

The Supreme Court  
State of Washington

MARY E. FAIRHURST  
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MEMORANDUM

TO: Judge Laurel Siddoway, Presiding Chief Judge, Court of Appeals  
Judge J. Robert Leach, Vice Chair Judicial Information System Committee  
Judge Blaine Gibson, President-Judge, SCJA  
Judge Rebecca Robertson, President-Judge, DMCJA  
Judge Judy Jasprica, Member Chair, BJA  
Rob Mead, State Law Librarian  
Dawn Marie Rubio, State Court Administrator  
Jim Bamberger, Director, OCLA  
Joanne Moore, Director, OPD  
Sonja Kraski, President, WSACC  
Lisa West, President, WAJCA

FROM: Chief Justice Mary E. Fairhurst *Mary*

DATE: April 8, 2019

RE: 2020 Supplemental Budget Development and Submission Instructions

It is time to begin the development of our 2020 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 increased funding for existing programs.

When developing budget requests, please remember that state financial resources remain in short supply, and any request should be a high priority. 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.

On February 15, 2019 the Board for Judicial Administration approved the 2020 supplemental budget development and submittal process as well as the proposed timelines.

Budget requests concerning the Supreme Court, State Law Library, Court of Appeals, Office of Public Defense, and Office of Civil Legal Aid will be processed as they have in the past, with each entity approving their own request for inclusion in the branch submission.

The AOC 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 2020 supplemental budget can be found at [2020 Supplemental](#).

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

- Decision packages that impact AOC are due **May 1, 2019**.
- Decision packages that do not impact AOC are due **May 31, 2019**, with final decision packages due **July 14, 2019**.

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) 357-2053 or contact Ramsey Radwan at (360) 357-2406.

cc: Justices, Washington State Supreme Court  
Judge Mary Logan, Chair, BJA Budget and 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