

The Supreme Court  
State of Washington

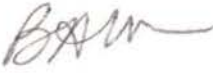
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**MEMORANDUM**

**TO:** Justice Mary Fairhurst, Chair, JISC  
Judge J. Robert Leach, Presiding Chief Judge, COA  
Judge Harold D. Clarke, President-Judge, SCJA  
Judge, David A. Steiner, President-Judge, DMCJA  
Judge Scott Sparks, Member Chair, BJA  
Kay Newman, State Law Librarian  
Callie Dietz, State Court Administrator  
Jim Bamberger, Director, OCLA  
Joanne Moore, Director, OPD  
Kim Morrison, President, WSACC  
Pete Peterson, President, WAJCA

**FROM:** Barbara Madsen   
Chief Justice

**DATE:** July 8, 2015

**RE:** 2016 Supplemental Budget Development and Submission Instructions

It is time to begin the development of our 2016 supplemental budget request. Supplemental requests should be limited to the following:

- Funding for nondiscretionary changes in legally mandated caseload or workload.
- Necessary technical corrections to the currently enacted budget.

This is in contrast to biennial budget requests which focus on new programs, new or enhanced revenue, new priorities, or restoration of lost funding.

Although the economic environment has improved, competition for funding remains high. Agencies of the judicial branch must, along with all other agencies of state government, be mindful of the demands on state funds. Accordingly, you are asked to

submit requests within the boundaries of the supplemental budget guidance provided above.

The Administrative Office of the Courts' Management Services Division will provide staff support for the development and submittal of the supplemental budget request.

Instructions, due dates, the decision package template, and contact information for the development of the 2016 supplemental budget can be found at [http://www.courts.wa.gov/appellate\\_trial\\_courts/aocwho/?fa=atc\\_aocwho.display&fileID=msd](http://www.courts.wa.gov/appellate_trial_courts/aocwho/?fa=atc_aocwho.display&fileID=msd).

There is only one decision package form for 2016 supplemental budget requests. Please use it for both the preliminary and final decision package submittals. For the preliminary request, please focus on the description, changes to law or court rule, the effects of nonfunding, and the amount. Please complete the entire document for the final decision package submission.

The following deadlines must be met for consideration of your requests:

- Preliminary decision packages that impact the Administrative Office of the Courts are due **July 24, 2015**. Final decision packages are due **August 14, 2015**.
- Preliminary decision packages that do not impact AOC are due **July 31, 2015**, with final decision packages due **August 14, 2015**.

All decision packages should be sent to Ramsey Radwan, Director of Management Services, at [ramsey.radwan@courts.wa.gov](mailto:ramsey.radwan@courts.wa.gov).

If you have questions, please feel free to contact me at (360) 357-2037 or contact Ramsey Radwan at (360) 357-2406.

c: Justices, Washington State Supreme Court  
Judge Ann Schindler, Chair, BJA Budget & Funding Committee  
Members of the BJA  
Members of the JISC  
Reiko Callner, Executive Director, Commission on Judicial Conduct  
Ramsey Radwan, Director, AOC Management Services  
Washington State CASA