

# JIS-Link User Manual

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Updated June 2021



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Reminder: AOC shall not be responsible for providing support or assistance of any nature to you or any third party acting on your behalf.

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## **What is JIS-Link?**

The JIS-Link (formerly called JIS) provides Public Users access to Court Cases through a modernized application. With the success of AOC's Enterprise Data Exchange (EDE) project, the implementation of the Enterprise Data Repository (EDR) was started. The EDR contains the statewide person and case data and has become the primary source for statewide views of all person and case data.

JIS-Link retrieves information from the EDR database and displays information from various case management systems that feed into the EDR. Both AOC owned case management systems and locally owned case management systems are again in one place. JIS-Link has view-only access to the most complete and accurate case management data from AOC's Enterprise Data Repository (EDR). Some benefits of the new application will include:

- Streamlined logon process,
- "Point and click" navigation, not JIS commands, and
- Displays information in natural language, not codes.

If you have questions, please contact [JISLinkUpdates@courts.wa.gov](mailto:JISLinkUpdates@courts.wa.gov)

## **User Agreement**

The User Agreement will display each time a user logs into JIS-Link. Users must select 'accept' to enter application:

*The Administrative Office of the Courts, the Washington Courts, and the Washington State County Clerks:*

- 1) *Do not warrant that the data or information provided is accurate or complete;*
- 2) *Do not guarantee that the data or information is in its most current form;*
- 3) *Make no representations regarding the identity of any persons whose names appear in data or information; and*
- 4) *Do not assume any liability whatsoever resulting from the release or use of the data or information.*

The user should verify the information by personally consulting the "official" record at the court of record.

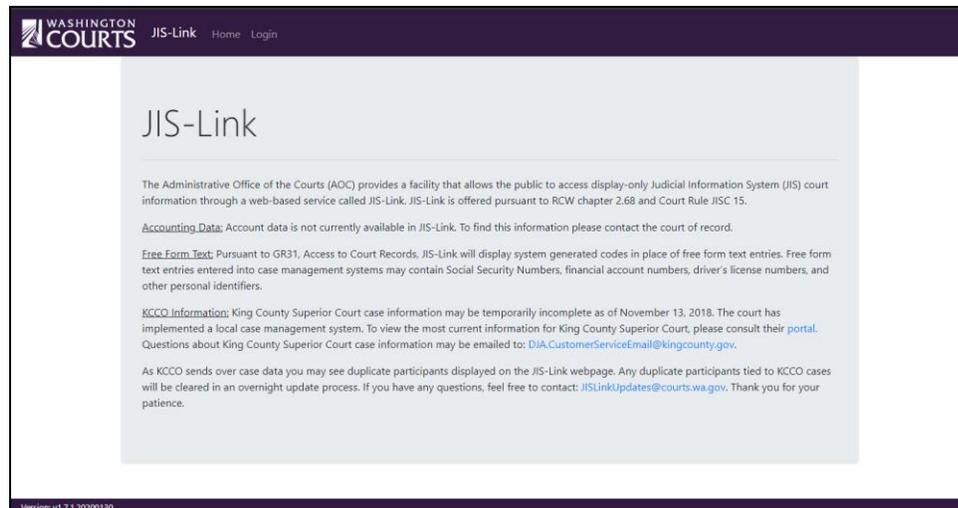


**Accounting Data:** Account data is not currently available in JIS-Link. To find this information please contact the court of record.

**Free Form Text:** Pursuant to GR31, Access to Court Records, JIS-Link will display system generated codes in place of free form text entries. Free form text entries entered into case management systems may contain Social Security Numbers, financial account numbers, driver's license numbers, and other personal identifiers.

### **Logging into JIS-Link**

1. Go to <https://jislink.courts.wa.gov/>





2. Click <Login>, located at the top of the page. Then input your User Name and Password into their respective fields.

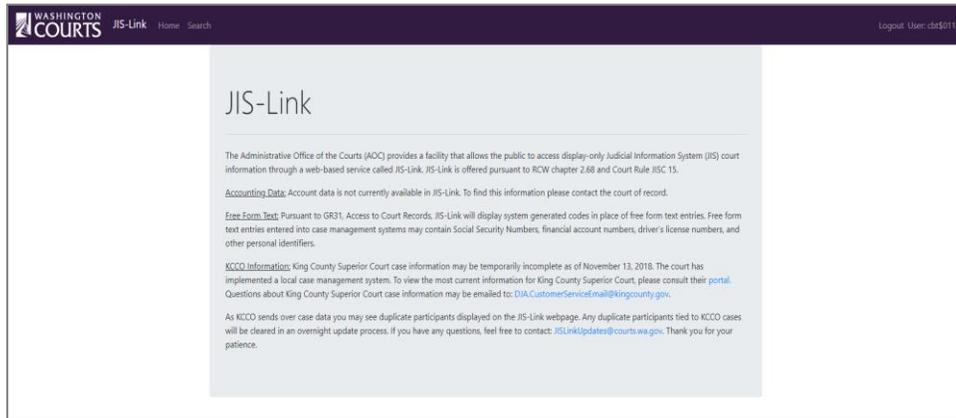
A modal dialog box titled 'Login' with a close button (X) in the top right corner. It contains two input fields: 'User Name' with a placeholder 'xxx\$xxx' and 'Password' with a masked field of seven dots. A blue link 'Change Password' is positioned to the right of the password field. At the bottom right, there are two buttons: a blue 'Login' button and a grey 'Cancel' button.

3. Click <Login>, review the User Agreement and click <Accept> to proceed.

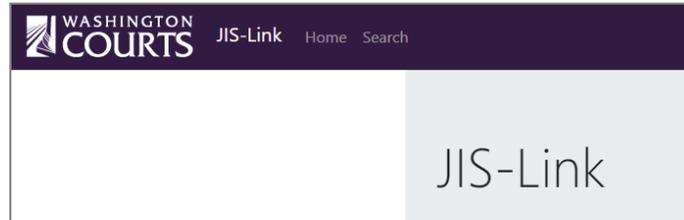
A modal dialog box titled 'User Agreement'. The text inside reads: 'The Administrative Office of the Courts, the Washington Courts, and the Washington State County Clerks:'. Below this is a bulleted list of four terms: 'Do not warrant that the data or information provided is accurate or complete;', 'Do not guarantee that the data or information is in its most current form;', 'Make no representations regarding the identity of any persons whose names appear in data or information; and', and 'Do not assume any liability whatsoever resulting from the release or use of the data or information.'. A final sentence states: 'The user should verify the information by personally consulting the "official" record reposing at the court of record.'. At the bottom right, there are two buttons: a blue 'Accept' button and a red 'Decline' button.



