, the Washington State Bar Association President and Executive Director, and the Administrator for the Courts who shall serve during their tenure. [Amended October 1, 2019, November 18, 2022.]

(2) Members serving on the BJA shall be granted equivalent pro tempore time.

[Amended effective October 29, 1993; February 16, 1995; January 25, 2000; June 30, 2010; July 4, 2017, October 1, 2019.]



# BJA Rules



## **BJAR RULE 3 STRUCTURE**

(a) Leadership. The Board for Judicial Administration shall be chaired by the Chief Justice of the Washington Supreme Court in conjunction with a Member Chair who shall be elected by the Board. The duties of the Chief Justice Chair and the Member Chair shall be clearly articulated in the bylaws. [Amended October 1, 2019.]

(b) Committees. The Board shall appoint at least four standing committees: Policy and Action, Budget and Funding, Education, and Legislative. Other committees may be convened to help facilitate the work of the Board as determined by the Board. [Adopted effective January 25, 2000; amended effective September 1, 2014, October 1, 2019.]

## **BJAR 4 STAFF**

Staff for the Board for Judicial Administration shall be provided by the Administrator for the Courts. [Adopted effective January 25, 2000, amended October 1, 2019.]

## **BJAR 5 BYLAWS**

The Board may by a majority vote of the voting members develop, adopt and amend bylaws for its operations that do not conflict with these rules. [Adopted effective October 1, 2019]

Adopted effective December 8, 1986  
Amended effective October 29, 1993  
Amended effective February 16, 1995  
Amended effective January 25, 2000  
Amended effective June 3, 2010  
Amended effective July 4, 2017  
Amended effective October 1, 2019  
Amended effective December 3, 2019  
Amended effective May 2, 2023

# BJA Bylaws



## ARTICLE I

### Purpose

The Board for Judicial Administration (BJA) shall adopt policies and provide leadership for the administration of justice in Washington courts. Included in, but not limited to, that responsibility is: 1) improving the quality of justice in Washington by fostering excellence in the courts through effective education; 2) developing proactive legislation and advising and recommending positions on legislation of interest; 3) facilitating and managing a process of engagement within the judicial branch to identify priority policy issues and to develop strategies to address those issues; 4) coordinating efforts to achieve adequate, stable and long-term funding of Washington's courts to provide fair and equitable justice throughout the state; 5) reviewing and making recommendations, including prioritization, regarding proposed budget requests routed through the BJA.

## ARTICLE II

### Membership

The Board for Judicial Administration shall consist of judges from all levels of court and other key stakeholders as outlined in the Court Rules.

## ARTICLE III

### Terms of Office

The Chief Justice, the Association President Judges, the Washington State Bar Association President and Executive Director, and the Administrator for the Courts shall serve during their tenure. All other members serve four-year terms unless their governing body specifies otherwise and their terms are renewable for one additional four-year term.

## ARTICLE IV

### Vacancies

If a vacancy occurs in any representative position, the bylaws of the governing group shall determine how the vacancy will be filled.

## ARTICLE V

### Chairs

The Chief Justice of the Supreme Court shall chair the Board for Judicial Administration in conjunction with a Member chair. The Member chair shall be nominated by the Chief Justice Chair and confirmed by the Board. The member chair shall serve a two-year term. The Member chair position shall be filled alternately between a voting Board member who is a superior court judge and a voting Board member who is either a district or municipal court judge.

# BJA Bylaws (cont.)



## ARTICLE VI

### Duties of Chairs

The Chief Justice Chair shall be the official spokesperson for the Board. The Chief Justice Chair and Member Co-Chair shall preside at all meetings of the Board, performing the duties usually incident to such office. The Chief Justice chair and the Member chair shall nominate for the Board's approval the chairs of all committees. The Member chair shall perform the duties of the Chief Justice chair in the absence or incapacity of the Chief Justice chair.

## ARTICLE VII

### Committees

- 1) Standing Committees are identified in BJAR 3(b). Any change to standing committees must be approved by a majority vote.
- 2) The BJA, by majority vote, can establish ad hoc committees or task forces. Ad hoc committees or task forces will be guided by a BJA approved charter for a duration of 2 years, subject to renewal or revision by a majority of the BJA. The Chief Justice chair and the Member chair shall nominate committee and task force chairs for the Board's approval. Membership on all committees and task forces will reflect representation from all court levels as outlined in their charter. Membership may also include anyone working in the judicial system or anyone from the public.
- 3) Committees and task forces shall report in writing to the Board for Judicial Administration as appropriate to their charter.
- 4) The terms of committee and task force members will be determined by their charter.

## ARTICLE VIII

### Executive Committee

There shall be an Executive Committee composed of Board for Judicial Administration members, and consisting of the co-chairs, a judge from the Court of Appeals selected by and from the Court of Appeals members of the Board, the President Judge of the Superior Court Judges' Association, and the President Judge of the District and Municipal Court Judges' Association, and non-voting members to include one Washington State Bar Association representative selected by the Chief Justice, President-elect judge of the Superior Court Judges' Association, President-elect judge of the District and Municipal Court Judges' Association and the Administrator for the Courts.

