



WASHINGTON  
COURTS

**DISTRICT AND MUNICIPAL  
COURT JUDGES' ASSOCIATION**

***BOARD MEETING***

**FRIDAY, JULY 11, 2014**

**AOC SEATAC OFFICE  
SEATAC, WASHINGTON**





**DMCJA BOARD MEETING**  
**FRIDAY, JULY 11, 2014**  
**12:30 P.M. – 3:30 P.M.**  
**AOC SEATAC OFFICE**  
**SEATAC, WA**

**PRESIDENT JUDGE VERONICA ALICEA-GALVAN**

**A G E N D A**

**TAB**

**Call to Order**

**General Business**

**1**

- A. Minutes – June 8, 2014
- B. Treasurer's Report – *Judge Ahlf & Judge Marinella*
- C. Special Fund Report – *Judge Svaren & Judge Marinella*
- D. Standing Committees Reports
  - 1. Legislative Committee
  - 2. Rules Committee
- E. JIS Status Update – *Vicky Cullinane*

**Liaison Reports**

DMCMA    MCA    SCJA    WSBA    WSAJ    AOC    BJA

**Action** – No items listed.

**Discussion**

**2**

- A. Electronic Law Enforcement Interface (ELIAS) – *Detective Chris Leyba*
  - 1. Correspondence from Detective Chris Leyba
  - 2. Bi-Weekly Status Report
  - 3. Project Charter
  - 4. ELIAS Technical Requirements Document
- B. JNE Workgroup Report – *Charlotte Jensen*
- C. Judicial Independence – *Judge Marinella*
- D. Rules Committee – *Judge Garrow*
  - 1. Proposed CrRLJ 3.2 (o) Amendment regarding *Comment* Section.
- E. DMCJA Seniority List
  - 1. Correspondence from Magistrate and Judge Pro Tempore Adam C. Eisenberg

<p><b>Information</b></p> <ul style="list-style-type: none"> <li>A. <i>West v. Washington State Association of District and Municipal Court Judges, et al.</i> <ul style="list-style-type: none"> <li>1. Order Granting Motion for Summary Judgment</li> <li>2. Order Denying Motion to Recuse</li> <li>3. Order Continuing Hearing and Imposing Terms</li> </ul> </li> <li>B. Trial Court Security Committee</li> <li>C. National Scholarship Award Not Needed <ul style="list-style-type: none"> <li>1. Correspondence from Judge Riehl</li> </ul> </li> <li>D. Judicial Information System Committee (JISC) Charter</li> <li>E. Normandy Park Delegation YMCA Youth &amp; Government Thank You Notes</li> </ul>	<p><b>3</b></p>
<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>A. Next Meeting: 12:30 PM, Friday, August 8, 2014, AOC SeaTac Office Center, SeaTac</li> </ul>	
<p><b>Adjourn</b></p>	





WASHINGTON  
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**DMCJA Board of Governors Meeting**  
**Sunday, June 8, 2014, 9:37 a.m. – 11:50 a.m.**  
**Semiahmoo Resort, Blaine, WA**

## MEETING MINUTES

### Members:

Chair, Judge Svaren  
Judge Alicea-Galvan  
Judge Allen  
Judge Burrowes  
Judge Derr  
Judge Garrow (non-voting)  
Judge Jahns  
Judge Jasprica (non-voting)  
Judge Lambo (non-voting)  
Judge Logan  
Judge Marinella  
Judge Meyer  
Judge Olwell  
Judge Ringus (non-voting)  
Judge Robertson  
Commissioner Smiley  
Judge Smith  
Judge Steiner

### Guests:

Associate Chief Justice Charles W. Johnson  
Judge Marilyn Paja  
Judge Kimberly Walden  
Ms. Suzanne Elsner, DMCMA

### AOC Staff:

Mr. Dirk Marler  
Ms. Vicky Cullinane  
Ms. Michelle Pardee  
Ms. Sharon R. Harvey

President Svaren called the Board of Governors (Board) meeting to order at 9:37 a.m. and noted there was a quorum present.

## ASSOCIATION BUSINESS

### Minutes

The Board motioned, seconded, and passed a vote (M/S/P) to approve the Board Meeting Minutes dated April 26, 2014.

### Treasurer's Report

M/S/P to approve the Treasurer's Report.

### Special Fund Report

M/S/P to approve the Special Fund Report. Judge G. Scott Marinella is now the custodian of the Special Fund account.

### Standing Committee Reports

The Therapeutic Courts Committee provided the Board with a copy of its Meeting Minutes dated September 23, 2013. There were no reports, oral or written, from any other Standing Committee.

### JIS Status Update

Ms. Vicky Cullinane reported that the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project Steering Committee had its first meeting on June 3, 2014 and voted to approve the DMCJA nominations of Judge Patti Connolly Walker, Judge R.W. Buzzard, and Judge Donna Tucker to represent the DMCJA on the CLJ-CMS Court User Work Group (CUWG). Both Judge Connolly Walker and Judge Buzzard

are voting CUWG members. Judge Tucker will be a non-voting CUWG member if the Judicial Information System Committee (JISC) votes to amend the CUWG Charter to include a non-voting DMCJA member. Ms. Cullinane further reported that the Judicial Access Browser System (JABS) is going as usual.

Associate Chief Justice Charles W. Johnson Request

Supreme Court Associate Chief Justice, Charles W. Johnson, joined the DMCJA Board meeting and requested that the new DMCJA President and Board consider creating a policy for district courts and municipal courts to review and clean up local rules in order to reduce the size of Volumes for Local Rules.

**ACTION**

A. General Rule (GR) 30

M/S/P to make this discussion topic an action item. M/S/P for DMCJA Board to write a letter to Detective Chris Leyba, Project Manager for Electronic Law Enforcement Interface (ELIAS), regarding the official position of the DMCJA relating to ELIAS implementation.

B. Electronic Home Monitoring (EHM) / Ignition Interlock Device (IID)

M/S/P to make this discussion topic an action item. M/S/P for Judge Ringus to represent DMCJA at the House Public Safety Meeting on June 23, 2014. The location is to be determined.

C. Future of the Technology Committee

M/S/P to make this discussion topic an action item. M/S/P to put Technology Committee on hiatus, for such time as needed to review the needs of DMCJA, but for no longer than one year.

D. Future of the Salary and Benefits Committee

M/S/P to make this discussion topic an action item. M/S/P to request DMCJA volunteers for the Salary and Benefits Committee.

**DISCUSSION**

A. General Rule (GR) 30

1. Memorandum from Judge David Larson
2. Substitute Senate Bill 6279

M/S/P for GR 30 issue to become an action item at this meeting. The Board discussed concerns regarding ELIAS relating to (1) a provision that would allow judges to comment on the reason for a search warrant rejection, and (2) the system's ability to track judges' performance statistics surrounding search warrants.

B. Electronic Home Monitoring (EHM)/ Ignition Interlock Device (IID)

1. Upcoming House Public Safety Meetings

M/S/P for the EHM/IID issue to become an action item. The Board discussed whether to send Judge Ringus to represent DMCJA at a House Public Meeting on June 23, 2014 that relates to EHM.

C. Future of the Technology Committee

M/S/P for the future of the Technology Committee to become an action item. The Board discussed whether to place the Technology Committee on hiatus during the CMS project.

D. Future of the Salary and Benefits Committee

M/S/P for the future of the Salary and Benefits Committee to become an action item. The Board discussed whether to reinstate the Salary and Benefits Committee in light of upcoming legislation that will affect the retirement benefits of DMCJA judges.

**LIAISON REPORTS**

**DMCMA** – Ms. Suzanne Elsner reported that the District and Municipal Court Management Association (DMCMA) had a successful Conference this year. Also, DMCMA representatives for the CUWG are in place.

**SCJA** – Judge Steiner, DMCJA Liaison to the Superior Court Judges Association (SCJA), informed that he would attend the SCJA Board meeting on June 15, 2014 and provide a report to the DMCJA Board.

**WSBA** – Judge Derr reported that the Washington State Bar Association (WSBA) had its Conference at the same time as the DMCJA Spring Conference and, therefore, Judge Derr was unable to attend the WSBA event.

**AOC** – Mr. Dirk Marler reported that the Administrative Office of the Courts (AOC) is solely focused on case management system (CMS) initiatives relating to trial courts.

**BJA** – Judge Ringus, Member Chair of the Board for Judicial Administration (BJA), reported that the next BJA meeting is June 20, 2014. The BJA is moving forward with GR 31.1, *Access to Administrative Records*.

**INFORMATION**

A. DMCJA National Leadership Grant Award Recipients

Judge Paja provided the Board with information regarding her leadership activities and how the DMCJA National Leadership Grant Award has greatly assisted in her endeavors.

B. 2014-2015 DMCJA Board Meeting Schedule

The Board reviewed the 2014-2015 DMCJA Board Meeting Schedule.

C. 2014-2015 DMCJA Budget

The Board reviewed the 2014 -2015 DMCJA Budget.

D. *West v. Washington State Association of District and Municipal Court Judges, et al.*

DMCJA President, Judge Svaren, informed the Board that the Motion for Summary Judgment hearing will be held on June 20, 2014. The trial is scheduled for July 7, 2014.