4. Once the User Agreement window is minimised you will be able to access the JIS-Link Homepage.

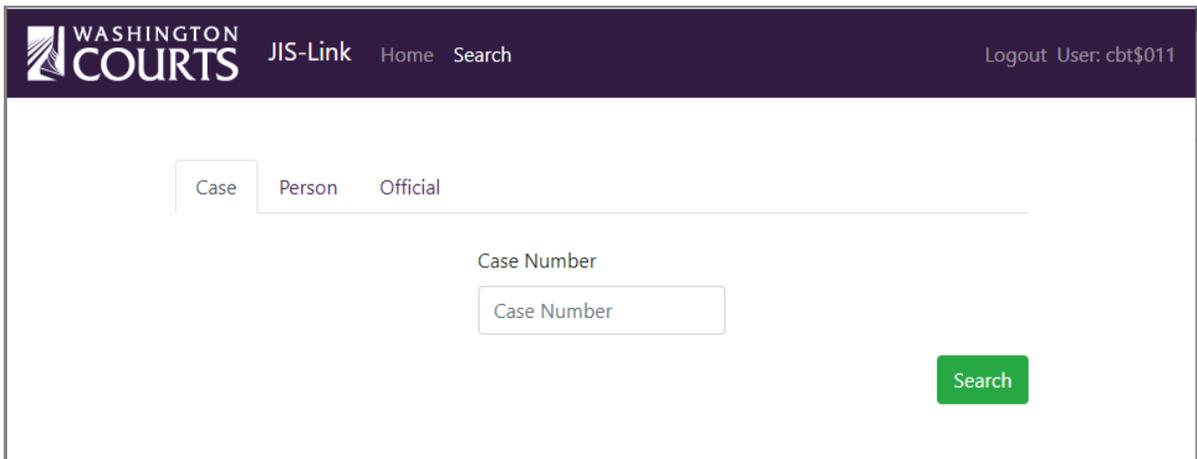


5. To start using the search tools click <Search> at the top left of the screen.



6. Once search has been selected you will be redirected to the search tool where you can choose the type of search you would like to complete.

You can choose to search by Case, Person, or Official by selecting the individual tabs.





## How to Search for a Case Number

The Case tab is selected as the default search option. Insert the Case Number in the search field. A minimum of 4 characters is required to complete a search.

A screenshot of the Washington Courts JIS-Link search interface. The top navigation bar includes the Washington Courts logo, 'JIS-Link', 'Home', 'Search', and 'Logout User: CBT\$0'. Below the navigation bar, there are three tabs: 'Case', 'Person', and 'Official'. The 'Case' tab is selected. A search field labeled 'Case Number' contains the text 'Case Number'. To the right of the search field is a green 'Search' button, which is highlighted with a red rectangular box.

Click <**Search**> to perform the case number search.

The search will pull all results, but only the first 100 results display. Scroll up and down until the specific case is found.

A screenshot of the search results page for case number 9Z012. The page shows a list of filters on the left and a list of search results on the right. The filters include 'Filter by Filing Date', 'Case Type' (Criminal: 1080, Infraction: 5989, Probable Cause: 5), and 'Court' (Airway Heights Municipal Court: 57, Anacortes Municipal Court: 50, Asotin District Court: 28, Asotin Municipal Court: 10, Bellingham Municipal Court: 38, Benton District Court: 388, Bonney Lake Municipal Court: 71, Bothell Municipal Court: 13). The search results are displayed in a table with columns for case number, case type, court, filing date, and defendant. The first result is for case number 9Z0129111, an Infraction case filed on Jul 16, 2020, with defendant RUSNAK, SHAWNIE NICOLE. The second result is for case number 9Z0120077, a Criminal case filed on Apr 8, 2020, with defendant LARA, ROBERTO ALEJANDRO JR. The third result is for case number 9Z0120232, a Criminal case filed on Apr 8, 2020, with defendant JACKSON, KASSANDRA SIECK. Each result has a 'Details' button next to it.



Paging is available at the bottom of the search for users to view additional search results.

<p><b>9Z0123865</b> Infraction</p> <p>SPOKANE DISTRICT COURT WA ST PATROL</p> <p><b>Filed</b> Oct 25, 2019</p> <p><b>Defendant</b> SIDHU, CHAMKAUR</p>	<p>Details</p>
<p><b>9Z0124406</b> Infraction</p> <p>BENTON DISTRICT COURT PROSSER POLICE DEPARTMENT</p> <p><b>Filed</b> Oct 25, 2019</p> <p><b>Defendant</b> ORTIZ, MICHELLE</p>	<p>Details</p>

<<< << 1 2 3 4 5 6 7 8 9 10 11 12 13 14 >> >>>

### Filtering Options on Case Search Results Page

Search filters are available on the left side of the search results page. Select the filters to refine search results.

Filter by Filing Date 📅

**Case Type**

Criminal 1080

Infraction 5989

Probable Cause 5

**Court**

AIRWAY HEIGHTS MUNICIPAL COURT 57

ANACORTES MUNICIPAL COURT 50

ASOTIN DISTRICT COURT 28

ASOTIN MUNICIPAL COURT 10

BELLINGHAM MUNICIPAL COURT 38

BENTON DISTRICT COURT 388

BONNEY LAKE MUNICIPAL COURT 71

BOTHELL MUNICIPAL COURT 13

1 - 100 of 7074

Search for 9Z012

**9Z0129111** Infraction

SNOHOMISH DISTRICT COURT - CASCADE DIVISION  
SNOHOMISH COUNTY SHERIFF

**Filed**  
Jul 16, 2020

**Defendant**  
RUSNAK, SHAWNIE NICOLE

Details

**9Z0120077** Criminal

YAKIMA DISTRICT COURT  
WA ST PATROL

**Filed**  
Apr 8, 2020

**Defendant**  
LARA, ROBERTO ALEJANDRO JR

Details

**9Z0120232** Criminal

BONNEY LAKE MUNICIPAL COURT  
BONNEY LAKE POLICE DEPARTMENT

**Filed**  
Apr 8, 2020

**Defendant**  
JACKSON, KASSANDRA SIECK

Details



To limit search results by filing date select the <Filter by Filing Date> button.

This is a screenshot of the JIS-Link search results page. The page has a dark purple header with the Washington Courts logo and navigation links like 'Home' and 'Search'. Below the header, there is a search bar with the text 'Search for 9Z012'. To the left of the search results is a sidebar with filter options. The 'Filter by Filing Date' button is highlighted with a red box. Below it are filters for 'Case Type' (Criminal, Infraction, Probable Cause) and 'Court' (various municipal and district courts). The main search results area shows three case entries, each with a 'Details' button. The first entry is for case 9Z0129111, filed on Jul 16, 2020, with defendant RUSNAK, SHAWNIE NICOLE. The second entry is for case 9Z0120077, filed on Apr 8, 2020, with defendant LARA, ROBERTO ALEJANDRO JR. The third entry is for case 9Z0120232, filed on Apr 8, 2020, with defendant JACKSON, KASSANDRA SIECK.

The filter by filing date calendar will pop up and allow users to select a specific filing date to filter by. To update your search results click <Select>

This is a screenshot of the 'Filter by Filing Date' calendar pop-up. The calendar shows the months of July and August 2020. The date July 16, 2020, is highlighted in blue. At the bottom right of the calendar, there is a blue 'Select' button, which is highlighted with a red box. The calendar interface includes navigation arrows and dropdown menus for the month and year.



1 - 1 of 1  
Search for 9Z012  
Filed Jul 16, 2020 - ✕

**9Z0129111** Infraction [Details](#)  
SNOHOMISH DISTRICT COURT - CASCADE DIVISION  
SNOHOMISH COUNTY SHERIFF

**Filed** **Defendant**  
Jul 16, 2020 RUSNAK, SHAWNIE NICOLE

«« « 1 » »»

### Show All Defendants Button

For cases with greater than three case participants, the case participants section displays only three defendants by default. To see additional participants, click the Show all Defendants button on the case details page.