It is the purpose of this committee to consider and take action on emergency matters arising between Board meetings, subject to ratification of the Board. During legislative sessions, the Executive Committee is authorized to conduct remote meetings for the purpose of reviewing legislative positions.

## ARTICLE IX

### Regular Meetings

There shall be regularly scheduled meetings of the Board for Judicial Administration. A meeting schedule will be approved by the Board annually. Reasonable notice of meetings shall be given to each member. Any Board member may submit items for the meeting agenda.

# BJA Bylaws (cont.)



## ARTICLE X

### Executive Sessions

Executive sessions may be held upon majority vote to discuss matters deemed confidential. A motion to enter executive session shall set forth the purpose of the executive session, which shall be included in the minutes.

## ARTICLE XI

### Special Meetings

Special meetings may be called by any member of the Board. Reasonable notice of special meetings shall be given to each member.

## ARTICLE XII

### Quorum

Eight voting members of the Board shall constitute a quorum provided each court level is represented.

## ARTICLE XIII

### Voting

Each judicial member of the Board for Judicial Administration shall have one vote. All decisions of the Board shall be made by majority vote of those present and provided there is at least one affirmative vote from each level of court. Remote attendance shall be permitted. A voting member may designate a non-voting BJA member from the same level of court to cast a vote by proxy in their absence.

## ARTICLE XIV

### Amendments and Repeal of Bylaws

These bylaws may be amended or modified at any regular or special meeting of the Board, at which a quorum is present and by majority vote, provided there is at least one affirmative vote from each level of court. No motion or resolution for amendment of bylaws may be considered at the meeting in which they are proposed.

Approved for Circulation--7/27/87

Amended 1/21/00

Amended 9/13/00

Amended 5/17/02

Amended 5/16/03

Amended 10/21/05

Amended 3/16/07

Amended 5/17/19

Amended 10/18/19

Amended 10/24/19

Amended 11/18/2022

# Budget and Funding Committee



The Budget and Funding Committee (BFC) will 1) coordinate efforts to achieve adequate, stable and long-term funding of Washington’s courts to provide equal justice throughout the state, and 2) review and make funding recommendations, including prioritization of proposed budget requests routed through the BJA.

## Recommendation and Prioritization Criteria

The review and recommendations for funding will be made in accord with the mission, core functions, and Principal Policy Goals of the Washington State Judicial Branch and the Board for Judicial Administration.

The BFC will also take into consideration other factors including:

- Impact on constitutional and/or state mandates.
- Impact on the fair and effective administration of justice in all civil, criminal, and juvenile cases.
- Enhancement of accessibility to court services.
- Improved access to necessary representation.
- Improvement of court management practices.
- Appropriate staffing and support.

The BFC has the authority to establish guidelines regulating the format and content of budget request information received for the purposes of review, recommendation and prioritization.

<b>Organization or Position</b>	<b>Name</b>
COA BJA Member	Judge David Mann, Div. I
SCJA BJA Member	Judge Diana Ruff
DMCJA BJA Member	Judge Mary Logan

# Court Education Committee



## Charge

The Court Education Committee (CEC) will improve the quality of justice in Washington by fostering excellence in the courts through effective education. The CEC will promote sound adult education policy, develop education and curriculum standards for judicial officers and court personnel, and promote coordination in education programs for all court levels and associations.

The CEC will establish policy and standards regarding curriculum development, instructional design, and adult education processes for statewide judicial education, using the National Association of State Judicial Educator's *Principles and Standards of Judicial Branch Education*.

## Mission Statement

*Improve the quality of justice in Washington by fostering excellence in the court through the delivery of effective education.*

## CEC Core Values:

- **Accessibility** – providing access to education and training to all court system personnel.
- **Collaboration** – promoting collaboration of education and training amongst the associations and other stakeholders who develop education and training for court system personnel.
- **Efficiency** – promoting efficient use of resources.
- **Inclusiveness** – respecting people, valuing diversity and committing to equality.
- **Innovation & Adaptability** – continually encouraging new ideas, adapting, and generating new education and training opportunities.
- **Sustainability** – researching and identifying a sustainable infrastructure for court education.

## The CEC shall have the following powers and duties:

- Plan, implement, coordinate, and approve BJA funded education and training for courts throughout the state.
- Assure adequate funding for education to meet the needs of courts throughout the state and all levels of the court.
- Collect and preserve curricula, and establish policy and standards for periodic review and update of curricula.
- Develop and promote instructional standards for education programs.
- Establish educational priorities.
- Implement and update Mandatory Continuing Judicial Education policies and standards.
- Develop working relationships with the other BJA standing committees.
- Develop and implement standard curriculum for the Judicial College.
- Provide education for judges and administrators that focuses on the development of leadership skills and provide tools to be used in the daily management and administration of their courts.