**OTHER BUSINESS**

A. Next Board of Governor's Meeting will be held on July 11, 2014 at the AOC Office in SeaTac, Washington.

**ADJOURNED** at 11:50 am.



**WASHINGTON  
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# *District and Municipal Court Judges' Association*

June 26, 2014

*President*  
JUDGE DAVID A. SVAREN  
Spokane County District Court  
600 S 3<sup>rd</sup> Street  
PO Box 340  
Mount Vernon, WA 98273-0340  
(360) 336-9319

*President-Elect*  
JUDGE YERONICA ALICEA-GALYAN  
Des Moines Municipal Court  
21630 11<sup>th</sup> Ave S Ste C  
Des Moines, WA 98198  
(206) 878-4597

*Vice-President*  
JUDGE DAVID STEINER  
King County District Court  
585 112th Ave S.E.  
Bellevue, WA 98004  
(206) 295-9200

*Secretary/Treasurer*  
JUDGE G. SCOTT MARINELLA  
Columbia County District Court  
535 Cameron St  
Dayton, WA 99328-1279  
(509) 382-4812

*Past President*  
JUDGE SARA B. DERR  
Spokane County District Court  
Public Safety Building  
1100 W Mallon Avenue  
Spokane, WA 99260-0150  
(509) 477-2959

*Board of Governors*

JUDGE SANDRA L. ALLEN  
Ruston/Milton Municipal Courts  
(253) 759-8545

JUDGE JOSEPH M. BURROWES  
Benton County District Court  
(509) 753-8476

JUDGE JEFFREY J. JAHNS  
Kitsap County District Court  
(360) 337-7033

JUDGE MARY C. LOGAN  
Spokane Municipal Court  
(509) 622-4400

JUDGE SAMUEL MEYER  
Thurston County District Court  
(360) 786-5562

JUDGE KELLEY C. OLWELL  
Yakima Municipal Court  
(509) 575-3050

JUDGE REBECCA C. ROBERTSON  
Federal Way Municipal Court  
(253) 835-3000

COMMISSIONER PETE SMILEY  
Bellingham Municipal Court  
(360) 778-8150

JUDGE HEIDI SMITH  
Okanogan County District Court  
(509) 422-7170

To: President Svaren, DMCJA Officers; DMCJA Board of Governors;  
From: G. Scott Marinella, DMCJA Treasurer  
Subject: Monthly Treasurer's Report for June, 2014

Dear President Svaren, Officers and Members of the DMCJA Board of Governors.

The following is a summary of the total DMCJA accounts, expenditures and deposits, as well as an update regarding the finances of our association.

### ACCOUNTS

US Bank Platinum Business Money Market Account  
Fund Balance - \$100,418.89, as of May 31, 2014.

Bank of America Accounts  
Investment Account - \$208,400.23, as of May 31, 2014.  
Checking Account - \$706.02, as of May 31, 2014.

Total for all Accounts: \$309,525.14

### EXPENDITURES

Total 2013/2014 adopted budget:	\$228,900.00
Total expenditures to date (6-26-2014):	<u>\$168,711.65</u>
Total remaining budget as of June 26, 2014:	\$ 60,188.35

### DEPOSITS

Total deposits 2013/2014:	\$143,439.16
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## DMCJA 2013-2014 Budget

ITEM	COMMITTEE	Beginning Balance	Total Costs	Ending Balance
1	Access to Justice Liaison	\$500.00		\$500.00
2	Audit	\$2,000.00		\$2,000.00
3	Bar Association Liaison	\$5,000.00		\$5,000.00
4	Board Meeting Expense	\$30,000.00	\$33,511.65	-\$3,511.65
5	Bookeeping Expense	\$3,000.00	\$2,575.00	\$425.00
6	Bylaws Committee	\$250.00	\$179.65	\$70.35
7	Conference Committee	\$3,500.00	\$1,436.81	\$2,063.19
8	Conference Incidental Fees For Members Spring Conference 2013	\$40,000.00	\$42,935.85	-\$2,935.85
9	Diversity Committee	\$2,000.00	\$873.18	\$1,126.82
10	DMCMA Education	\$5,000.00		\$5,000.00
11	DMCMA Liaison	\$500.00	\$103.04	\$396.96
12	DOL Liaison Committee	\$500.00	\$83.22	\$416.78
13	Education Committee**	\$8,500.00	\$1,573.71	\$6,926.29
14	Educational Grants	\$5,000.00	\$1,830.44	\$3,169.56
15	Judicial Assistance Committee	\$10,000.00	\$9,152.97	\$847.03
16	Legislative Committee	\$6,000.00	\$1,986.82	\$4,013.18
17	Legislative Pro-Tem	\$2,500.00	\$688.38	\$1,811.62
18	Lobbyist Expenses	\$1,000.00	\$480.90	\$519.10
19	Lobbyist Contract	\$55,000.00	\$51,000.00	\$4,000.00
20	Long-Range Planning Committee	\$1,500.00	\$441.82	\$1,058.18
21	MCA Liaison	\$1,500.00	\$596.31	\$903.69
22	National Leadership Grants	\$3,000.00	\$3,000.00	\$0.00
23	Nominating Committee	\$400.00		\$400.00
24	President Expense	\$7,500.00	\$3,212.01	\$4,287.99
25	Reserves Committee	\$250.00		\$250.00
26	Rules Committee	\$1,000.00	\$110.46	\$889.54
27	Rural Courts Committee	\$0.00	Not Funded	\$0.00
28	Salary and Benefits Committee	\$0.00	***Not Funded	\$0.00
29	SCJA Board Liaison	\$1,000.00	\$843.98	\$156.02
30	Technology Committee	\$5,000.00	\$153.22	\$4,846.78
31	Therapeutic Courts	\$2,500.00	\$532.06	\$1,967.94
32	Treasurer Expense and Bonds	\$1,000.00	\$166.28	\$833.72
33	Judicial Community Outreach	\$3,000.00	\$3,000.00	\$0.00
34	Uniform Infraction Committee	\$1,000.00		\$1,000.00
35	Systems Improvement Committee	\$5,000.00	\$145.04	\$4,854.96
36	Professional Services	\$15,000.00	\$8,098.85	\$6,901.15
	<b>TOTAL</b>	<b>\$228,900.00</b>	<b>\$168,711.65</b>	<b>\$60,188.35</b>
37	<b>TOTAL DEPOSITS MADE</b>	<b>\$143,439.16</b>		
38	<b>CREDIT CARD (balance owing)</b>	<b>\$674.73</b>		
	***funding will come from special funds			

### DEPOSITS MADE

Date	Chk. #	Item Committee	Debit	Deposit	Balance
					\$0.00
7/11/2013	DEP	Deposit - JASP		\$5,000.00	\$5,000.00
8/16/2013	7171	Deposit - 2013 Dues Judge Kevin A. McCann		\$750.00	\$5,750.00
9/24/2013	DEP	Deposit - 2013 Dues Adams County - Tyson Hill		\$375.00	\$6,125.00
11/19/2013	DEP	Credit Card overpayment refund		\$506.16	\$6,631.16
12/3/2013	DEP	Deposit - Dues Paid		\$824.00	\$7,455.16
12/12/2013	DEP	Deposit - Dues Paid		\$9,825.00	\$17,280.16
12/16/2013	DEP	Deposit Dues Paid		\$22,161.00	\$39,441.16
12/19/2013	DEP	Deposit Dues Paid		\$6,075.00	\$45,516.16
12/27/2013	DEP	Deposit Dues Paid		\$18,261.00	\$63,777.16
1/2/2013	DEP	Deposit Dues Paid		\$4,500.00	\$68,277.16
1/15/2014	DEP	Deposit Dues Paid		\$8,624.00	\$76,901.16
1/23/2014	DEP	Deposit Dues Paid		\$24,147.00	\$101,048.16
1/28/2014	DEP	Deposit Dues Paid		\$4,499.00	\$105,547.16
1/31/2014	DEP	Deposit Dues Paid		\$7,023.00	\$112,570.16
2/6/2014	DEP	Deposit Dues Paid		\$13,287.00	\$125,857.16
2/12/2014	DEP	Deposit Dues Paid		\$12,312.00	\$138,169.16
2/20/2014	DEP	Deposit Dues Paid		\$1,498.00	\$139,667.16
3/5/2014	DEP	Deposit Dues Paid		\$1,037.00	\$140,704.16
3/11/2014	DEP	Deposit Dues Paid		\$375.00	\$141,079.16
3/19/2014	DEP	Deposit Dues Paid		\$712.00	\$141,791.16
4/2/2014	DEP	Deposit 2013 Dues Paid - Lambo Olson		\$900.00	\$142,691.16
4/21/2014	DEP	Deposit - Dues Paid		\$187.00	\$142,878.16
4/30/2014	DEP	Deposit - Dues Paid		\$187.00	\$143,065.16
5/13/2014	DEP	Deposit - Dues Paid		\$187.00	\$143,252.16
6/19/2014	DEP	Deposit - Dues Paid		\$187.00	\$143,439.16
		TOTAL DUES PAID	\$136,808.00		
		TOTAL DEPOSITS MADE	\$143,439.16		