Filter by Filing Date 📅

Case Type  
 Criminal 1

Court  
 KING COUNTY SUPERIOR COURT 1

Court Level  
 Superior Court 1

1 - 1 of 1  
Search for 891058070

**891058070** Criminal [Details](#)  
STATE VS KELLY ET AL  
KING COUNTY SUPERIOR COURT

**Filed** **Defendants**  
Oct 13, 1989 KELLEY, JOSEPH LEE  
STAUDINGER, DENNIS E  
MURPHY, IVAN CHRISTOPHER



«« « 1 » »»

**891058070** Criminal [Details](#)  
STATE VS KELLY ET AL  
KING COUNTY SUPERIOR COURT

**Filed** **Defendants**  
Oct 13, 1989 KELLEY, JOSEPH LEE  
STAUDINGER, DENNIS E  
MURPHY, IVAN CHRISTOPHER  
MURPHY, IVAN C  
STAUDINGER, DENNIS E  
KELLY, JOSEPH L



Click <Details> on the case to display the case details.

This screenshot shows the search results interface. On the left, there are filter sections for 'Case Type', 'Court', and 'Court Level', each with a '1' in a blue circle indicating one result. The main area shows a search for '891058070' with the following details:

- Case ID:** 891058070 Criminal
- Case Name:** STATE VS KELLY ET AL
- Court:** KING COUNTY SUPERIOR COURT
- Filed:** Oct 13, 1989
- Defendants:** KELLEY, JOSEPH LEE; STAUDINGER, DENNIS E; MURPHY, IVAN CHRISTOPHER; MURPHY, IVAN C; STAUDINGER, DENNIS E; KELLY, JOSEPH L

A red arrow points to a blue 'Details' button next to the case ID. At the bottom, there is a pagination control showing '1' of 1 results.

Once case details has been selected there will be multiple sections available for viewing case data.

This screenshot shows the detailed view of case 891058070. The page header includes the Washington Courts logo, 'JIS-Link', and navigation links for 'Home' and 'Search'. The user is logged out as 'User: cbt\$011'. The main content area displays:

- Case ID:** 891058070 **Criminal**
- Case Name:** STATE VS KELLY ET AL
- Court:** KING COUNTY SUPERIOR COURT
- Filed:** Oct 13, 1989
- Cause Type:** Criminal
- Warrant:** (highlighted in yellow)
- Active - Return From Warrant:** Apr 6, 1998
- Active - Completed/Re-Completed:** Apr 6, 1998
- Show More:** (button)

On the right side, there is a vertical menu with the following sections: Case, Events, Proceedings, Participants, Associated Cases, and Judgments. At the bottom of the main content area, there are expandable sections for Events, Proceedings, Participants, Associated Cases, and Judgments, each with an upward-pointing arrow icon.



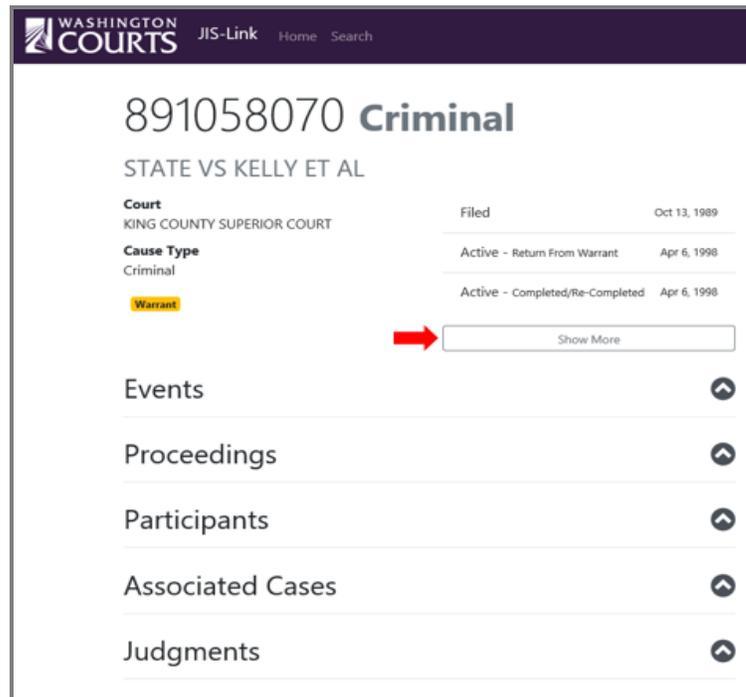
### Expand and Collapse section

⤴ The caret icon indicates where additional case data is available to view. Select the section to expand the section on the screen. Select the section again to collapse the section on the screen.



### Case Status Show More button

On the Case Details screen you can see additional Case Status information by selecting the **Show More** button. By default three case statuses display, to see additional case status information, use the **Show More** button.





Once the button has been selected you can scroll up and down to view the entire Case Status history.

## 891058070 **Criminal**

STATE VS KELLY ET AL

<b>Court</b> KING COUNTY SUPERIOR COURT	Filed	Oct 13, 1989
<b>Cause Type</b> Criminal	Active - Return From Warrant	Apr 6, 1998
<b>Warrant</b>	Active - Completed/Re-Completed	Apr 6, 1998
	Suspended - On Warrant	Mar 10, 1998



## Case Details Navigation Elements

The navigation elements are very helpful when there is a huge list of data to show for a case section. Use these navigation elements on the top right to quickly jump to another section of the data.

891058070 **Criminal**

STATE VS KELLY ET AL

**Court**  
KING COUNTY SUPERIOR COURT

**Cause Type**  
Criminal

**Warrant**

Filed	Oct 13, 1989
Active - Return From Warrant	Apr 6, 1998
Active - Completed/Re-Completed	Apr 6, 1998

Show More

- Case
- Events
- Proceedings
- Participants
- Associated Cases
- Judgments



For example, if you have expanded the case Events section, and the case has a large number of Events, you can click the Judgments navigation element to quickly access the Judgment data, rather than scrolling past all the displayed events to get there.

This screenshot shows a user interface for viewing case events. At the top left, it says 'Events Loaded 50 of 309'. Below this is a list of dates: May 8, 2014; Feb 7, 2014; Jan 9, 2014; Dec 5, 2013; Oct 11, 2013; Aug 9, 2013; Jun 6, 2013; Jun 6, 2013; Apr 4, 2013; Apr 4, 2013; Feb 7, 2013. A 'Load More' button is located below the list. On the right side, there is a vertical navigation menu with options: Case, Events, Proceedings, Participants, Associated Cases, and Judgments. A red arrow points to 'Proceedings' in the menu. Below the menu, there are four expandable sections: 'Proceedings', 'Participants', 'Associated Cases', and 'Judgments', each with an upward-pointing arrow icon. A red arrow points to the 'Judgments' section.

Display results for each section are limited to 50 results. To view the additional available section items, scroll down to the bottom of the section and click <Load More>.

This screenshot shows a list of events with dates: Jun 5, 2009; May 7, 2009; Apr 9, 2009; Mar 5, 2009; Feb 5, 2009; Jan 8, 2009; Dec 4, 2008; Nov 6, 2008; Oct 10, 2008; Sep 5, 2008; Aug 8, 2008. At the bottom of the list, there is a 'Load More' button, which is highlighted with a red rectangular box.