# Court Education Committee



<b>Organization or Position</b>	<b>Name</b>
BJA Member, Appellate Courts	Judge Rebecca Pennell, Chair
BJA Member, SCJA	Judge Marilyn Haan
BJA Member, DMCJA	Judge Tam T. Bui
Appellate Court Education Chair or Designee	Justice Sheryl Gordon McCloud
SCJA Education Committee Chair or Designee	Judge Sabrina Ahrens
DMCJA Education Committee Chair or Designee	Judge John Hart
Annual Conference Chair or Designee	Justice G. Helen Whitener
AWSCA Education Committee Chair or Designee	Jessica Humphreys
DMCMA Education Committee Chair or Designee	Margaret Yetter
WAJCA Education Committee Chair or Designee	Paul Daniels
WSACC Education Committee Chair or Designee	Staci Myklebust
Washington State Law School Dean	Professor Andrew Siegel
AOC	Scott Hillstrom

# Court Security Committee



The BJA Court Security Committee was established in 2023 to identify and address the security requirements of courts across the state and support them in complying with GR 36. The committee builds on the groundwork established by the Court Security Task Force and focuses on responding to emerging safety and security challenges that courts encounter.

## **The Court Security Committee shall:**

- Review and analyze all statewide court security surveys, research, and past court security initiatives and activities.
- Assess court security needs and identify tools to address court security needs.
- Identify court efforts to meet GR 36 Minimum Security Standards.
- Assist courts to implement best practices for court security.
- Coordinate the provision of mentoring, partnering, and/or educational opportunities for courts needing increased security in order to maximize resources.
- Assess funding needs and explore funding options. Explore granting opportunities to assist in securing equipment and funds for capital improvements that will be needed for security improvement.
- Provide analyses and recommendations to the BJA on any matters referred to the standing committee pursuant to the bylaws of the Board.

# Court Security Committee



## Organization or Position

## Name

SCJA	Judge Sean O'Donnell, Co-Chair
DMCMA	Suzanne Elsner, Co-Chair
Supreme Court	Tracy Foster
COA	Judge Anne M. Cruser
AWSCA	Andrew Somers
DMCJA	Judge Rebecca Robertson
WAJCA	Norrie Gregoire
WASPC	Vacant
WSACC	Hnn. Tim Fitzgerald
Court Security	Elisa Sansalone
AOC	Kyle Landry

# Legislative Committee



The Legislative Committee (LC) facilitates court level/entity discussion of legislation and decides on BJA's plan of engagement with legislators and the Governor's office regarding proposals under consideration, including for legislation introduced at the request of the BJA.

## **The Legislative Committee shall:**

- Review and adopt positions on legislation.
- Recommend action by associations or individual persons based on positions taken.
- Direct and authorize the engagement strategy taken on behalf of the BJA with regard to proposals under debate.
- React quickly as issues arise during the legislative session.
- Ensure regular communication and that no other committee's authority is being inappropriately or inadvertently usurped.
- During legislative sessions, conduct telephone conferences for the purpose of reviewing legislation and taking positions. These calls should be held as soon as practicable in an effort to accommodate the weekly legislative schedule.
- During the interim, meet monthly or as needed to develop legislative issues and potential "BJA request" legislation. These meetings should be held in conjunction with the standing BJA meetings whenever possible in order to minimize travel-related expenses and time away from court.
- In an emergency necessitated as a result of legislative proposals, the Legislative Committee shall convene by email and vote on a course of action or response.
- Legislative Committee members shall be well versed in all bills they act upon and shall be expected to communicate all relevant positions or information to the organizations they represent, as well as other parties, including legislators, as needed.

# Legislative Committee



Organization or Position	Name
SCJA Legislative Committee Chair and BJA Member	Judge Michael Scott, Chair
Chief Justice	Chief Justice Steven González
BJA Member, Appellate Courts	Judge Rebecca Glasgow
COA Presiding Chief Judge	Judge Lori Kay Smith
BJA Member Chair	Judge Alicia Burton
SCJA President	Judge Samuel Chung
SCJA Legislative Committee Co-Chairs	Judge Sean O'Donnell/ Judge Rachelle Anderson
DMCJA President	Judge Jeffrey Smith
BJA Member, DMCJA	Judge Rebecca Robertson
DMCJA Legislative Committee Co-Chairs	Judge Kevin Ringus/Judge Whitney Rivera
AOC	Brittany Gregory

# Policy and Action Committee



## Charge

The Policy and Action Committee (PAC) will create and manage a process of engagement within the judicial branch around policy matters affecting the courts of Washington, identify and analyze priority issues, and develop strategies to address those issues in order to advance the mission, vision and principal policy goals of the BJA.

## The Policy and Planning Committee shall:

- Create and oversee a planning process on a two-year cycle that:
  - Sets out a plan for outreach to justice system partners and stakeholders that provides multiple opportunities for input and identifies major decision points.
  - Produces written analysis of proposed issues that outline the substance of the issue, the impact on the courts, the scope of potential strategies to address the issue, the potential benefits and risks of undertaking a strategic initiative to address the issue, a statement of desired outcomes and the feasibility of achieving desired outcomes, the major strategies that might be employed to address the issue, the resources necessary, and a timeline.
  - Selects one or more issues for recommendation as strategic initiatives to be sponsored by the BJA.
  - Submits a proposed charter to the BJA for a steering committee or task to include: membership, its charge, desired outcomes of the campaign, its deliverables, and timeline for reporting and ending of the body, and resources necessary to implement the initiative, including staff and fiscal resources.
  - Provides recommendations to the BJA for action, referral, or other disposition regarding those issues not recommended for a strategic initiative.
  - Provides a critique and recommendations for changes in the planning process for consideration in subsequent cycles.
- May serve as the oversight body of any committee or task force created to implement a strategic initiative.
- Identify strategic goals of the BJA and propose recommendations to address them in conjunction with the other standing committees.
- Propose a process and schedule for the periodic review of the mission statement, vision statement, and principal policy goals of the Board for Judicial Administration, and oversee any process to propose revisions and present proposed changes to the BJA.
- Provide analyses and recommendations to the BJA on any matters referred to the standing committee pursuant to the bylaws of the Board.