### CREDIT CARD BALANCE

Date	Chk. #	Line Item#	Item Committee	Payment	Charge	Balance
			July Statement Amount			\$1,285.58
7/19/2013	OL		Payment made by Steiner Online	\$1,285.58		\$0.00
8/2/2013	6990	4, 15, 24	Made CC payment by GSM	\$1,285.58		-\$1,285.58
7/31/2013	Chrg	16	EIG DOTSTER - Shannon flowers		\$17.49	-\$1,268.09
8/9/2013	Chrg	4	The Deli		\$28.06	-\$1,240.03
10/16/2013	Chrg	24	Macy's East #376 - present		\$181.78	-\$1,058.25
10/16/2013	Chrg	15	Hotel and Food - see CC Stmtnt 10-11-13		\$390.65	-\$667.60
9/30/2013	Credit	N/A	Easy Savings Credit	\$12.76		-\$680.36
10/1/2013	Chrg	15	WSBA.ORG - JASP CLE Credit App.		\$35.00	-\$645.36
11/5/2013	Credit	N/A	Easy Savings Credit	\$5.80		-\$651.16
11/1/2013	Chrg	4	Radisson		\$145.00	-\$506.16
11/11/2013	Credit	N/A	Credit Balance Refund		\$506.16	\$0.00
2/20/2014	chrg	4	Hotel - See CC Stmtnt.2-11-14		\$167.48	\$167.48
2/20/2014	7302	15	Payment - chk. 7302	\$167.48		\$0.00
3/11/2014	chrg		See CC Stmtnt. 3-11-14		\$830.23	\$830.23
3/19/2014	7318	18,4,15	Payment - chk. 7318	\$830.23		\$0.00
4/1/2014	chrg	24	Charge - Gifts		\$610.67	\$610.67
4/21/2014	7020	24	Payment - chek 7020	\$610.67		\$0.00
4/25/2014	chrg	4	Purple Café & Wine Bar (still owing)		\$872.56	\$872.56
5/21/2014	7048	4	Payment - chk 7048	\$872.56		\$0.00
6/5/2014	chrg	24	Burton Jewelers		\$325.50	\$325.50
6/5/2014	Chrg	24	MisterT's Awards		\$16.28	\$341.78
6/26/2014	7076	24	Payment - chk 7076	\$341.78		\$0.00
6/12/2014	chrg	24	Great Blue Herron Grill - Board Retreat		\$674.73	\$674.73



P.O. Box 16284  
Wilmington, DE 19850

AI. 0 353 949 804 014709 #001 AV 0.381

DMCJA SPECIAL FUND  
C/O DAVID A SVAREN  
PO BOX 340  
MOUNT VERNON, WA 98273-0340

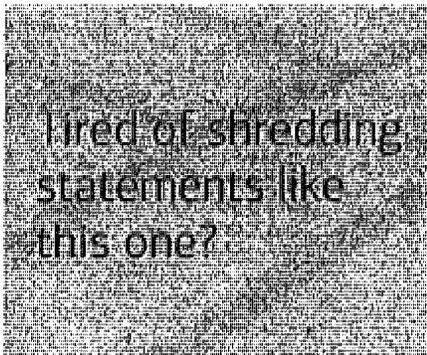
Customer service information

- 1.888.BUSINESS (1.888.287.4637)
- bankofamerica.com
- Bank of America, N.A.  
P.O. Box 25118  
Tampa, FL 33622-5118

### Your combined statement

for May 01, 2014 to May 31, 2014

Your deposit accounts	Account/plan number	Ending balance	Details on
Business Interest Checking	[REDACTED]	\$6,365.52	Page 3
Business Investment Account	[REDACTED]	\$42,176.21	Page 5
<b>Total balance</b>		<b>\$48,541.73</b>	



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**Your Business Interest Checking**

DMCJA SPECIAL FUND

**Account summary**

Beginning balance on May 1, 2014	\$6,365.48	# of deposits/credits: 1
Deposits and other credits	0.05	# of withdrawals/debits: 1
Withdrawals and other debits	-0.01	# of days in cycle: 31
Checks	-0.00	Average ledger balance: \$6,365.48
Service fees	-0.00	
<b>Ending balance on May 31, 2014</b>	<b>\$6,365.52</b>	

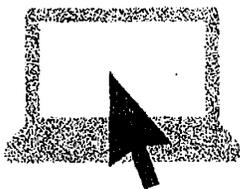
Annual Percentage Yield Earned this statement period: 0.01%.  
 Interest Paid Year To Date: \$0.25.  
 Federal Withholding This Period: \$0.01

**Deposits and other credits**

Date	Description	Amount
05/30/14	Interest Earned	0.05
<b>Total deposits and other credits</b>		<b>\$0.05</b>

**Withdrawals and other debits**

Date	Description	Amount
05/30/14	Federal Withholding	-0.01
<b>Total withdrawals and other debits</b>		<b>-\$0.01</b>



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**Your Business Investment Account**

DMCJA SPECIAL FUND

**Account summary**

Beginning balance on May 1, 2014	\$42,175.69	# of deposits/credits: 1
Deposits and other credits	0.72	# of withdrawals/debits: 1
Withdrawals and other debits	-0.20	# of days in cycle: 31
Service fees	-0.00	Average ledger balance: \$42,175.70
<b>Ending balance on May 31, 2014</b>	<b>\$42,176.21</b>	Average collected balance: \$42,175.70

Annual Percentage Yield Earned this statement period: 0.02%  
 Interest Paid Year To Date: \$3.50  
 Federal Withholding This Period: \$0.20

**Deposits and other credits**

Date	Description	Amount
05/30/14	Interest Earned	0.72
<b>Total deposits and other credits</b>		<b>\$0.72</b>

**Withdrawals and other debits**

Date	Description	Amount
05/30/14	Federal Withholding	-0.20
<b>Total withdrawals and other debits</b>		<b>-\$0.20</b>

**Daily ledger balances**

Date	Balance (\$)	Date	Balance(\$)
05/01	42,175.69	05/30	42,176.21

 To help you BALANCE YOUR CHECKING ACCOUNT, visit [bankofamerica.com/statementbalance](http://bankofamerica.com/statementbalance) or the Statements and Documents tab in Online Banking for a printable version of the How to Balance Your Account Worksheet.



**DMCJA Legislative Committee Meeting**  
**FRIDAY, FEBRUARY 21, 2014**  
**TEMPLE OF JUSTICE RECEPTION ROOM**  
**OLYMPIA, WA**  
**10:30 A.M. TO 12:15 P.M.**

**MEETING MINUTES**

**Members:**

Chair, Judge Samuel G. Meyer  
Judge Scott K. Ahlf  
Judge Stephen Brown  
Judge Brett Buckley  
~~Judge D. Mark Eide~~  
~~Judge Douglas J. Fair~~  
Judge Michelle Gehlsen  
~~Judge Corinna Harr~~  
Judge David Larson  
~~Judge Susan Mahoney~~  
Judge Marilyn G. Paja  
Judge Glenn Phillips  
~~Judge Heidi E. Smith~~  
~~Judge David A. Steiner~~  
~~Judge Shelley Szambelan~~

**Guests:**

~~Ms. Linda Baker, DMCMA~~  
~~Ms. Kathy Seymour, DMCMA~~  
Ms. Melanie Stewart

**AOC Staff:**

Ms. J Krebs

**CALL TO ORDER**

Judge Meyer called the meeting to order at 10:35 a.m.

**OVERVIEW OF 2014 LEGISLATIVE SESSION**

Judge Meyer provided the following updates regarding the 2014 legislative session:

A. DMCJA Legislative Agenda:

1. HB 2601 – Municipal Court Termination

This bill would prevent a city from terminating its municipal court during the pendency of the judge's term. It was sponsored by Rep. Farrell and received a hearing in the House Judiciary Committee. Judge Meyer and Judge Bejarano testified in favor of the bill, and a representative of the Association of Washington Cities and the City of Battleground testified against it. Although the bill did not progress out of committee, it was a good opportunity to air these issues before legislators.

2. HB 2707/SB 6260 – Discover Pass Fee Allocation

This bill, which was drafted by Judge Brown, would have diverted some of the money received for Discover Pass infractions to the local courts that process the infractions, rather than the entire amount go to the state. The bill was sponsored by Representatives Goodman and Rodne in the House and by Senators Hatfield, King, Padden, Parlette and Kline in the Senate. Although the bill did not receive a hearing, there was discussion of the courts' concerns in the context of

HB 2156, discussed below. Further talks with State Parks representatives and the Counties are planned to continue to work on this issue.

B. Other Bills of Interest:

1. HB 1601 – Community Restitution & Waiver of Infraction Fees

This bill, which was introduced last year, would have required courts to allow community restitution in lieu of fines and to waive all fines with a finding of indigency. The bill was opposed by city and county representatives and did not pass out of session.

2. HB 2111/SB 5961 – Sound Transit Notices of Infraction

As initially introduced, this bill would have allowed Sound Transit, as a “regional transit authority” to determine the size and content of its notices of infraction. The bill in this form was opposed by DMCJA and Judge Meyer testified against it at a House Transportation Committee hearing. The bill was also opposed by the Uniform Infraction & Citation Committee and Judge Ringus testified against it at the Senate Transportation Committee hearing. The bill was amended to provide that Sound Transit infractions would be approved by AOC in the same manner as parking infractions and DMCJA had concerns with it, about which Judge Meyer testified, but no longer opposed it. The UICC remained in opposition to the bill. The bill has passed the House and is in the Senate waiting on further action.

3. HB 2156 – Alternative Discover Pass bill

This bill was sponsored by Rep. Magendanz and would have allowed courts to charge a \$25 administrative fee when dismissing a Discover Pass infraction, similar to how insurance infractions are processed. The bill had a hearing in the House Transportation Committee, at which Judge Brown testified in favor, but did not progress.

4. HB 2372 – Waive Late Out of State Registration Penalty

This bill provides greater judicial discretion by allowing judges to waive the fees for late out-of-state vehicle registration imposed under RCW 46.16A.030, which has a base penalty of \$529 that cannot currently be suspended, deferred or reduced. It passed out of the House and is moving through the Senate.