## **Case Events (formerly known as Case Dockets)**

If the case was filed in Superior or Appellate Court, there may be docket information available. Docket information is not available for Municipal & District Court Cases at this time.

The screenshot shows the Washington Courts JIS-Link interface. At the top left is the Washington Courts logo and the text 'JIS-Link Home Search'. At the top right is 'Logout User:'. The main content area displays case information for '132192209 Civil'. Below the case number is the name 'CORPUZ VS KAVEH'. Underneath, it lists the 'Court' as 'KING COUNTY SUPERIOR COURT' and the 'Cause Type' as 'Harassment'. A table shows case events: 'Filed' on 'May 9, 2013', 'Resolution - Dismissal Without Trial' on 'May 22, 2013', and 'Completion - Judgment/Order/Decree Filed' on 'May 22, 2013'. A 'Show More' button is below the table. On the right side, there is a vertical menu with links for 'Case', 'Events', 'Proceedings', 'Participants', 'Associated Cases', and 'Judgments'. Below the menu, a red arrow points to the text 'Events Loaded 11 of 11'. A light blue box contains a note: 'Please Note: For complete docket history and docket information, contact the court of record.' Below this, a table lists proceedings: 'ORDER OF DISMISSAL' (May 22, 2013), 'MOTION HEARING' (May 22, 2013), 'AUDIO LOG' (May 22, 2013), and 'RETURN OF SERVICE' (May 15, 2013).

## **Case Proceedings**

Lists future and past hearings for a case, and if it was not held, canceled, continued, etc. Users can identify the type of proceeding held (e.g. Arraignment, Pretrial, Sentencing, Jury Trial, etc.), the date it was scheduled to be held and the official that heard the proceeding.



**Cause Type**  
Traffic

**Appearance Pro Se**

**Events**

**Proceedings** Loaded 4 of 4

Category	Status	Date/Time	Event Name	Official
FUTURE	Scheduled	Aug 14, 2020 1:32:00 PM	Review Hearing	Official:
	Not Held	Aug 16, 2019 1:31:00 PM	Mitigation Hearing	Official: ROY, KEVIN MICHAEL
PAST	Held/Actual	Aug 16, 2019 1:31:00 PM	Mitigation Hearing	Official: ENGEL, DONALD W
	Not Held	Aug 16, 2019 1:30:00 PM	Mitigation Hearing	Official: ROY, KEVIN MICHAEL

### Case Participants

Participant provides a record of each person, organization and official related to a case (defendant, petitioner, etc.).

WASHINGTON COURTS JIS-Link Home Search Logout User: CBI

891058070 **Criminal**

STATE VS KELLY ET AL

**Court**  
KING COUNTY SUPERIOR COURT

**Cause Type**  
Criminal

Date	Status	Event Name
Oct 13, 1989	Filed	
Apr 6, 1998	Active - Return From Warrant	
Apr 6, 1998	Active - Completed/Re-Completed	

**Events**

**Proceedings**

**Participants** Loaded 15 of 15

Name	Role	Status
STATE OF WASHINGTON	Plaintiff	Active
KELLEY, JOSEPH LEE	Defendant	Active



**Participant related sections: Charges & Conditions, Failure to Appears (FTAs), Court Orders**

Under the participants section there are additional sections related to the individual. To view the detailed information, expand and collapse each section.

7Z1256101 <b>Infraction</b>		Case
		Events
		Proceedings
		Participants
		Associated Cases
		Judgments
<b>Court</b> UPPER KITTITAS DISTRICT COURT	<b>Filed</b> Nov 20, 2017	
<b>Jurisdiction</b> COUNTY OF KITTITAS	<b>Active - Active</b> Nov 20, 2017	
<b>Law Enforcement Agency</b> WA ST PATROL		
<b>Cause Type</b> Traffic		
<a href="#">Appearance Pro Se</a> <a href="#">Failure To Appear</a>		
<b>Events</b>		⌵
<b>Proceedings</b>		⌵
<b>Participants</b> Loaded 2 of 2		⌵
BERGQUIST, SANDRA NICHOLE	Defendant	Active
→ <b>Charges &amp; Conditions</b>		⌵
→ <b>Failure To Appear</b>		⌵
HOULE, STEVE K.	Officer	Active

**Subsection for Charges & Conditions**

Within the Charges & Conditions section, there could be conditions either related to the case or to a specific charge. When conditions exist, there is an option to open the conditions in a separate window.

To view Charge related conditions, click the **<Charge Conditions>** button that appears within the details of each charge count number.

To view Case related conditions, click the **<Case Conditions>** button that appears after all charges on a case.



Participants Loaded 5 of 5

**Charges & Conditions** Loaded 2 of 2

Count 1 (Amending 2) DUI	Jun 28, 2013
Plea Not Guilty	Charge Information Jul 1, 2013
Plea Date Jul 10, 2013	Arraignment Jul 10, 2013
Primary Result Amended	
Primary Result Date Oct 9, 2013	
Count 2 RECKLESS DRIVING	Jun 28, 2013
Primary Result guilty	Charge Information Jul 1, 2013
Primary Result Date Oct 9, 2013	Arraignment Oct 9, 2013
	Sentence Oct 9, 2013
	5 Charge Conditions
	4 Case Conditions

BRANGWIN, JOHN MICHAEL Attorney Active

Charges will be shown in a popup window. When the condition button is clicked, a new window will display and can be closed with the 'X' in the upper right corner of the window.

Count 2 RECKLESS DRIVING

Fine Imposed at Sentencing	Oct 9, 2013
Not Complied	
Amount \$5,000.00	
Not Complied	Oct 9, 2013
Amount \$939.00	
Fine Suspended	Oct 9, 2013
Not Complied	
Amount \$4,250.00	
Commitment to Custody: Jail	Oct 9, 2013
Complied	
364 Day	

### **Subsection for Failure To Appear (FTA)**

The (FTA) sub-section provides a record for each failure to appear, pay, or respond. The date on which the FTA was ordered by the court. And the reason the FTA was adjudicated or cancelled (e.g. paid, court appearance scheduled, dismissed, issued in error, etc.).



# JIS Link User Manual

**Proceedings** ↕ Case

**Participants** Loaded 2 of 2 ✓ Events

BERGQUIST, SANDRA NICHOLE Defendant Active Proceedings

**Charges & Conditions** Loaded 2 of 2 ✓ Participants

**Failure To Appear** ↕ Associated Cases

Failure to Appear Active Judgments

Ordered Feb 7, 2019 Issued Feb 7, 2019

Failure to Appear Inactive

Ordered Oct 3, 2018 Issued Oct 3, 2018

Adjudicated Oct 15, 2018 Reason Paid

Failure to Appear Inactive

Ordered Aug 13, 2018 Issued Aug 13, 2018

Adjudicated Aug 27, 2018 Reason Paid

Failure to Appear Inactive

Ordered Dec 13, 2017 Issued Dec 13, 2017

Adjudicated Feb 20, 2018 Reason Paid



## Subsection for Court Orders - Participants

Within the **Court Orders** section, there could be participant information directly related to the court order. When court order participants exist, there is an option to open the participants in a separate window.