# Policy and Action Committee



## Organization or Position

DMCJA Chair and Member  
Chief Justice  
COA Judge  
SCJA President-Elect  
SCJA  
SCJA  
DMCJA President-Elect  
DMCJA  
AWSCA  
DMCMA  
WAJCA  
WSBA  
At-Large Member (optional)  
AOC

## Name

Judge Carolyn Jewett, Chair  
Chief Justice Steven González  
Judge David Mann  
Judge Kristin Ferrera  
Judge Alicia Burton  
Judge Michael Scott  
Judge Karl Williams  
TBD  
Cheryl Stone  
Ellen Attebery  
Linnea Anderson  
Terra Nevitt  
Vacant  
Penny Larsen

# Public Engagement and Education Committee



The purpose of the PEEC is to empower the public and improve the Washington courts through authentic engagement and education, and by collaborating with judicial, legal, and community groups and organizations.

**The PEEC will identify issues negatively impacting public confidence in the Washington courts and will:**

- Be a resource and partner to judicial, legal, and community groups to support and/or improve the public's confidence in the Washington courts;
- Identify recommendations for reforming the Washington courts and share them with relevant entities;
- Identify and/or create tools and resources to educate and assist Washington court staff at all levels in response to the issues identified;
- Identify and/or create tools and resources to engage with and educate the public in response to the issues identified; and
- Monitor, evaluate, and update the tools and resources created to be responsive to the needs of the community and the gaps in confidence in the Washington courts.

## Organization or Position

## Name

Supreme Court	Justice Susan Owens
Court of Appeals	Judge Cecily Hazelrigg-Hernandez
SCJA	Judge Kathryn Loring, Chair
DMCJA	Judge Jessica Ness
DMCJA	Vacant
WSACC	Hon. Renea Campbell
WSACC	Vacant
AWSCA	Rachel Taylor
WAJCA	Shad Hail
DMCMA	Patricia Gutierrez
WSBA	Jeni Garber Guerrero
Public Member	Esperanza Borboa
Public Member	Erika Evans
Public Member	Fé LopezGaetke
Public Member	Vacant
State Law Library	Rob Mead
TVW	Renee Radcliff Sinclair
Affinity Bar Association/Judicial Institute Alumn	Vacant
AOC	Nicole Ack

# Alternatives to Incarceration Task Force



The BJA Alternatives to Incarceration Task Force is formed to assess the current state of incarceration alternative practices, estimate the costs to make these services available statewide, and pursue legislative funding as needed.

## **The Task Force shall:**

- Assess the different incarceration alternative practices across the state and assess the ability of those accused of crimes to access those services equitably across the state and identify barriers to achieving this.
- Gather information on any policies or efforts addressing this issue at a statewide level.
- Identify promising practices and develop recommendations for incarceration alternatives.
- Identify costs of implementing electronic home monitoring and other incarceration alternatives across all jurisdictions.
- Pursue legislative funding opportunities to make incarceration alternatives equally available to all courts and their constituents across the state as applicable.
- Develop and implement communication and advocacy strategies to promote funding needs.
- Provide ongoing reports to the BJA on task force efforts and identify future task force or ongoing committee work.

# Alternatives to Incarceration Task Force



## Organization or Position

## Name

San Juan Superior Court	Judge Katie Loring, Co-chair
Spokane Municipal Court	Judge Mary Logan, Co-Chair
Thurston County Superior Court	Judge Sharonda Amamilo
Minority and Justice Commission	Judge André M. Peñalver
Community Corrections Walla Walla	Benjamin Brink
Department of Corrections	Amanda Lease
Health Care Authority	Sarah Melfi-Klein
Washington State Misdemeanor Probation Assn	Lindsey Buntin
Washington State Misdemeanor Probation Assn	Jennifer (Jen) Crossen
Pierce County Superior Court	Judge Joseph Evans
Renton Municipal Court	Judge Jessica Giner
Sexual Violence Law Center	Elizabeth Hendren
Kittitas County Superior Court	Sarah Keith
Blaine Municipal Court	Raylene King
Community Reentry	Susan Leavell
Washington Voices	Alex Mayo
Look2Justice	Chelsea Moore
King County District Court East Division	Judge Marcus Naylor
Felony Resource Attorney	Sheri Oertel
Administrative Office of the Courts	Andrew Peterson
Northwest Community Bail Fund	Chanel Rhymes
King County: Maleng Regional Justice Center	Judge Ketu Shah*
Bellevue Policy Department	Wendell Shirley
King County Clerk's Office	David Smith
Office of Public Defense	Nat Jacob
Whatcom County Sheriff	Donnell Tanksley
Skagit County Prosecutor's Office	Richard Weyrich
The Way to Justice in Spokane	Camerina Zorrozuva
AOC, BJA	Jeanne Englert
<b>Consulting Members</b>	
Thurston County Pretrial Services	Andrew Cozzolino
AOC	Andrea Valdez

# Electronic and Victim Notification Technology Workgroup



The Electronic Monitoring and Victim Notification Technology Workgroup (EMVNT) as directed by with HB 1715, is tasked with developing model policy, protocols, and best practices for the use of electronic monitoring with victim notification technology.