5. HB 2497 – Indigent Defense Fees

This bill is intended to provide local jurisdictions with more funds to help pay the costs associated with the Supreme Court imposing caseload standards for indigent defense. The original bill raised the criminal conviction fee, the failure to appear warrant fee and the misdemeanor probation fee, with the increase in revenues going to support local criminal justice matters. The substitute bill provided that the fee increase must go to support local court operations and criminal justice functions that have a clear connection to indigent defense cases. The bill passed out of the House but was not introduced in the Senate.

6. SB 6085 – DUI 15-year Look Back

This bill would have lengthened the “look-back” time when considering DUI prior offenses to 15 years. It passed out of Senate Committee but was not introduced on the Senate floor.

7. SB 6249 – Indigent Defense Fees

This is the companion bill to HB 2497, which is intended to help local jurisdictions pay for greater indigent defense costs. The original bill and the second substitute bill mirrored the proposed fee increases of the House bill, but the substitute bill, which the Committee opposed, imposed lower fees and required AOC to make up the costs for indigent defense out of its budget. The bill passed out of the Senate but was not introduced in the House.

**NEXT SESSION PRIORITIES**

A. Employment Security Department Subpoenas

Judge Paja expressed disappointment that the issue of judges approving subpoenas for ESD records had not been selected for the DMCJA Legislative Agenda. Judge Meyer explained that Columbia Legal Services had not expressed interest in championing the bill, and there was concern it could be seen as potentially inconsistent with the position the association had taken opposing the removal of judicial review from garnishment proceedings. Judge Paja encouraged consideration of the issue as a legislative priority for next year.

B. Retirement bills

Judge Buckley stated that he thought that legislative attacks on judges’ retirement benefits were going to become more common. Melanie Stewart stated that she would be working on this issue throughout the year, using Special Fund monies as allocated.

C. Juror Service Area

There was discussion of the potential need for legislation related to juror service areas, given a recent court case that addressed the issue.

**OTHER BUSINESS**

A. Special Fund Authorization for Melanie Stewart

Judge Meyer stated that for Melanie Stewart to work on bills related to judges’ salary and benefits, she must be compensated from the DMCJA Special Fund. As the retirement bills SB 6305 and SB 6459 related to judges’ benefits and the Legislative Executive Committee requested Melanie oppose them, it will be necessary to request a Special Fund disbursement from the DMCJA Board. It was motioned, seconded and passed that the DMCJA Board be requested to allocate \$1,000 from the Special Fund for Melanie Stewart to work on the retirement bills.

B. DUI Workgroup

Judge Phillips stated that the current DUI Workgroup was mandated by statute and was different than the previous DUI Workgroup that had been convened by Rep. Goodman. As a

result, there were not specific statutory amendments proposed this year but there may be in future years.

C. Committee Meeting Minutes

1. October 11, 2013 Meeting Minutes – it was motioned, seconded and passed to accept the minutes as presented.
2. December 6, 2013 Meeting Minutes – it was motioned, seconded and passed to accept the minutes as presented. Judge Ahlf abstained.

The meeting was adjourned at 12:15 p.m. to welcome legislators to lunch.



## DMCJA Rules Committee

Thursday, March 20, 2014 (12:00 p.m. – 1:00 p.m.)

Via Teleconference

### MEETING MINUTES

**Members:**

Chair, Judge Garrow  
Vice Chair, Judge Dacca  
~~Judge Butterff~~  
~~Judge S. Buzzard~~  
Judge Fraser  
Judge Grant  
Judge Harmon  
Judge Robertson  
~~Judge Steiner~~  
Judge Szambelan  
~~Ms. Linda Hagert, DMCMA Liaison~~

**AOC Staff:**

Ms. J Krebs

Judge Garrow called the meeting to order at 12:04 p.m.

The Committee discussed the following items:

**1. February 2014 meeting minutes**

The February 2014 Rules Committee meeting minutes were approved as presented.

**2. Proposed amendments to GR 15 – Destruction, Sealing and Redaction of Court Records**

A subcommittee consisting of Judge Robertson, Judge Harmon and Judge Dacca reviewed the JISC proposal, as well as other materials related to the GR 15 amendment process, and presented a memo to the Committee. The Subcommittee's primary concerns are (1) the terminology regarding "court records" is potentially inconsistent with GR 31.1, and (2) in certain instances, only the Superior Court rules are referenced and not the CLJ rules. Judge Garrow expressed her continuing concern that the rule amendments are not necessarily representative of the views of a majority of the Supreme Court. It was motioned, seconded and passed to present the Subcommittee's memo to the DMCJA Board, along with comments that had been submitted on earlier drafts. Judge Garrow stated that she would revise the Subcommittee's memo for the Board.

**3. Proposed amendments to GR 30 – Electronic Filing and Service**

Judge Garrow stated that the proposed amendments would permit counties to opt into mandatory electronic service on attorneys of court filed documents rather than requiring case by case consent of counsel. As the rule is permissive, the Committee did not feel a comment was required. It was motioned, seconded and passed to make no comment regarding the proposal.

#### **4. Proposed Amendments to IRLJ 3.5 – Decision on Written Statements (Local Option)**

Judge Garrow stated that a Seattle attorney was proposing changes to IRLJ 3.5, including eliminating the "local option", thereby requiring all courts of limited jurisdiction to accept and decide contested and mitigated infractions via written statements. He also proposes written findings of fact be required for mitigation and contested hearings by mail and that a uniform time period be provided in the rule for submission of written statements. As the infraction caseload and resources of CLJ differ across the state, the Committee concluded that the "local option" should be maintained and did not support the other suggested amendments. It was motioned, seconded and passed to provide this information to the Board so it is aware of the request and can decide whether to take any action.

#### **5. Other Business and Next Meeting Date**

After discussion, the Committee decided that if no items were referred to the Committee from the DMCJA Board, the Committee would not meet in April. The next meeting was scheduled for Wednesday, May 21, 2014 at noon.

The Committee also decided to meet during the DMCJA Spring Conference, and directed J Krebs to request a meeting room for 7:30 a.m. on Tuesday, June 10, 2014.

There being no further business, the meeting was adjourned.



Begin forwarded message:

**From:** "Leyba, Christopher" <Christopher.Leyba@seattle.gov>  
**Date:** June 13, 2014 at 12:56:30 PM PDT  
**To:** "[frank.Black@ci.kennewick.wa.us](mailto:frank.Black@ci.kennewick.wa.us)" <[frank.Black@ci.kennewick.wa.us](mailto:frank.Black@ci.kennewick.wa.us)>, "[jermaine.walker@wsp.wa.gov](mailto:jermaine.walker@wsp.wa.gov)" <[jermaine.walker@wsp.wa.gov](mailto:jermaine.walker@wsp.wa.gov)>, "[nicholas.jennings@wsp.wa.gov](mailto:nicholas.jennings@wsp.wa.gov)" <[nicholas.jennings@wsp.wa.gov](mailto:nicholas.jennings@wsp.wa.gov)>, "[wes.porter@ci.bothell.wa.us](mailto:wes.porter@ci.bothell.wa.us)" <[wes.porter@ci.bothell.wa.us](mailto:wes.porter@ci.bothell.wa.us)>, "[Dawn.blake@wsp.wa.gov](mailto:Dawn.blake@wsp.wa.gov)" <[Dawn.blake@wsp.wa.gov](mailto:Dawn.blake@wsp.wa.gov)>, "[jsainsbury@co.grant.wa.us](mailto:jsainsbury@co.grant.wa.us)" <[jsainsbury@co.grant.wa.us](mailto:jsainsbury@co.grant.wa.us)>, "[bobt@ci.puyallup.wa.us](mailto:bobt@ci.puyallup.wa.us)" <[bobt@ci.puyallup.wa.us](mailto:bobt@ci.puyallup.wa.us)>, "[Andrew.mccurdy@kingcounty.gov](mailto:Andrew.mccurdy@kingcounty.gov)" <[Andrew.mccurdy@kingcounty.gov](mailto:Andrew.mccurdy@kingcounty.gov)>, "Mike Frye ([michael.frye@kingcounty.gov](mailto:michael.frye@kingcounty.gov))" <[michael.frye@kingcounty.gov](mailto:michael.frye@kingcounty.gov)>, "[tom.wallace@wsp.wa.gov](mailto:tom.wallace@wsp.wa.gov)" <[tom.wallace@wsp.wa.gov](mailto:tom.wallace@wsp.wa.gov)>, "[pat.ramsdell@wsp.gov](mailto:pat.ramsdell@wsp.gov)" <[pat.ramsdell@wsp.gov](mailto:pat.ramsdell@wsp.gov)>, "[Robert.Sharpe@wsp.wa.gov](mailto:Robert.Sharpe@wsp.wa.gov)" <[Robert.Sharpe@wsp.wa.gov](mailto:Robert.Sharpe@wsp.wa.gov)>, "[Gary.Jones@yakimawa.gov](mailto:Gary.Jones@yakimawa.gov)" <[Gary.Jones@yakimawa.gov](mailto:Gary.Jones@yakimawa.gov)>, "[Chance.belton@yakimawa.gov](mailto:Chance.belton@yakimawa.gov)" <[Chance.belton@yakimawa.gov](mailto:Chance.belton@yakimawa.gov)>  
**Cc:** Darrin <[dgrondel@wtsc.wa.gov](mailto:dgrondel@wtsc.wa.gov)>, "[sbaldwin@wtsc.wa.gov](mailto:sbaldwin@wtsc.wa.gov)" <[sbaldwin@wtsc.wa.gov](mailto:sbaldwin@wtsc.wa.gov)>, "[dbesser@wtsc.wa.gov](mailto:dbesser@wtsc.wa.gov)" <[dbesser@wtsc.wa.gov](mailto:dbesser@wtsc.wa.gov)>, "Cynthia Marr" <[cmarr@co.pierce.wa.us](mailto:cmarr@co.pierce.wa.us)>, Sandy Ervin <[servin@co.okanogan.wa.us](mailto:servin@co.okanogan.wa.us)>, "[Dirk.marler@courts.wa.gov](mailto:Dirk.marler@courts.wa.gov)" <[Dirk.marler@courts.wa.gov](mailto:Dirk.marler@courts.wa.gov)>, "Vicky Cullinane ([Vicky.Cullinane@courts.wa.gov](mailto:Vicky.Cullinane@courts.wa.gov))" <[Vicky.Cullinane@courts.wa.gov](mailto:Vicky.Cullinane@courts.wa.gov)>, "David A. Larson ([David.Larson@cityoffederalway.com](mailto:David.Larson@cityoffederalway.com))" <[David.Larson@cityoffederalway.com](mailto:David.Larson@cityoffederalway.com)>, "Janet Garrow ([janet.garrow@kingcounty.gov](mailto:janet.garrow@kingcounty.gov))" <[janet.garrow@kingcounty.gov](mailto:janet.garrow@kingcounty.gov)>, "[Matthew.williams@kingcounty.gov](mailto:Matthew.williams@kingcounty.gov)" <[Matthew.williams@kingcounty.gov](mailto:Matthew.williams@kingcounty.gov)>, "[anthony.howard@snoco.org](mailto:anthony.howard@snoco.org)" <[anthony.howard@snoco.org](mailto:anthony.howard@snoco.org)>, "[VAlicea-Galvan@desmoineswa.gov](mailto:VAlicea-Galvan@desmoineswa.gov)" <[VAlicea-Galvan@desmoineswa.gov](mailto:VAlicea-Galvan@desmoineswa.gov)>  
**Subject:** Status Report and Other Issues