To view the court order participants, expand and collapse the row titled “**Participants**” within each court order.

**Participants** Loaded 6 of 6 ☑

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STATE OF WASHINGTON	Plaintiff	Active	Proceedings
			Participants
			Associated Cases
MCDOWELL, KEVIN	Defendant	Active	Judgments

**Charges & Conditions** ☑

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**Court Orders** Loaded 6 of 6 ☑

---

161003301	COWLITZ COUNTY SUPERIOR COURT	Active
<b>File Date</b> Jun 9, 2016	<b>Order Type</b> No Contact Order	<b>Termination Date</b> Jun 9, 2021
<b>Decision Date / Time</b> Jun 9, 2016 12:00 AM	<b>Order Denial Reason</b>	<b>Expiration Date</b> Jun 9, 2021

**Participants** ☑

Participant Decision	Participant Type	Name
Restrains	Defendant	MCDOWELL, KEVIN

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161003301	COWLITZ COUNTY SUPERIOR COURT	Active
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## Navigating to Person Page/Official Page/Organization Page from the Case Search page

Open the **Participants** section and clicking on the **name** of any case participant navigates to the person details page for that individual.

Proceedings			Events
<b>Participants</b> Loaded 15 of 15			Proceedings
STATE OF WASHINGTON	Plaintiff	Active	Participants
KELLEY, JOSEPH LEE	Defendant	Active	Associated Cases
KELLY, JOSEPH L	Defendant	Active	Judgments
Charges & Conditions			
<a href="#">MURPHY, IVAN C</a>	Defendant	Active	
Charges & Conditions			
MURPHY, IVAN CHRISTOPHER	Defendant	Active	
STAUDINGER, DENNIS E	Defendant	Active	

For steps on navigating the person details page go to the **“How to Search for a Person/ Organization”** of this manual.

WASHINGTON COURTS JIS-Link Home Search		Logout User: CBT3
MURPHY, IVAN C		
<b>Associated Names</b>	Person	Associated Names
<b>Case History</b>	Case History	Proceedings
<b>Proceedings</b>	Proceedings	FTAs
<b>Failure To Appear (FTA)</b>	FTAs	Court Orders
<b>Court Orders</b>	Court Orders	



## Associated Cases

Associated cases are cases that the court has connected to the selected case – such as judgment cases, consolidated cases, and linked/related cases.

891058070 **Criminal**

STATE VS KELLY ET AL

<b>Court</b> KING COUNTY SUPERIOR COURT	Filed	Oct 13, 1989
<b>Cause Type</b> Criminal	Active - Return From Warrant	Apr 6, 1998
	Active - Completed/Re-Completed	Apr 6, 1998

Case

---

Events

---

Proceedings

---

Participants

---

Associated Cases

---

Judgments

**Events** ⬆

---

**Proceedings** ⬆

---

**Participants** ⬆

---

**Associated Cases** Loaded 1 of 1 ⬇

---

929126228	Judgment	Filed May 20, 1992
STATE VS KELLY ET AL - \$33.83		
KING COUNTY SUPERIOR COURT		
<span style="background-color: #007bff; color: white; padding: 2px 5px; font-weight: bold;">3 Participants</span>		
Filed Remittitur/Mandate		

---

**Judgments** ⬆

### Subsection for Associated Cases – Participants

Within the Associated Cases section, the participant information is available in a separate window.

To view the participants, click the **<Participant>** button that appears within the details of each associated case.

Associated Cases Loaded 1 of 1

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929126228	Judgment	Filed May 20, 1992
STATE VS KELLY ET AL - \$33.83		
KING COUNTY SUPERIOR COURT		
<span style="background-color: #007bff; color: white; padding: 2px 5px; font-weight: bold;">3 Participants</span>		
Filed Remittitur/Mandate		

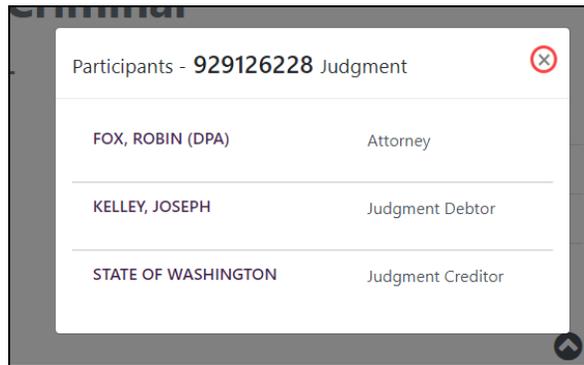
Judgments

---

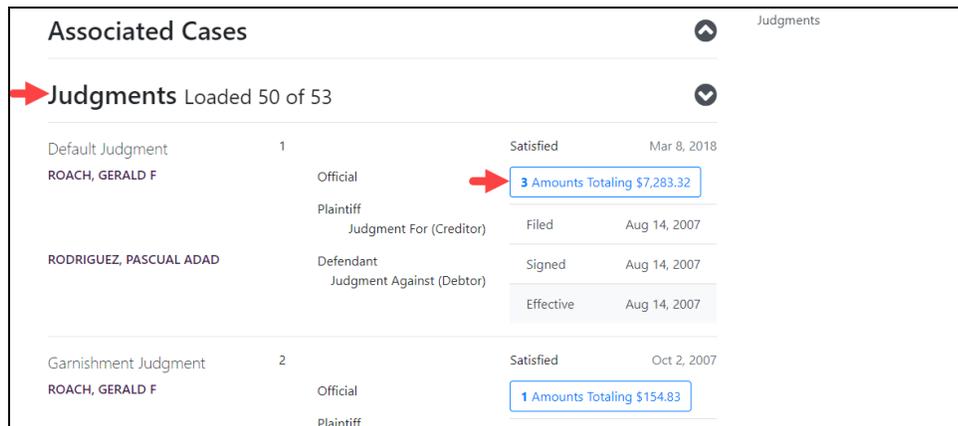
⬆



When the participants' button is clicked, a new window will display and can be closed with the 'X' in the upper right corner of the window.



### Judgments





### Subsection for Judgments – Amounts

Within the Judgments section, the amount information is available in a separate window.

To view the amounts, click the button displaying the <Amount Total> that appears within the details of each judgment.

When the amount button is clicked, a new window will display and can be closed with the 'X' in the upper right corner of the window.

A screenshot of a software window titled "Default Judgment Amounts Totaling \$7,283.32". The window has a close button (an 'X' in a red circle) in the top right corner. The main content is a table with two columns: the category of the judgment and the corresponding amount. The categories listed are Collection, Interest, and Principal. The amounts are \$1,389.50, \$2,103.82, and \$3,790.00 respectively. The window is overlaid on a background that appears to be a list of cases.

Default Judgment Amounts Totaling \$7,283.32	
Collection	\$1,389.50
Interest	\$2,103.82
Principal	\$3,790.00



## How to Search for a Person/ Organization

**Person Search tab:** If Person 'Name Parts' search yields no results, retry using the 'Complete Name/ Business Name' field below.

**Person Search Results:** Cases originating from Cases Management Systems outside of AOC may create individual person records for each case entered into the system. An individual may have one or more results returned per search.