## **The Task Force shall:**

- Develop a model policy for electronic monitoring with victim notification.
- Develop protocols for the implementation of court orders related to electronic monitoring victim notification technology.
- Develop best practices addressing the operation of electronic monitoring, court order protocols, and additional compliance requirements.
- Identify and address any additional requirements necessary to promote compliance with relevant statutes.

# Electronic and Victim Notification Technology Workgroup



## Organization or Position

DMCJA  
SCJA  
Walla Walla County Superior Court  
DMCJA  
DMCMA  
WSACC  
Pierce County Clerk  
AWSCA  
Office of Public Defense  
Washington Association of Prosecuting Attorneys  
Washington Association of Sheriffs & Police Chiefs  
Washington Association of Sheriffs & Police Chiefs  
Washington Association of Sheriffs & Police Chiefs  
Washington Association of Sheriffs & Police Chiefs  
Probation Services  
Department of Corrections  
Department of Corrections  
Washington State Coalition Against Domestic  
Violence  
Washington State Coalition Against Domestic  
Violence  
Vancouver Police Department  
AOC

## Name

Judge Kelli Osler, Chair  
Commissioner Barbara McInville, Chair  
Commissioner Patricia Fulton  
Judge Patti Connolly Walker  
Bryan Farrell  
Tim Fitzgerald  
Constance White  
Cheryl Stone  
Colin McMahon  
Taylor Knight  
Taylor Gardner  
Jamie Weimer  
Raeanne Myers  
Ken Shenk  
Mindy Rowland  
Steve Johnson  
Thomas Layne  
  
Heather Wrenwood  
  
Jake Fawcett  
Tanya Wollstein  
Joslyn Nelson



# Remote Proceedings Workgroup



The BJA Remote Proceedings Workgroup was formed to assess the current state of remote and hybrid practices, determine the types of proceedings that work well with remote or hybrid models, develop guidelines and best practices, and pursue legislative funding as needed.

## The Work Group shall:

- Conduct assessment of the remote and hybrid practices currently used by courts across the state.
- Utilize information and recommendations from the Remote Jury Trials Work Group, Resuming Jury Trials Work Group, and the Court Recovery Task Force.
- Gather information on guidelines and best practices from court systems in the nation.
- Identify promising practices and develop implementation recommendations.
- Draft guidelines that encourage standardization of practices.
- Examine current court rules and emergency orders to develop new court rules and/or revise existing court rules.
- Explore funding options and existing resources for training and support on technology and court management functions.
- Provide ongoing reports to the BJA on task force efforts and identify future task force or ongoing committee work.

## Organization or Position

## Name

SCJA, King County Superior Court	Judge Jim Rogers, Co-Chair
DMCJA, Airway Heights Municipal Court	Judge Angelle Gerl, Co-Chair
Court of Appeals Div. I	Judge Ian Birk
Court of Appeals Div. III Administrator/Clerk	Tristen Worthen
SCJA, Stevens/Ferry/Pend Oreille Counties Superior Court	Judge Lech J. Radzimski
SCJA, Island County Superior Court	Judge Christon Skinner
SCJA, Pierce County Superior Court	Judge Shelly Speir-Moss
SCJA, King County Superior Court	Judge Coreen Wilson
SCJA, Walla Walla County Superior Court	Judge Patricia Fulton
SCJA, Spokane County Superior court	Judge Dean Chuang
Clallam County Clerk	Nikki Botnen
Grant County Court Clerk	Honorable Kim Allen
AWSCA, Douglas County Superior Court	Jo Jackson
King County Superior Court Program Manager	Matthew Hodgman
AWSCA, Kitsap County Superior Court	Frank Maiocco
Whatcom County Superior Court Facilitator	Sarah Zaylor
DMCJA, Snohomish County District Court	Judge Jeffery Goodwin
DMCJA, Renton Municipal Court	Judge Kara Murphy Richards
DMCJA, Spokane County District Court	Judge Jenny Zappone
DMCMA, Puyallup Municipal Court	Ellen Attebery
DMCMA, Airway Heights Municipal Court	Kati Dorman
Office of Public Defense	Darren Acoba
Office of Public Defense	Elizabeth Mustin
Snohomish County Office of Public Defense	Jason Schwarz