Hello everyone,

First and foremost, the biweekly status report is attached.

On to business... due to some technical issues and/or miscommunication, the 5/17 finalized version of the technical requirements did not make it out and around the ELIAS community. I have attached this document, but made one modification... since we are talking about more partnership and involvement from outside parties, I included a signature page at the end. Once all parties agree on each of these documents, we need to get them signed and finalized. I will take responsibility and apologize for the email issue that led to the concern over the electronic log. My email account shows that it was never sent, so I hope this updated version assuages any concerns over this problem and allows us to move on from it.

The finalized project charter discusses today is also attached. This document is not a commitment to anything more than a desire to be involved in this project. We would like everyone to review their roles. It is a crucial to participation in this project that we have everyone on board with the charter sooner than later. This is not a document requiring anyone to do anything... the standards and guidelines for the project are in the use case and technical requirement documents. So if we could can finalize the charter, we can move forward with

finalizing the other documents with good feedback and ultimately good support.

I have also attached a document outlining the distribution groups I have put together. These groups were established to everyone will not be email blasted in the future with all aspects of the project, but also to ensure mistakes like this last email miscommunication do not occur again.

Please contact me with any questions or concerns. Understand that until the attached documents are signed, they are not finalized. We want this to be a good product for judges, officers, and prosecutors, and my team fully commits to the idea that collaboration will give us the best product. However, I have a personal commitment to making sure we can keep this moving forward in a timely fashion, as this is something that the entire law enforcement community desperately needs and wants to be able to conduct their work under ever increasingly difficult circumstances.

Thank you again and have a good weekend.

C. Leyba  
#7559  
Professional Standards Section C111A  
206-233-2594

**Project:** Electronic Search Warrant Protocol  
**Date:** 06/13/2014  
**Prepared By:** Chris Leyba  
**Reporting Period:** 05/31/2014-06/13/2014

Weekly Status Summary
KCSO interagency agreement is finalized and development begins 6/15/14.
DMCJA critical issue has been addressed; project manager will work closely with DMCJA representatives to ensure the matter is proven resolved and closed.
Final Draft of Charter is out for review and signature.
Project manager will be available for July DMCJA Executive meeting if requested to answer concerns, review use case and technical requirements documentation, etc.

**Project Vital Signs:**

Resource	Green (Controlled)	Yellow (Caution)	Red (Critical)	Comment
Effort	x			
Schedule	x			
Scope	x			

**Accomplishments:**

KCSO interagency agreement is finalized and development begins 6/15/14.

- Project manager will work with KCSO to determine a reporting schedule and review timelines for development in the next reporting period.

Final Draft of Charter is out for review and signature.

- Changes have been made to charter resulting from discussions on 6/13/2014.
- Project manager will work to obtain all signatures in the next reporting period.

DMCJA critical issue has been addressed, project manager will work closely with DMCJA representatives to ensure the matter is proven resolved and closed.

- Serious concerns were brought to the attention of the project group about electronic logs.
- As it was the original recommendation of the ELIAS work group to exclude the logs, and is the current practice outlined in the 5/17 finalized technical requirements document, the work group has already resolved this issue.
- Project manager will work with DMCJA to alleviate concerns on this matter and hopefully conclude the issue.

Project manager will be available for July DMCJA Executive meeting if requested to answer concerns, review use case and technical requirements documentation, etc.

- Copies of all project documents will be sent out in conjunction with this report.
- Project manager will discuss the documents with all parties at their request, continue to work with stakeholders to finalize the use case scenarios during the development phase.

**Key Project Decisions this Period:**

Date Decided	Decision Maker(s)	Decision

**Key Project Issues Identified this Period:**

Date Identified	Issue	Potential Impact	Steps to Resolve
6/9/2014	DMCJA expresses critical concern with electronic logs	DMCJA will refuse to support the ELIAS project	Issue was resolved before final draft of technical requirements was released; project manager will work with DMCJA to ensure that this is not a desire of the ELIAS work group and will remain excluded from the project.

**Key Project Risks Identified this Period:**

Date Identified	Risk	Potential Impact	Mitigation Steps
None this period.			

**Project Performance:**

Estimated vs. actual activity completion:

Milestone	Est. Start Date	Est. Finish Date	Act. Start Date	Act. Finish Date	Notes
1. Develop Project Team and Initial Goals	11/13/13	11/13/13	11/13/13	11/13/13	
2. Determine Project Development Direction	11/14/13	01/31/2014	11/14/13	1/22/14	We now believe with educated certainty that the warrant application and transmission media will live with WSP; the project can move into the late stages of pre-development.
3. System Design	5/1/2014	8/1/2014	6/15/14		The new anticipated start dates are pending technical requirements gathering
4. Pilot Agency Introductions	2/21/2014	5/30/2014	2/21/2014	6/13/2014	Due to delays in development rollout, these engagements were delayed until after 5/1/2014
5. System Testing	8/1/2014	8/25/14			
6. Pilot Agency Training	8/4/14	8/15/14			
7. Rollout for Pilot Project	9/9/14	3/9/15			
8. Various Statewide Training for Anticipated System Rollout	Ongoing in 2014	Ongoing in 2014			
9. Pilot Analysis and Final Reporting	3/16/15	3/31/15			

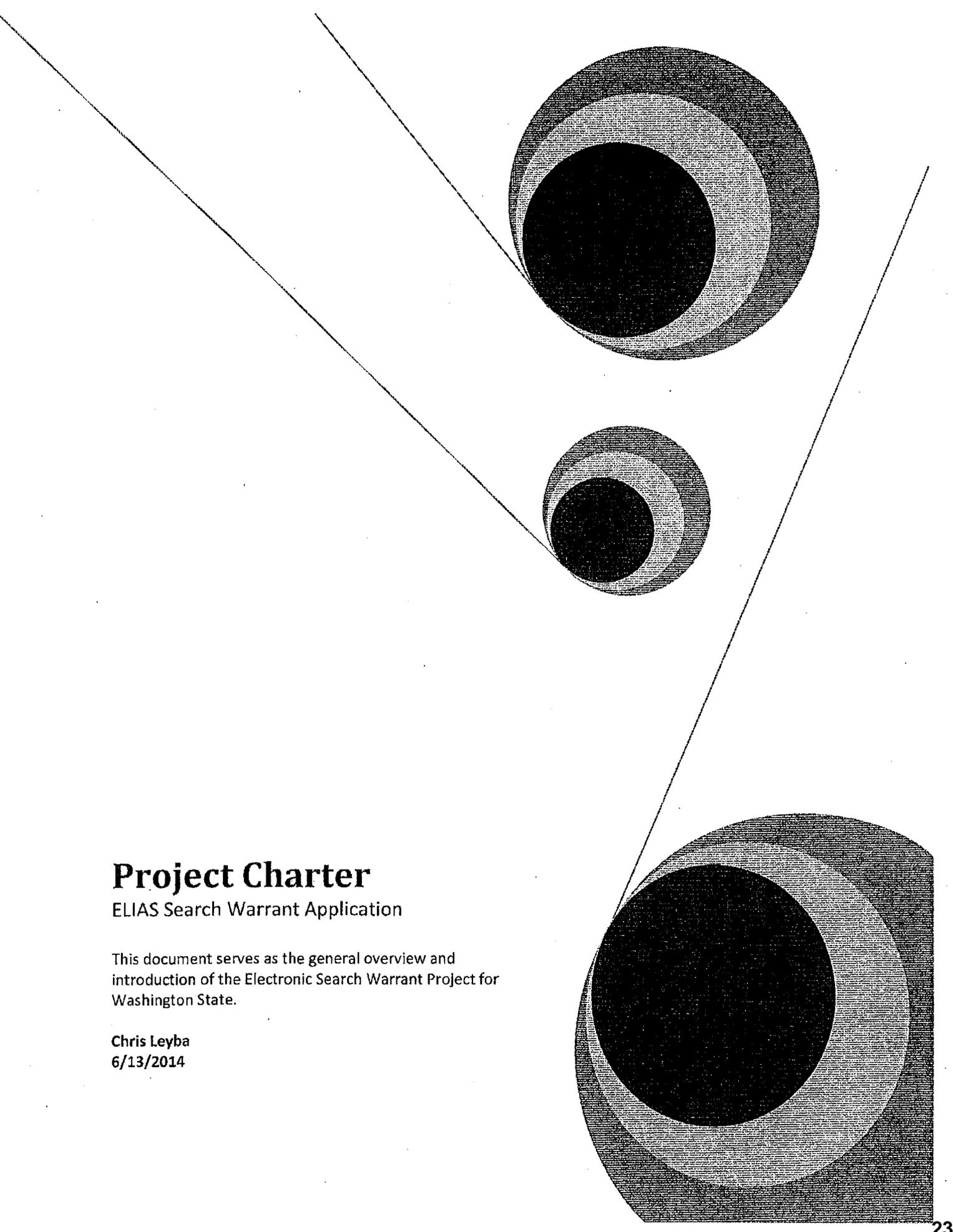
**Bi-Weekly Status Report**  
**Electronic Search Warrant Protocol Project**