1. Log into [JIS-Link](#)
2. Click on <**Search**>, located at the top of the page. Select the **Person Tab**.
3. Fill in the **Complete Name / Business Name** or **Last Name, First Name, and Middle Name** fields. When searching for a person's name in the Complete / Business Name field, enter the name with **last name, first name middle name** (or initial).

*(Minimum of 2 characters is required in the Last Name or Complete Name/Business Name field. The search will pull a maximum of 100 results. Provide as much of the name as possible.)*

A screenshot of the JIS-Link search interface. The top navigation bar includes the Washington Courts logo, 'JIS-Link', 'Home', 'Search', and a 'Logout User: chf' link. Below the navigation bar are three tabs: 'Case', 'Person', and 'Official'. The main search area contains several input fields: a large 'Complete Name / Business Name' field, three smaller fields for 'Last Name', 'First Name', and 'Middle Name', a 'Date of Birth (DOB)' section with 'Date or Start Date (optional)' and 'End Date (optional)' fields, a 'Court' dropdown menu, a 'Case Type' dropdown menu, and a 'Case Status' dropdown menu. A green 'Search' button is located at the bottom right of the form.

Additional search filters are available below the name fields. Users have the ability to filter by the following:

- Date of Birth (DOB) (Full or Range)
- Court
- Case Type
- Case Status



**Date of Birth (DOB) Filter:** A Birthdate can be added by typing the full date or selecting it from the calendar option.

Date of Birth (DOB)

End Date (optional)

Date of Birth (DOB)

Date or Start Date (optional)

< May 2021 >

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**Court Filter:** The Court Filter is sorted by Court Code, users can search for a court by typing the courts name in the filter box. Multiple courts can be selected.

Court

- ABM - ABERDEEN MUNICIPAL COURT
- ANM - ANACORTES MUNICIPAL COURT
- ASD - ASOTIN DISTRICT COURT
- ASM - ASOTIN MUNICIPAL COURT
- AUK - KCDC-SOUTH DIVISION - AUKEEN
- AUM - KCDC AUBURN COURTHOUSE

*Searching for Court(s)*

Court

- S34 - THURSTON COUNTY SUPERIOR COURT
- THD - THURSTON DISTRICT COURT

*Selecting Court(s)*

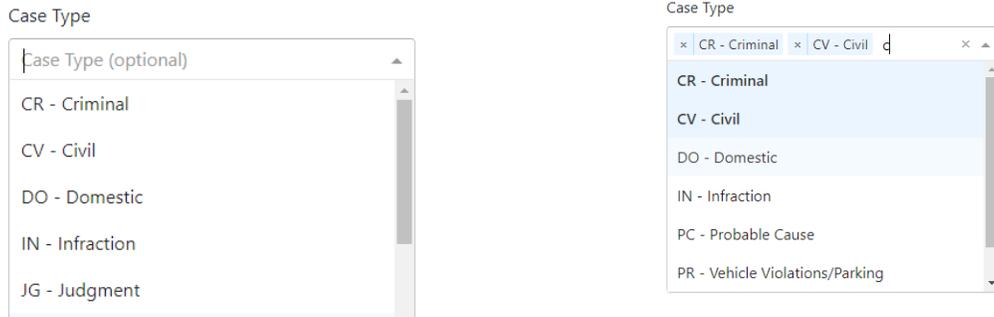
Court

- S34 - THURSTON COUNTY SUPERIOR COURT
- THD - THURSTON DISTRICT COURT

- S34 - THURSTON COUNTY SUPERIOR COURT
- THD - THURSTON DISTRICT COURT



**Case Type Filter:** The Case Type Filter can be used to narrow down searches by case type. Multiple case types can be selected.

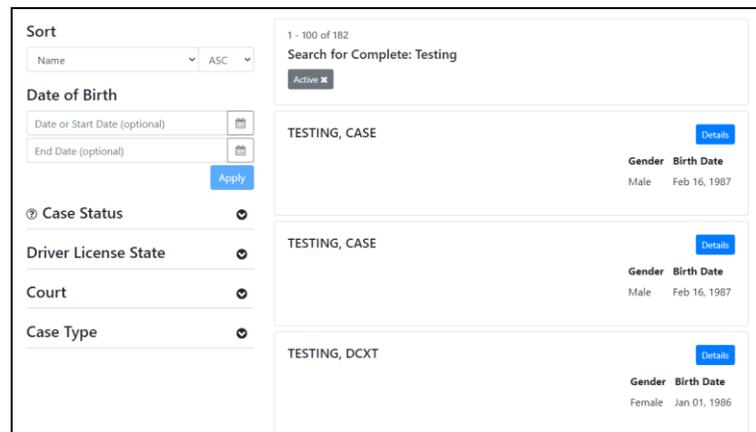


**Case Status Filter:** The case status filter can be used to filter by active or inactive cases.



Once the Person Search and filtering criteria have been entered, Click **<Search>**

- From the Person Search results page, you will have the ability to sort by Name or Date of Birth (Ascending/Descending) and redefine the Date of Birth Filter. The results page will have filtering options for Case Status, Driver's License State, Court, and Case type to further refine search results.

