




Administrative Office of the Courts

AOC provides a wide spectrum of **ADMINISTRATIVE, TECHNOLOGICAL, FINANCIAL, PROGRAM** and **RESEARCH SERVICES**. Established in 1957 by state lawmakers, AOC serves the judicial branch in carrying out its constitutional mission to provide equal justice under the law.

STATE COURT ADMINISTRATOR, Dawn Marie Rubio

The Washington State Court Administrator is appointed by the Supreme Court to act as a liaison between the judicial, executive, and legislative branches, justice partners and other state agencies. The Court Administrator oversees operations for more than 240 employees in four divisions of service within AOC:

- Administrative Services Division
- Judicial Services Division
- Information Services Division
- Management Services Division



The mission of the Administrative Office of the Courts (AOC) is “to advance the efficient and effective operation of the Washington Judicial System.” AOC has worked for more than 55 years to fulfill this mission for all levels of court.

ADMINISTRATIVE SERVICES DIVISION, Dawn Marie Rubio

Under the direction of the State Court Administrator, the ASD provides dependable leadership, effective planning, and exceptional service to the courts to:

- Coordinate staffing and representation on more than 100 workgroups, committees, commissions, boards and task forces working on justice issues.
- Tracked 405 bills and amendments and reviewed just under 1,300 bills during the 2016 legislative session.
- Serve as the central communications office for Washington’s judicial branch of government, including media relations and community outreach.
- Monitor training, provide testing and certification, and standardize best practices for 329 certified or registered court interpreters in 38 languages.
- Serve as direct staff support to the Board for Judicial Administration (BJA).
- Provide regular performance reports for court managers and other stakeholders. Also conduct in-depth research into critical justice issues such as dependency, truancy, bias, and the effectiveness of court-based interventions.

AOC MISSION

Advancing the efficient and effective operation of the Washington Judicial System.

JUDICIAL SERVICES DIVISION, Dirk Marler, Director

Provides comprehensive support to the state's judges, clerks, court administrators and their staff to:

- Provide legal services to trial and appellate courts such as benchbook development and coordination, jury instruction coordination and staffing, legal analysis of legislation involving courts, legal and administrative coordination of court rules and much more.
- Serve as direct staff support to the Superior Court Judges' Association (SCJA), the District and Municipal Court Judges' Association (DMCJA), and appellate court judges and staff.
- Maintain more than 700 court forms, with an average of 141 legislative changes each year.
- Respond to more than 4,000 Help Desk calls and online requests from courts each month.
- Develop and coordinate nearly 8,000 education program hours for 1,682 judges, county clerks, commissioners, court staff and others in 2015.
- Annually update more than 1,100 laws in the Judicial Information System (JIS) Law Table.
- Update and design AOC public- and internal-facing websites. Manage more than 14.5 million visits per month to public and case search websites in 2015.

INFORMATION SERVICES DIVISION, Vonnice Diseth, CIO

Supports the technology needs of the judicial branch through the Judicial Information System (JIS) by:

- Providing nine major applications which make up the Judicial Information System (JIS) that facilitates 41 million judicial transactions by more than 17,500 court, state, federal and public users each month.
- Managing data for more than 75 million cases, 59.7 million person records with case histories for more than 8.7 million well identified persons.
- Supporting 23 major data exchanges with nine different state and federal justice partners.
- Conducting semi-annual disaster recovery tests to ensure that JIS records and systems are protected in the event of a disaster so that the courts can continue to function.
- Providing statistical reports and analysis through the data warehouse to facilitate legislation and judicial needs.

MANAGEMENT SERVICES DIVISION, Ramsey Radwan, Director

Judicial branch budget planning, revenue monitoring, accounting, procurement and contract management, public records and court case data access management, facility operations, building security, and document printing and scanning are all functions of the Management Services Division. Services include:

- Management and distribution of nearly \$85 million in state funding to trial courts for judicial salaries; programs supporting children in court proceedings and at-risk youth; interpreter reimbursement; and juvenile and family court services.
- Production of judicial impact fiscal notes for legislative proposals. More than 190 fiscal notes were produced in 2016.
- Management of financial activities and forecasts for the AOC, the Supreme Court, the Court of Appeals, and the Office of Civil Legal Aid, with combined annual expenditures exceeding \$128 million.
- Development of biennial and supplemental budget requests for the judicial branch, with a total combined biennial budget of \$336 million.
- Production of more than 1.9 million pages of legal briefs and over 800,000 pages of educational materials through the AOC Copy Center.
- Coordination of public disclosure and emergency management activities for the AOC and other judicial branch agencies.
- Education of approximately 15,700 lay guardians to date, as well as certification and annual re-certification of the more than 300 professional guardians serving about 4,500 incapacitated persons each year.

WASHINGTON JUDICIAL BRANCH



COURTS

- Supreme Court (9 justices)
- Court of Appeals (22 judges)
- Superior Courts (192 judges)
- District Courts (117 judges)
- Municipal Courts (93 judges)



SUPPORTING AGENCIES

- Administrative Office of the Courts
- Washington State Law Library
- Office of Public Defense
- Commission on Judicial Conduct
- Office of Civil Legal Aid



WASHINGTON
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