10. Project Close Out	4/1/15	4/1/15			
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**External Dependencies:**

<b>Date Identified</b>	<b>Dependency</b>	<b>Owner</b>	<b>Steps to Address</b>
None this period.			





# Project Charter

## ELIAS Search Warrant Application

This document serves as the general overview and introduction of the Electronic Search Warrant Project for Washington State.

Chris Leyba  
6/13/2014

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## 1. Project Title and Description

The **ELIAS Search Warrant Application** project will create a streamlined and standardized system for the acquisition and issuance of search warrants in Washington State. The project will provide a web-based, fully electronic system for officers, prosecutors, and judges in Washington to develop, review, serve, and file search warrants throughout various levels of government and within the criminal justice system.

## 2. Project Manager Assigned and Authority Level

Chris Leyba is assigned as the project manager. The project manager is delegated the authority to achieve the stated project objectives by acquiring the needed resources, communicating with all current and future identified project stakeholders (regardless of their position in their respective organizations), communicating with vendors as part of procurements, overseeing the project's budget, reporting all progress to the sponsoring agency, and other necessary to complete the project. The project manager will make decisions that support the best interests of the project and support the project's objectives.

## 3. Business Case

This project supports the Washington Traffic Safety Commission's goal of maintaining high levels of enforcement for impaired driving within the State of Washington. The project is designed to incentivize the acquisition of a search warrant for blood evidence in impaired driving cases by developing an intuitive and simple means by which all stakeholders in the criminal justice system conduct themselves through the warrant process. Additionally, this project will establish uniform practices, formats, and chains of custody for search warrant acquisition across Washington State, a best practice model that will eliminate legal issues or challenges between differing jurisdictions.

#### 4. Pre-assigned Resources

The following table lists the resources which have been pre-assigned to this project. Other needed resources will be identified and negotiated for by the project manager.

Name	Business Area	Role
Debi Besser	WTSC Traffic Records Manager	WTSC Representative
Shelly Baldwin	WTSC Impaired Driving Manager	WTSC Representative
Chris Leyba	Seattle Police Department	Project Manager
Courtney Popp	Traffic Safety Resource Prosecutor	Assistant Project Manager, WAPA liaison
Scott Bergstedt	WA Judge's Association Liaison	Judicial Implementation Liaison
Pat Ramsdell	Applications Support Unit Manager, WSP	Technical Supervisor
Moses Garcia	Traffic Safety Resource Prosecutor	State prosecutor liaison, Washington West
Stephanie Olsen	Spokane County Prosecutor's Office	State prosecutor liaison, Washington East

## 5. Stakeholders

Attachment A, the **Stakeholder Register**, includes the complete list of people who might be impacted by this project. Of those, the following are the currently known key stakeholders and their roles in this project:

Name	Business Area	Role
<b>Darrin Grondell</b>	Washington Traffic Safety Commission Director	<b>Executive Sponsor</b> – Oversees funding strategies, project direction, and supervises decisions and recommendations implemented by project manager. Resolves any disputes between stakeholders.
<b>Chris Leyba</b>	Seattle Police Department	<b>Project Manager</b> – Manages project tasks and delegates responsibilities amongst project team. Coordinates introductions of the application across the law enforcement and judicial communities. Ensures project deliverables and timelines are met. Determines risks and manage risk mitigation as issues arise along the project development timeline.
<b>Tom Wallace</b>	Washington State Patrol Information Technology Division	<b>Project Technical Supervisor</b> – Oversees development of the application by vendor. Ensures that vendor complies with state security and IT standards and meets the business requirements of the Washington State Patrol.
<b>Andrew McCurdy, Michael Frye</b>	King County Sherriff's Office (KCSO)	<b>Application Development Team</b> - This application will be developed under an inter-agency agreement between

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		Washington State Patrol and KCSO. This role serves as the business supervisor of work done under this agreement, and supervises development, reporting deadlines to the project manager, etc.
<b>Dirk Marler</b>	Director, Judicial Services Division, AOC	<b>Administrative Office of the Courts Liaison</b> – Provides feedback and suggestions to the structure and design of the system.

## 6. Stakeholder Requirements (as Known)

The following table reflects the high-level requirements of this project as known to-date and is provided to facilitate the reader's understanding of the scope of this project.

Function	Description
<b>Establish Web Based Access System</b>	Establish a web service using the latest technology standards and protocols which can be called by any application with connectivity to the Internet.
<b>Collaborative Effort With WA Criminal Justice</b>	The web system will meet the general standards and legal and administrative needs of judges, law enforcement officers, and county prosecutors across the state
<b>Availability</b>	The web service must be available 99.999% percent of the time. Outages must be identified instantly via automated monitoring. Restoration of service is expected within 60 minutes of the start of an outage.
<b>Legality</b>	This project must provide a search warrant protocol that complies with all Washington state laws and court rules.
<b>Future Integration Structure and Capability</b>	AOC has pre-determined that they have no anticipated timeline for a potential electronic bridge between this application and the court Judicial Information System (JIS). However, AOC requests that they be briefed on the structure and capabilities of this system and its data business flow, as the potential exists that at some point in the future there may be an interest in establishing integration into their updated system.

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## 7. Product Deliverables, Roles and Responsibilities

### Project Manager Responsibilities

1. Facilitate conceptual introduction of the goals and expectations of the project to various agencies across the state, to include but not limited to:
  - Administrative Office of the Courts
  - Washington State Patrol
  - King County Sherriff's Office
  - District and Municipal Court Management Association and District and Municipal Court Judge's Association boards of membership
  - Various Prosecuting Attorney's Offices across Washington State
  - Washington State law enforcement agencies
2. Report directly to the Project sponsor on project progress, milestones, and risks. Prepare biweekly reports on project status, vendor progress, etc., as outlined in the project timeline.
3. Facilitate the introduction of the project to the law enforcement development team, and manage development of training curriculum and training implementation.
4. Gain state-wide interest and compliance with integration of the application across multiple jurisdictions by attending and presenting at state training events, such as the Impaired Driver Training Symposium.

### Washington State Patrol Responsibilities

1. Review technology development standards/system requirements and assist in drafting the business requirements, rules, and standards for the project.
2. Participate in the execution of the provisions within this project charter and supporting documentation related to this project.
3. Assist project manager in oversight of the vendor performance and remain in contact and partnership with the vendor as the application is developed.
4. Communicate project status, including advising on timeline feasibility for the pilot testing phase, to the project manager.

### Administrative Office of the Courts Responsibilities

1. Review briefings and documentation within the project and provide feedback and suggestions as the project is carried out.
2. Assist DMCMA and DMCJA in maintaining representation and advisory status throughout the course of the project.

### King County Sherriff's Office Responsibilities

1. Build and develop the framework for the ELIAS application, as required by the standards outlined in the Washington State Patrol development guidelines.

2. Maintain constant contact and collaboration with WSP Information Technology Division (ITD) to provide updates, answer question, integrate feedback into the application, etc.
3. Provide weekly briefings to the project manager as to the status of the product development, as required in the project timeline.
4. Deliver the application in accordance with the timeline designated by Washington State Patrol.
5. Work with WSP ITD to counter any risks that arise during the application development.

#### **Project Team Responsibilities**

1. Assist the project manager with delegated requests to present information about the application to various agencies across the state.
2. Provide feedback and suggestions to the project manager as they arise.
3. Assist in development of training curriculum for officers and judges during the post-development phase of the project.
4. Assist in initial roll out of training and implementation of the ELIAS application across various jurisdictions during the post-testing phase of the project.
5. Attend various meetings between law enforcement agencies and the project development team to elicit feedback from pilot agencies and their local prosecutor's offices to ensure that legal standards are complied with during the pilot phase.