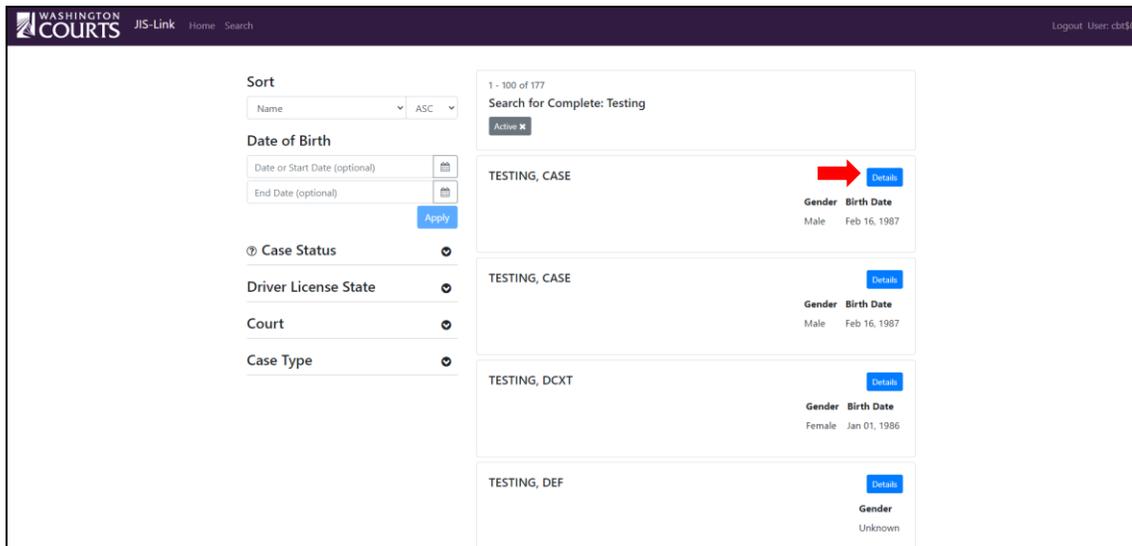


*The filtering options will only appear if they are tied to a search result.*

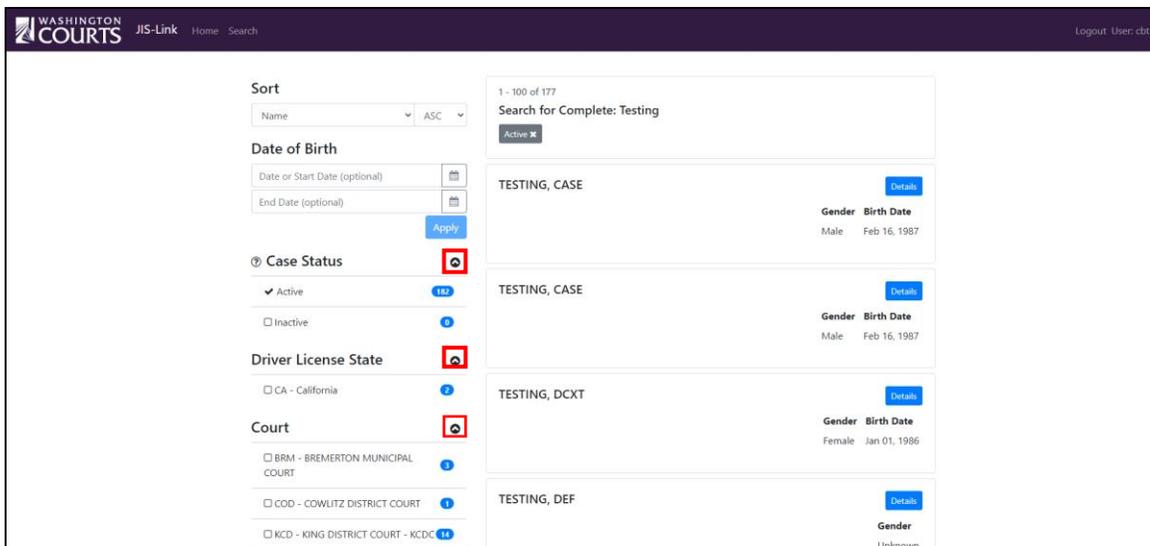


If you are seeing multiple results for the same Person or Organization this could be related to the different identifiers coming from case management systems outside of AOC's Enterprise Data Repository. You may need to look at multiple Person or Organization search results for a full case history.

Scroll up and down until the specific person/organization is found. Click **<Details>**



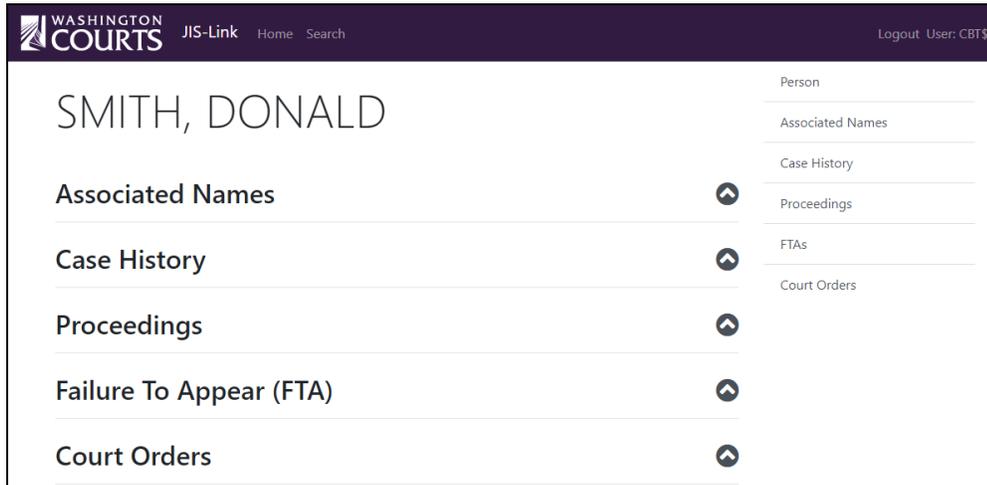
Additional filtering is available by expanding the filter options on the left side of the Person Search Results screen.





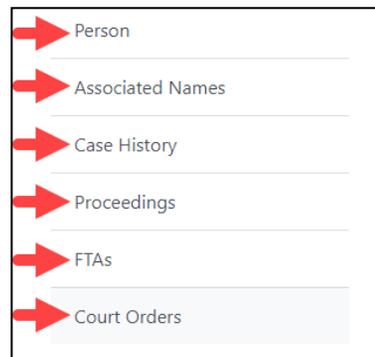
- Once the person / organization details has been selected there will be multiple sections available for viewing person / organization data.

To view the detailed information, expand and collapse each section.



### **Person / Organization Details Navigation Elements**

The navigation elements are very helpful when there is a large list of data to show for any person / organization record section. Use these navigation elements on the top right to quickly view the data.



### **Associated Names**

Multiple person records can exist within a system and the system can link them together. Since there can be multiple systems providing person records to the AOC's Enterprise Data Repository (EDR), there are automated processes to join person records together across the systems. Names that have been joined from the system and the automated process are identified as associated names.

SMITH, DAVID JASON

<b>Birth Date</b> Jun 16, 1972	<b>Gender</b> Male
<b>Height</b> 75	<b>Race</b> White (Caucasian)
<b>Weight</b> 292	<b>Ethnicity</b> Unknown
<b>Eye Color</b> Blue	
<b>Hair Color</b> Brown	

- Person
- Associated Names
- Case History
- Proceedings
- FTAs
- Court Orders

→ **Associated Names** Loaded 1 of 1 ▼

Person Name	Role	Birth Date	Gender	DL State
SMITH, DAVID JASON	AKA	6/16/1972	Male	Washington

**Case History** ▲

Clicking on the name for an associated name navigates to that person record.



## Case History

Case history for all person records (the person selected and associated names) are displayed. Cases filed under one of the person records in the Associated Names section are designated as such.

The screenshot shows a web interface for 'Case History'. At the top, it says 'Case History Loaded 1 of 1' with a red arrow pointing to the section title and a dropdown arrow. Below this, there are two main sections. The first section is for a case with ID 'P09000195' from 'SPOKANE MUNICIPAL COURT'. It shows a 'Defendant' tag for 'Criminal' and a 'Filed Dec 15, 2009' date. Below that, it shows 'SPOKANE POLICE DEPARTMENT' and a 'Warrant' tag for 'Returned'. The second section is 'Charges & Conditions Loaded 1 of 1', also with a red arrow. It contains a table with the following information:

Count	Charge	Date
Count 1	OBSTRUCTING OFFICER	Aug 25, 2009

Below the table, there are three lines of text: 'Primary Result Dismissed W/O Prejudice', 'Primary Result Date Feb 6, 2015', and 'Primary Result Reason Compromise of Misdemeanor'. To the right of the 'Charges & Conditions' section, there are two tabs: 'FTAs' and 'Court Orders'.

## Subsection for Case History

As with Case Search Participants above, under Person Search Case History, if there are any Charges or conditions, or Failure to Appear, or Court Orders, they will display in the Case History Section.

## Charges & Conditions

Within the Case History section, the charges will display with the option of expanding to show the charge related and case related conditions

## FTAs

Failure to Appear history for all person records (the person selected and associated names) are displayed. FTAs filed under one of the person records in the Associated Names section are designated as such.