# Remote Proceedings Workgroup

Washington State Association for Justice	Patricia Anderson
Washington State Association of Prosecuting Attorneys	Brett Bierly
Washington State Association of Prosecuting Attorneys	Jodi Hammond
Washington Defense Trial Attorneys	Alice Brown
Washington Defense Trial Attorneys	Erin Seeberger
Washington Defense Trial Attorneys	Jon Zimmerman
King County Bar Association	Katie Comstock
King County Bar Association	Colin Mieling
King County Bar Association	Michael Rosenberg
King County Bar Association	Robert J. Wayne
American Board of Trial Advocates	Dave Corey
American Board of Trial Advocates	Steve Fogg
Washington State Office of the Attorney General	Carissa Greenberg
Washington State Office of the Attorney General	Brian Ward
Washington Association of Criminal Defense Lawyers	David Hammerstad
King County Office of the Prosecuting Attorney	Susan Harrison
Office of Civil Legal Aid	Ali Kingston
Northwest Justice Project	Michelle Lucas
Northwest Justice Project	Paola Morinigo
Northwest Justice Project	Therese Norton
American Board of Trial Advocates	Ed Moore
AOC	Penny Larsen

# 2024 Legislative Development Timeline



## **April 2024**

Email to commissions and associations soliciting proposals. Proposals and supporting documentation due June 28, 2024.

## **June/July 2024**

Staff and work groups analyze and hone proposals.

## **July 2024**

BJA Legislative Committee meeting to review proposals and vote on recommendations to the BJA.

## **September 2024**

BJA will review and vote on recommendations from the BJA Legislative Committee regarding 2024 BJA-request legislation.

## **September/October 2024**

BJA Legislative Committee will develop legislative strategy for BJA-request legislation and identify sponsors.

# Judicial Branch Budget Development Timeline



## 2024 Supplemental Budget Development, Review, and Submittal Schedule

### May 2023

- Message from the Chief Justice distributed.
- AOC distributes budget instructions & Decision Packet template to Subject Matter Experts (SMEs)

### June 2023

- SMEs complete and submit initial Decision Packages to AOC.

### July 2023

- AOC initial review with edits with SMEs.

### August 2023

- AOC Executive Team finalizes recommendations.
- Budget & Funding committee makes recommendations to full board BJA

### September 2023

- BJA makes recommendations to SCBC
- SCBC makes recommendations to full Supreme Court

### October 2023

- AOC Chief Financial & Management Officer presents final Decision Packages to Supreme Court which approves final budget package submission.
- Branch budget published.

### January 2024

- Legislature convenes January 8, 2024.

# Budget Request Criteria



The Budget and Funding Standing Committee (BFC) of the BJA is responsible for reviewing, making recommendations, and initially prioritizing budget requests submitted to the BJA. The following criteria will be used by the BFC to evaluate budget proposals submitted to the BJA.

## **Mandatory Criteria**

- The budget request is for an activity essential to a constitutional, statutory, or court rule mandate.
- The budget request is necessary to carry out the Principal Policy Goals of the Washington State Judicial Branch which include:
  - Fair and effective administration of justice.
  - Accessibility.
  - Access to necessary representation.
  - Commitment to effective court management.
  - Sufficient staffing and support.
  - The budget request implements a resolution adopted by the BJA.

## **Additional Criteria**

- The budget request provides a complete and detailed description of the justification for the request, written in plain language so that an outside reader will understand the problem and the proposed solution. The request will include the following elements:
  - A description of the funding requested supported by empirical data.
  - Specifically identified outcomes.
  - Organizations and groups that support the request.
  - The impact if not funded.
  - The request is an innovative approach or a more effective means of addressing a mandate or the Principal Policy Goals, and includes a description of the justification and proposed empirical evaluation criteria.
  - The budget request builds on or enhances existing and ongoing efforts and seeks to achieve more cost-effective outcomes.
  - The request is designed to mitigate or eliminate structural or systemic funding problems.

# Budget Reduction Criteria



## Preface

A sizeable portion of the Administrative Office of the Courts' budget cannot be reduced due to several factors including, but not limited to, constitutional provisions, statutory provisions, statewide federal cost allocation rules, and executed legal agreements. Funds allocated to superior court judges' salary and benefits, Becca/Truancy pass through funding, central service and revolving fund costs, and lease payments are a few examples. The budget allocation for items exempted from reduction will be identified and removed from consideration prior to any reduction exercise.

- Will the reduction adversely impact an activity that meets a constitutional, statutory, or court rule mandate?
- Will the reduction adversely impact the Principal Policy Goals?
- Will the reduction adversely impact a BJA resolution?
- Does the activity further AOC's mission, goals, and/or objectives?
- What would be the programmatic consequences if the reduction were implemented?
- Will the reduction impact the activity such that the remaining funding is insufficient to produce the intended outcome? Will remaining funding maintain an adequate level of service?
- How will the reduction be perceived by the public? Legislature? Stakeholders?
- Will the reduction shift costs to another organization(s) including local government?
- Have previous reductions been taken in this area?
- If the reduction were to occur are there funding or other alternatives?
- Is there research or data that supports reduction or exemption/exclusion from reduction?

# Principal Policy Goals of the Judicial Branch



*Justice in all cases shall be administered openly, and without unnecessary delay.”*

Washington State Constitution, Article I,  
Section 10.

Washington State’s judicial branch is a constitutionally separate, independent, and co-equal branch of government. It is the duty of the judicial branch to protect rights and liberties, uphold and interpret the law, and resolve disputes peacefully through the open and fair administration of justice in the state.

The judicial branch in Washington State is a local and state partnership where local courts, court managers, and court personnel work in concert with statewide courts, judicial branch agencies, and support systems.