#### **Anticipated Project Outcomes**

1. A working web service that operates per the identified requirements.
2. A secured repository that temporarily store the chain of custody for all drafts, revisions, and final copies of all documents generated in the warrant acquisition process.
3. A simple, user friendly, and visually appealing Graphic User Interface (GUI) that will provide a comfortable means of warrant generation.
4. An intuitive, guided, and chronological data entry system that easily assists law enforcement officers in providing all necessary information in the warrant generation process.
5. A simple, universal delivery system that will be easy to access for judges.
6. A secured access protocol that will ensure that any legal challenges to chain of custody for the warrant process are rendered insignificant.

## **8. Measurable Project Objectives**

The following are the objectives of this project:

1. Acquire the Utah State CJIS warrant application and determine if the coding is viable for Washington State purposes.

2. Determine a vendor that will be capable of making necessary modifications to the Utah CJIS program and/or develop a viable web based system.
3. After 6 months in production, the product must demonstrate a 99.999% reliability rate as measured by an approved technical monitoring tool.
4. Regular status reports from the vendor and technical team will be provided to the project manager throughout the development process. The project manager will provide administrative support and guidance towards completion of product for funding by August 27, 2014.
5. The development stage will commence by Fall of 2014. Production and testing will last approximately 6 months. The testing phase will involve, at a minimum, two law enforcement agencies and approximately 2-4 judges within their respective jurisdictions.

## 9. Project Approval Requirements

### Source code Ownership and Maintenance

Ownership and control of the source code for the ELIAS application will be transferred to Washington State Patrol from the vendor once the project is completed. The application source code shall be maintained by the WSP's Information Technology Division in accordance with the stipulations of the license agreement with the vendor.

### Integration and Use of the ELIAS Application

ELIAS will be governed and maintained at an administrator level by the Washington State Patrol. All law enforcement agencies, courts, and prosecuting attorneys offices will be required to comply with state security and other information technology standards to be granted access and use of the system.

### User Access - ELIAS

#### Law Enforcement

The training and development team, composed of law enforcement officers from the Washington State Drug Recognition Expert Program, will be responsible for development and implementation of the training curriculum for:

- User basic, ELIAS law enforcement
- User advanced, ELIAS law enforcement (agency administrators)

The user basic training will be developed alongside development of the ELIAS application and user advanced will be developed in conjunction with application development and testing.

Once the application is released for state-wide implementation, all law enforcement personnel who wish to use the system will be required to complete, at minimum, user basic training prior to being issued credentials by the Washington State Patrol.

#### Judges

The project manager will work with liaisons from DMCMA and DMCJA during the development phase of the project to develop training curriculum for:

- User basic, ELIAS judicial
- User advanced, ELIAS judicial (court administrators)

The user basic training will be developed alongside development of the ELIAS application and user advanced will be developed in conjunction with application development and testing.

Once the application is released for state-wide implementation, all judicial personnel who wish to use the system will be required to complete, at minimum, user basic training prior to being issued credentials by the Washington State Patrol.

### **Documentation and General Requirements**

The Approvals for this project include:

1. A final Project Management Plan which includes the performance management baseline must be approved by the project sponsor before project execution begins.
2. Top-level physical design must be approved by the Project Technical Supervisor (PTS) and Project Technical Advisor.
3. Overall physical design must be approved by the PTS prior to development of the system.
4. Final acceptance of the product will be made by spring 2015.

## **10. High Level Project Risks**

An initial, high level review has revealed the following risks to this project. These risks will be used as an input to further risk management for this project where they will be prioritized and qualified with risk response plans created as appropriate.

- The State of Utah already has a well developed and tested protocol for electronic search warrants. The project will attempt to gather their resources and hopefully “piggy-back” off of their code to save time and resources.
- AOC has no timeline, resources, or technical assistance capability to support this project at this time. The development team must work on the data transmission protocol for this project with the idea that an electronic routing system will not be available to any court currently using JIS for their court case management.
- Many jurisdictions have different levels and platforms of technology that they are confined to using for their business practices. The ELIAS application must be developed with a greater level of flexibility and cross platform capability.

## 11. Revision History

[

Version	Date	Description	Name
1.0	11/13/2013	Initial Draft	Chris Leyba
2.0	03/14/2014	Final Draft	Chris Leyba
3.0	06/13/2014	Final Revised Draft	Chris Leyba

# ELIAS Search Warrant Application

## Project Charter

6/13/2014

This Project Charter represents an agreement between the Project Team and the principle sponsors of the ELIAS Search Warrant Application Project. My signature indicates that I have reviewed the Project Charter and concur with its contents. (signatures will be collected through the approval workflow process.)

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*Darrin Grondell*  
Project Sponsor  
Director, Washington Traffic Safety  
Commission

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*Assistant Chief Shawn Berry*  
Business Manager  
Technical Services Bureau, Washington State  
Patrol

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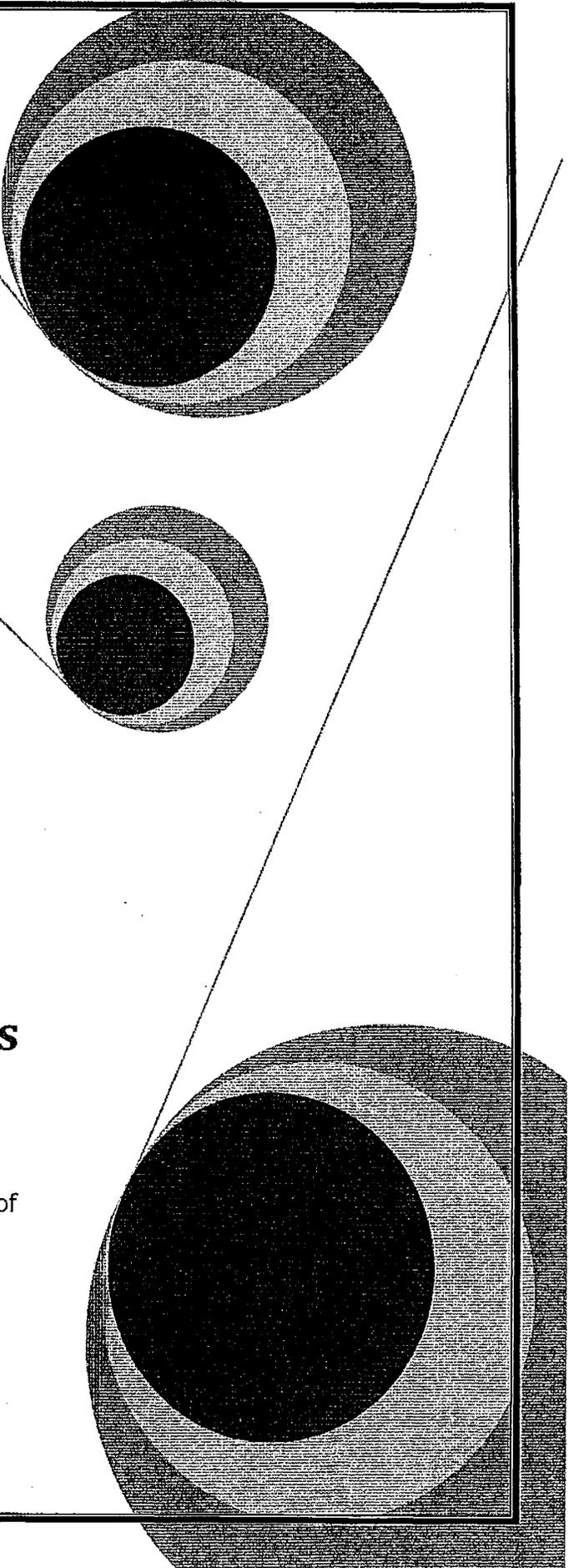
*Chris Leyba*  
Project Manager  
Seattle Police Department

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*Tom Wallace*  
Technology Supervisor  
Chief Technology Officer, Washington State  
Patrol

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*Dirk Marler*  
AOC Representative  
Director, Judicial Services Division, AOC



# Technical Requirements Document

ELIAS Search Warrant Application

This document shall detail the use requirements of a web based search warrant application and outlines the requirements of each aspect of the system for development standards.

**Chris Leyba**  
**5/17/2014**

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## **Summary**

The Electronic Law enforcement Interface for the Acquisition of Search warrants (ELIAS) application is a fully web based application that will reside within the existing SECTOR back office application. This will allow for implementation into existing SECTOR customer agencies at a faster and more streamlined pace, and allows for single sign-on functionality between different state level applications.

The system will be built and coded in Microsoft SQL by state requirement standards, and must comply with all current security standards of the Washington State Patrol (WSP). Initially, ELIAS will be programmed with the intent of creating a fully electronic and automated blood search warrant generation, transmission, approval, and return system. However, functionality will be developed into the system that allows for easy implementation of other types of search warrants into the system, at the discretion of WSP.

## **Levels of User Access**

The ELIAS application will utilize six levels of administration and user access.

### **Level I – User Basic, Judge**

- This level will be utilized by judges.
- Query warrants within their assigned jurisdiction, view and approve or deny warrants, comment on denied warrants, etc.
- Cannot draft new warrants.
- Allows for the user to update name, court of jurisdiction, and contact information including:
  - Two phone numbers
  - Two email addresses
  - Court of jurisdiction Twitter feed

### **Level II – User Basic, LEO**

- This level will be utilized by law enforcement officers.
- Review warrants assigned to their User ID.
- Retract any warrants prior to being signed by a judge.
- Revise any warrants prior to being submitted to a judge<sup>1</sup>.

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<sup>1</sup> This includes warrants retracted prior to being signed by a judge.