## Court Orders

Court Order history for all person records (the person selected and associated names) are displayed. Court orders filed under one of the person records in the Associated Names section are designated as such. Within the Court Order section, there is an option to display the participants to the specific order.



## How to Search for an Official

**Official Search tab:** If Official 'Name Parts' search yields no results, retry using the 'Complete Name' field below.

**Official Search Results & Official Proceedings:** Cases originating from Cases Management Systems outside of AOC create individual official records for each case entered into the system. An official attorney may have one, or more, results returned per search. When reviewing Official Proceeding information, be sure to carefully review all returned results.

1. Log into [JIS-Link](#)
2. Click on <**Search**>, located at the top of the page. Select the **Official Tab**.
3. Fill in the Relevant Fields (Name OR Bar Number OR Official Number)
  - a. Fill in **Last Name, First Name, and Middle Name** or **Complete Name**. When searching for a person's name in the Complete Name field, enter the name with last name, first name middle initial. (Minimum of 2 characters is required in the Last Name or Complete Name field.)

The screenshot shows the search interface for an official in the JIS-Link system. At the top left is the Washington Courts logo and the text 'JIS-Link Home Search'. At the top right is 'Logout User: CBT\$0'. Below this is a navigation bar with three tabs: 'Case', 'Person', and 'Official', with 'Official' being the active tab. The main search area contains several input fields: 'Last Name' (with a red arrow pointing to it), 'First Name', 'Middle Name', 'Complete Name' (with a red arrow pointing to it), 'Bar Number', and 'Badge Number'. A green 'Search' button is located at the bottom right of the form.

\*Name searches can be done on a partial search. However, the Bar and Badge Number must be exact.

- b. Fill in the **Bar Number**. (Minimum of 2 characters is required in the Bar Number field.)

This screenshot shows the search interface of the JIS-Link system. At the top, there is a navigation bar with the Washington Courts logo, 'JIS-Link', and links for 'Home' and 'Search'. On the right side of the bar, it says 'Logout User: CBT\$0'. Below the navigation bar, there are three tabs: 'Case', 'Person', and 'Official'. The 'Official' tab is selected. The main search area contains several input fields: 'Last Name', 'First Name', 'Middle Name', 'Complete Name', 'Bar Number', and 'Badge Number'. A red arrow points to the 'Bar Number' field. A green 'Search' button is located at the bottom right of the search area.

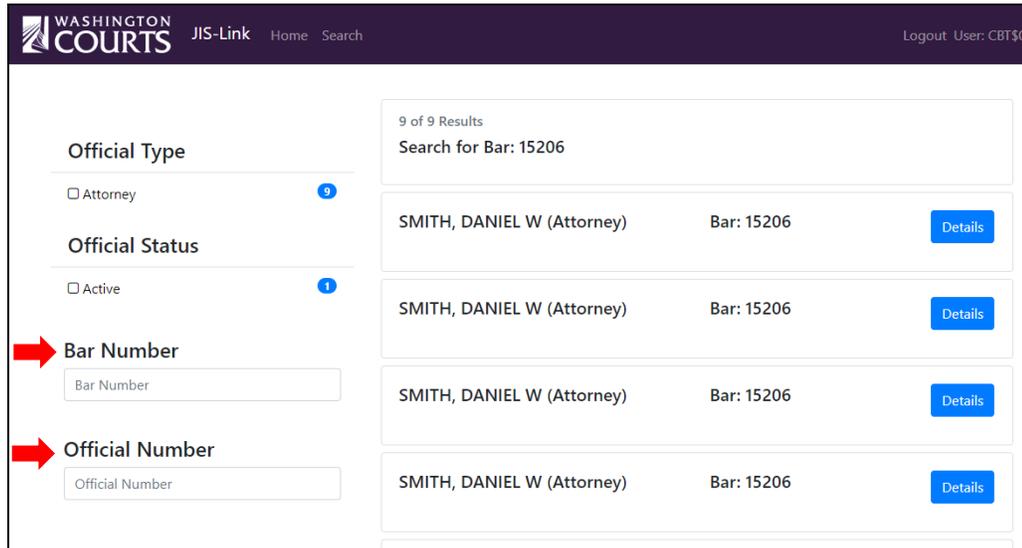
- c. Fill in the Official Number. (Minimum of 2 characters is required in the Official Number field.)

This screenshot is identical to the one above, showing the JIS-Link search interface. However, in this version, a red arrow points to the 'Badge Number' field instead of the 'Bar Number' field.

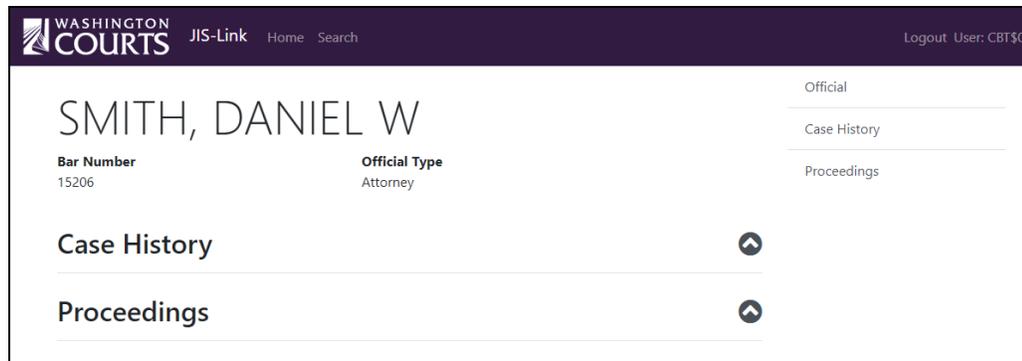
The search will pull a maximum of 200 results, the first 100 results display. Provide as much information as possible. Click <Search>



Additional search filters are available on the left.



Scroll up and down until the specific official is found. Click <Details>

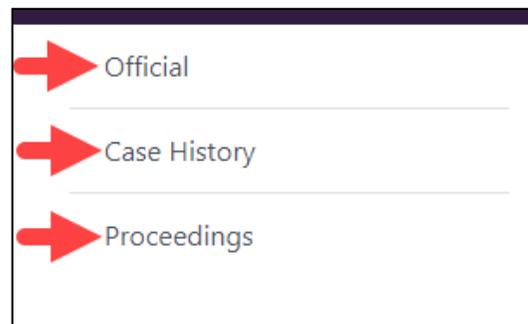


Once case details has been selected there will be multiple sections available for viewing case data.

### **Official Navigation Elements**

The navigation elements are very helpful when there is a large list of data to show for any main official section. Use these navigation elements on the top right to quickly view the data.

For example, if an officer is associated to more than 50 cases.





Page results are limited to 50 results per page, to view more results scroll down to the bottom of the page. Click <Load More>.

**Case History** Loaded **50 of 1355** 

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9Z0664987

SNOHOMISH DISTRICT COURT - EVERGREEN DIVISION

Infraction

**WALTON, JERMAINE CLIFTON** Filed Dec 9, 2019

WA ST PATROL

FTA Active



### Logout of JIS-Link

1. JIS-Link will automatically log a user out after an inactivity time of 10 minutes and the login window will appear.
2. When you are ready to manually logout of JIS-Link:
  - a. Click <Logout>, located at the top of the page.
  - b. Close your browser window.

