

The Supreme Court
State of Washington

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TO: Justice Barbara Madsen, Chair, JISC
Judge Tam Bui, Member Chair, BJA
Judge Rachelle Anderson, President, SCJA
Judge Charles Short, President, DMCJA
Judge Marlin J. Appelwick, Presiding Chief Judge, Court of Appeals
Judge Mary Logan, Chair, BJA Budget and Funding Committee
Judge Rebecca Robertson, Chair, BJA Policy and Planning Committee
Judge Kevin Ringus, Chair, BJA Legislative Committee
Judge Doug Fair, Co-Chair, BJA Court Education Committee
Judge Sean O'Donnell, Co-Chair, BJA Court Security Funding Task Force
Judge Rebecca Robertson, Co-Chair, BJA Court Security Funding Task Force
David Reynolds, President, WAJCA
Chris Gaddis, President, AWSCA
Brian Tollefson, President, WSBA
Kim Allen, President, WSACC
Rob Mead, State Law Librarian
Jim Bamberger, Director, OCLA
Larry Jefferson Jr., Director, OPD
Reiko Callner, Executive Director, CJC
Francis Adewale, Chair, Access to Justice Board

FROM: Steven C. González, Chief Justice

RE: 2023-25 Biennial Budget Development and Submittal

While the 2022 supplemental judicial branch budget request remains pending before the state legislature, it's time to begin the development of our branch's 2023-25 biennial budget request. I remain hopeful that the legislature will fund many of the critical items we've requested this year, and that it will continue to consider our requests in the years to come. Adequate, long-term, stable funding is something that has been a priority of ours for biennia, and we will continue advocating for that.

This year's budget development and submittal process is similar to prior years, with the exception of a new, additional step in this year's process. The overall process is designed to be transparent and inclusive, and this additional step will reinforce that goal.

A step-by-step calendar of the process is attached, but in summary:

- The process will begin with concept papers – this is a 1-2 page memo outlining a proposal with estimated costs, staffing, and any potential IT impacts. An example is attached.
- AOC will perform the initial review and make recommendations to the Budget and Funding Committee (BFC) of the Board for Judicial Administration (BJA) regarding requests for General Fund (GF) funding that flows through the AOC. The BFC will review and make recommendations to BJA, the BJA will make recommendations to the Supreme Court Budget Committee (SCBC), and the SCBC will make recommendations to the Supreme Court.
- Final decisions on which concepts become full decision packages are set by the Supreme Court.

Once final decisions are made on which concepts become decision packages, the drafting of formal decision packages will begin and the same decision-making process noted above will be performed at the end of August. The Supreme Court will consider a number of factors when deciding which decision packages to move forward to the legislature. These factors include priorities set by the BFC, recommendations made by the BJA, the current and future economic environment, constitutional and statutory requirements, and other factors.

Timelines are shorter than they appear, given all of our busy schedules. Adherence to the attached timeline is necessary to ensure that the process remains consistent and objective, ensuring that all requests forwarded to the Legislature are sound and well-vetted.

All concept papers are due by April 1. Please submit them to Christopher Stanley at Christopher.Stanley@courts.wa.gov.

Decision package templates and details regarding potential presentations before the BJA will be released at a later date.

The budget development schedule and the concept paper example can be found at the following link: https://www.courts.wa.gov/index.cfm?fa=controller.ShowPage&folder=Financial%20Services&file=2023_25BudgetInstructions

Thank you all for your continued dedication to justice and the residents of Washington. If you have questions, please feel free to contact me at (360) 357-2030 or call Christopher Stanley at (360) 357-2406.

cc: Justices of the Supreme Court
Executive Committee, Court of Appeals
Dawn Marie Rubio, State Court Administrator
Christopher Stanley, Chief Financial and Management Officer
Erin Lennon, Supreme Court Clerk
Michael Johnston, Supreme Court Commissioner
Sam Thompson, Reporter of Decisions