The judicial branch maintains effective relations with the executive and legislative branches of state and local governments, which are grounded in mutual respect.

## The Principal Policy Goals of the Washington State Judicial Branch

1. **Fair and Effective Administration of Justice.** Washington courts will openly, fairly, efficiently, and effectively administer justice in all cases, consistent with constitutional mandates and the judiciary’s duty to maintain the highest level of public trust and confidence in the courts. Washington courts will affirmatively identify and eliminate bias-based practices and procedures that deny fair treatment for persons due to their race, gender, ability or other personal characteristics unrelated to the merits of their cases.
2. **Accessibility.** Washington courts, court facilities, and court systems will be open and accessible to all participants regardless of income, language, culture, ability, or other access barrier.
3. **Access to Necessary Representation.** Constitutional and statutory guarantees of the right to counsel shall be effectively implemented. Litigants with important interests at stake in civil judicial proceedings should have meaningful access to legal representation.
4. **Commitment to Effective Court Management.** Washington courts will employ and maintain systems and practices that enhance effective court management.
5. **Sufficient Staffing and Support.** Washington courts will be appropriately staffed and effectively managed, and court personnel, court managers, and court systems will be effectively supported and trained.

Approved En Banc June 7, 2018

# Resolution Guidelines



The Board for Judicial Administration was established to adopt policies and provide strategic leadership for the courts at large, enabling the Washington State judiciary to speak with one voice. To fulfill these objectives, the BJA may consider adopting resolutions on topics relating to the administration of justice.

Resolutions may be aspirational in nature, support a particular position, or serve as a call to action. Resolutions may support funding requests, but do not stand alone as a statement of funding priorities or indicate an intent by the Board to proactively seek funding. Resolutions are not long-term policy statements and their adoption does not establish the Board's work plan or priorities.

The absence of a resolution on a particular subject does not indicate a lack of interest or concern by the Board in regard to a particular subject or issue.

In determining whether to adopt a proposed resolution, the Board shall consider the following:

- Whether the resolution advances the Principal Policy Goals of the Judicial Branch.
- The relation of the resolution to priorities delineated in existing strategic and long range plans.
- The availability of resources necessary to properly act upon the resolution.
- The need to ensure the importance of resolutions adopted by the Board is not diluted by the adoption of large numbers of resolutions.

In order to ensure timely and thorough consideration of proposed resolutions, the following guidelines regarding procedure, form and content are to be followed:

- Resolutions may be proposed by any Board member. The requestor shall submit the resolution, in writing, with a brief statement of purpose and explanation, to the Manager of the Board for Judicial Administration.
- Resolutions should not be more than two pages in length. An appropriate balance must be struck between background information and a clear statement of action. Traditional resolution format should be followed. Resolutions should cover only a single subject unless there is a clear and specific reason to include more than one subject. Resolutions must be short-term and stated in precise language.
- Resolutions must include a specific expiration date or will automatically expire in five years. Resolutions will not be automatically reviewed upon expiration of their term, but may be reviewed upon request for reauthorization. Resolutions may be terminated prior to their expiration date as determined by the Board.
- The Board's Manager shall refer properly submitted resolutions to the Policy and Action Committee for review and recommendation. Review by the Board's Manager will precede review by the full Board membership. Resolutions may be reviewed for style and content. Suggestions and comments will be reported back to the initiating requestor as appropriate.
- The report and recommendation of the Policy and Planning Committee shall be presented to the BJA membership at the next reasonably available meeting for consideration. Action on the proposed resolution will be taken in accordance with the BJAR and bylaws. The Board may approve or reject proposed resolutions and may make substantive changes to the resolutions.
- Active Resolutions may be found on the Board for Judicial Administration website and Member Guide.



# Resolution Request Cover Sheet



## RESOLUTION REQUEST COVER SHEET

(INSERT PROPOSED RESOLUTION TITLE HERE) SUBMITTED BY: (INSERT NAME HERE)

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- (1) **Name(s) of Proponent(s):**
- (2) **Spokesperson(s):** (List who will address the BJA and their contact information.)
- (3) **Purpose:** (State succinctly what the resolution seeks to accomplish.)
- (4) **Desired Result:** (Please state what action(s) would be taken as a result of this resolution and which party/ies would be taking action.)
- (5) **Expedited Consideration:** (Please state whether expedited consideration is requested and, if so, please explain the need to expedite consideration.)
- (6) **Supporting Material:** (Please list and attach all supporting documents.)

# Resolutions



**RESOLUTION of the BOARD FOR JUDICIAL ADMINISTRATION  
of the State of Washington  
In Support of the Importance of Court Security**

WHEREAS, a safe environment is fundamental to the ability to access justice in our Courts; and

WHEREAS employees, jurors, litigants and members of the public have a right to safe and secure courthouses; and

WHEREAS increases in security incidents and heightened threats in courthouses warrant urgent action to improve safety measures; and

WHEREAS our government has a duty to take reasonable steps to provide for security in our courthouses;

NOW THEREFORE, BE IT RESOLVED that the Board for Judicial Administration endorses and strongly advocates a well-coordinated effort by all branches of state and local government, the Washington State Bar Association, and interested stakeholders to ensure adequate funding and support necessary to provide basic security and safety measures for our courts.

Adopted by the Board for Judicial Administration on March 16, 2012.

Readopted by the Board for Judicial Administration on August 19, 2016

AMENDED and READOPTED BY the Board of Judicial Administration on September 17, 2021

Resolution will expire September 17, 2026

# Resolutions



## **RESOLUTION of the BOARD FOR JUDICIAL ADMINISTRATION of the State of Washington In Support of Language Access Services In Court**

WHEREAS, equal access to courts is fundamental to the American system of government under law; and

WHEREAS, language barriers can create impediments to access to justice for individuals who are limited-English proficient and for deaf, deaf-blind, hard of hearing or speech-disabled individuals who rely on signed language; and

WHEREAS, it is the policy of the State of Washington “to secure the rights, constitutional or otherwise, of persons who, because of a non-English-speaking cultural background, are unable to readily understand or communicate in the English language, and who consequently cannot be fully protected in legal proceedings unless qualified interpreters are available to assist them.” RCW 2.43.010 (Interpreters for non-English speaking persons); and

WHEREAS, it is the policy of the State of Washington “to secure the constitutional rights of deaf persons and of other persons who, because of impairment of hearing or speech, are unable to readily understand or communicate the spoken English language, and who consequently cannot be fully protected in legal proceedings unless qualified interpreters are available to assist them.” RCW 2.42.010 (Interpreters in Legal Proceedings); and

WHEREAS, courts rely upon interpreters to be able to communicate with limited-English proficient litigants, witnesses and victims in all case types; and

WHEREAS, courts rely on sign language interpreters to be able to communicate with persons, who by reason of inability to speak English or adequately hear and understand a spoken language, are appearing in court as litigants, witnesses, victims, jurors and public viewers in all case types; and

WHEREAS, the State has previously acknowledged a responsibility to share equally with local government in the costs incurred in paying for quality court interpreting services; and

WHEREAS, the Board for Judicial Administration recognizes the benefit that interpreting services provided to limited English proficient litigants and those with hearing loss, hearing/vision loss or speech disability and to the fact-finder are critically important in the efficient and effective administration of justice; and

WHEREAS, the Board for Judicial Administration previously adopted a Resolution to, among other things, “remove impediments to access to the justice system, including physical and language barriers, rules and procedures, disparate treatment and other differences that may serve as barriers.” (Board for Judicial Administration, Civil Equal Justice); and

WHEREAS, the provision of free and qualified interpreter services in all legal proceedings promotes the Principal Policy Objectives of the State Judicial Branch regarding fair and effective administration of justice in all civil and criminal cases, and accessibility to Washington courts;

# Resolutions



NOW, THEREFORE, BE IT RESOLVED:

That the Board for Judicial Administration:

- 1) Endorses the provision of interpreter services, at public expense, in all legal proceedings, both criminal and civil;
- 2) Supports the elimination of language–related impediments to access to the justice system for limited English proficient persons;
- 3) Supports the elimination of language–related impediments to access to the justice system for deaf, deaf-blind, hard of hearing, or speech-disabled persons; and
- 4) Encourages the State to fulfill its commitment to share equally in the responsibility to provide adequate and stable funding for court interpreting services.

Adopted by the Board for Judicial Administration on July 20, 2012

Amended and readopted by the Board for Judicial Administration on March 18, 2022

Resolution will expire March 18, 2027

# Acronyms



As with any large system with multiple organizations, committees, rules and more, the state's law and justice system has evolved into using a fair number of acronyms. While it would be unwieldy to list every acronym from every jurisdiction, here is a list of those which a BJA member might come across.

AOC	Administrative Office of the Courts
ABA	American Bar Association
ALJ	Administrative Law Judge
AWSCA	Association of Washington Superior Court Administrators
AWC	Association of Washington Cities
BJAR	Board for Judicial Administration Rules
BFC	Board for Judicial Administration Rules Budget and Funding Committee
BBP	Bench-Bar-Press Committee
CASA	Court Appointed Special Advocate
CEC	Court Education Committee
CLJ	Courts of Limited Jurisdiction
CJC	Code of Judicial Conduct or Commission on Judicial Conduct
CMC	Court Management Council
COSCA	Conference of State Court Administrators
DMCJA	District and Municipal Court Judges' Association
DMCMA	District and Municipal Court Management Association
DOJ	U.S. Department of Justice
DUI	Driving Under the Influence of Intoxicants
GJC	Gender and Justice Commission
GR	General Rule
JIS	Judicial Information System
JISC	Judicial Information System Committee
LC	Legislative Committee
LFO	Legal Financial Obligation
MJC	Minority and Justice Commission
NACM	National Association of Court Managers
NCSC	National Center for State Courts
OCLA	Office of Civil Legal Aid
OPD	Office of Public Defense
PAC	Policy and Action Committee
PJ	Presiding Judge
PEEC	Public Engagement and Education Committee
RCW	Revised Code of Washington
SCJA	Superior Court Judges' Association
SJI	State Justice Institute
TVB	Traffic Violations Bureau
WAJCA	Washington Association of Juvenile Court Administrators
WSBA	Washington State Bar Association
WSACC	Washington State Association of County Clerks

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