- Print draft copies of warrants prior to signing under penalty of perjury for prosecutorial review.
- Print read only copies of warrants and affidavits after they are digitally signed by the judge.
- Attach small .pdf or .jpg files (less than 250kb) to the warrant packet upon completing the Return of Service<sup>2</sup>
- Draft and submit Return of Service, which will automatically compile all drafts within the electronic record and file them with the approving court.
- Allows for the user to update name, court of jurisdiction, and contact information including:
  - Two phone numbers
  - Two email addresses
  - Officer agency Twitter feed

### **Level III – User Basic, LEO Supervisor/ Jurisdiction Prosecutor**

- This level will be utilized in later versions of ELIAS, as an opt-in feature.
- Review all warrants generated by the user's agency.
- Ability to retract/cancel warrants prior to being signed by a judge.
- Ability to attach digital signature to the warrant affidavit after the officer submits it but before it is sent to the selected judge for review.
- Ability to attach supplemental paperwork to the warrant packet (less than 250kb) after the officer completes the return of service but before the warrant packet is submitted to the courts
  - This function will be used to attach tactical plans, after action reports, etc., that the judge or prosecutor may have requested be included into discovery.

### **Level IV – User Advanced, LEO Agency**

- This level will be assigned to the agency administrator for the system and can only be awarded by a level VI administrator.
- **This requires no new work for SECTOR enabled agencies.**
- Assigns passwords, maintains password maintenance and resets, sets agency level II and level III access to individual officers.
- Has the ability to turn on "optional" features for their respective agency.

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<sup>2</sup> This will allow for submittal of signed Receipts of Property from suspects or witnesses.

### **Level V – User Advanced, Court Administrator**

- This level will be assigned to the agency administrator for the system and can only be awarded by a level VI administrator.
- Assigns passwords, maintains password maintenance and resets.
- Controls the functions of their jurisdiction's Administrator Access features.
- Maintains the on call rotation calendar for their jurisdiction, if any.

### **Level VI – User Advanced, System Administrator**

- This will be assigned to members of the Washington State Patrol, Information and Technology Division.
- Assigns and monitors level IV and V access to agencies around the state. Maintains passwords and resets for these users only.
- Day to day maintenance and functionality control of the ELIAS application.
- Coordinates any new features, amendments, etc.
- Maintains and owns the code, application features, mainframe, storage capability, and data transmission authority for all materials in the ELIAS application.

### **Password Maintenance**

When officer's agency is implemented into ELIAS, a new feature will be linked to their password. Upon first logging into the SECTOR Back Office, the system will prompt them to enter their training and experience into a text box. This information will be stored to their user name.

- This information will prefill into all warrant affidavits generated by the system at the point the affidavit is finalized for review.
- The experience field will require updating, at a minimum, each time the SECTOR password requires updating.
- There will also be a menu option within SECTOR user options to update the experience field on a more frequent basis at the officer's discretion.

## **General Requirements - SECTOR Back Office GUI**

The security for this system will be through existing user access into the SECTOR back office; no new GUI or entry parameters need to be generated.

The SECTOR back office web application will include modifications to the GUI to include a new link to "ELIAS". From this link, the ELIAS application should include a menu consisting of the following topics:

- "Warrant Generation" is used by the law enforcement officer to draft a new warrant request.
- "Warrant Review - Officer" is used by the creating officer to query and modify any warrant they create.
  - Warrant Review will allow officer to print "read only" copies of their warrant packet for administrative reasons, prosecutorial review, etc.
- "Warrant Review – Supervisor" will be used by law enforcement supervisors/prosecutors to review "read-only" copies of warrant packets generated by their personnel and have an "opt in" feature that can be activated by the agency administrator to allow the supervisor to approve the warrant packet<sup>3</sup> The approval will include affixing a digital signature to the prosecutor/supervisor line on the warrant affidavit.
  - Warrant Review - Supervisor will include the search criteria listed below:
    - Agency case number
    - Officer user ID
    - Date Range
    - Defendant Name
    - Agency Name
- "Warrant Review – Judge" will be used by judges and magistrates to view warrants sent to their jurisdiction.
  - Warrant Review - Judge will include the search criteria listed below:
    - Agency case number
    - Officer user ID
    - Date Range
    - Defendant Name
    - Agency Name
  - Judges view a read only copy of the warrant packet and are restricted to "denying" the request<sup>4</sup> or approving the request

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<sup>3</sup> This will be dependent upon the jurisdictional request

<sup>4</sup> With edits, see judicial features

- Approving the request will digitally sign the warrant and warrant affidavit with the appropriate judge's signature.
- Warrant Return of Service and Submittal
  - Accesses the same search menu as Warrant Review – Officer.
  - Allows for the officer to complete the return of service form, attach .pdf and .jpg documents (less than 250kb), and electronically submit warrants.
- "Administrator Access - LEO" will be used by law enforcement agency administrators to edit higher level functions within their agency. This will only be accessible by level III administrators within the ELIAS system.
- "Administrator Access - Judicial" will be used by court administrators to edit higher level functions within their jurisdiction. This will only be accessible by level IV administrators within the ELIAS system.
- Administrator Access – "Supervisor/Prosecutor" will be used to edit warrant, affidavit, and return of service templates and training tips within the system.

## **General Requirements - Document Generation**

### **Naming Conventions**

The system will ultimately compile a series of .pdf documents generated from html text input fields being imported into pre-formatted .pdf templates. The naming conventions for documents shall be standardized so as to separate out distinctly and clearly each draft of the document as it was entered into the electronic log.

#### Officer

- Affidavits will take on the following naming convention:
  - **Off\_aff\_sub\_(NUM).pdf**
    - Off – Designates the draft was finalized by the officer
    - Aff – Designates the document as a warrant affidavit
    - Sub – Designates the document was a submitted affidavit that has not been reviewed or approved.
    - (NUM) – Indicates the draft number of the document (e.g. 1,2,3 for each version of the warrant that is submitted to the judge for review)
- Warrants will take on the following naming convention
  - **Off\_sw\_sub\_(NUM).pdf**

- Sw – Designates this document as the search warrant within the packet
- All other naming conventions are the same as the affidavit. The NUM will coincide with the NUM for the affidavit for each version submitted to the judge for review.
- Returns of Service will take on the following naming convention
- **Off\_rt.pdf**
  - When the officer submits this document, the search warrant and affidavit the judge signed are also compiled with it.

### Judge

- Affidavits will take on the following naming convention:
- **Jd\_aff\_(fin OR dn)\_ (NUM).pdf**
  - Jd – Designates the draft was finalized by the judge
  - Aff – Designates the document as a warrant affidavit
  - fin – Designates the document was a submitted affidavit that has been approved and digitally signed by the judge.
  - dn – Designates the document was a submitted affidavit that has been denied by the judge.
  - (NUM) – Indicates the draft number of the document (e.g. 1,2,3 for each version of the warrant that is submitted to the judge for review)
- Warrants will take on the following naming convention
- **Jd\_sw\_(fin OR dn)\_ (NUM).pdf**
  - Sw – Designates this document as the search warrant within the packet
  - All other naming conventions are the same as the affidavit. The NUM will coincide with the NUM for the affidavit for each version of the warrant that was approved and/or denied by the judge.

# Warrant Generation

## Warrant Generation – GUI General Rules

Each screen within the warrant generation function pathway will consist of a series of drop down menus, text boxes, and check boxes. These entry fields will later be converted from html text into pre-determined form fields within a .pdf template. General rules for these fields are as follows:

- Text boxes – 12 point, unbolded Arial font standard. Normal keyboard commands for bold, underline, etc., capability.
- Drop down menus – 12 point, unbolded Arial font standard. Pre-determined content that can be modified in the administrator access menu by level V administrators who maintain the individual jurisdiction's templates.
- Check Boxes – Standard check box with 12 point, unbolded Arial font description to the right of the box. If box is selected, the text displayed will be imported to the appropriate .pdf field for which it is applicable.
- Mandatory Fields – Level V administrators have the ability to mandate any field on the warrant generation screen (designated by a check box in the Administrator Access environment). The field, as viewed by lower level users, will include a red asterisk next to the field. When data is not input for any mandatory field, the officer will not be able to continue through the warrant generation until the field is completed.
- Status Functions – On the lower portion of any warrant entry screen, hyperlinked words **BACK, NEXT, CANCEL, SAVE** will appear.
  - Back function will move the officer to the previous warrant entry screen, regardless if all mandatory fields on the current screen are completed.
  - Next function will move the officer to the next warrant entry screen, only if all mandatory fields on the current screen are completed.
  - Cancel function will allow the officer to delete the warrant draft at any time prior to finalizing it. A prompt screen will pop up asking "Are you sure? (YES/NO)" and a selection of yes will delete the draft from the system.
  - Save function will save any draft in place for the officer.
- Title Headings – On the left side of the warrant generation screen, the fields of entry will be labeled. The fields will read as follows:

- **Court and Agency**
- **Search Location**
- **Property Seizure**
- **Probable Cause**
- **Special Conditions<sup>5</sup>**
- **Final Review**
- Each link can be selected by the officer once all mandatory fields are completed on the page it covers.

### **Warrant Generation – Court and Agency**

After selecting "Warrant Generation", the officer will be directed to an introductory screen titled "Court and Agency". This will consist of drop down menus as follows:

- User ID (prefilled by system)
- Agency
- County
  - The county list will also include Municipal Courts within the county and their limited jurisdiction, as well (e.g. King County – Seattle Municipal Court – Seattle only)
  - This will contain a hover over that prompts a text box indicating to the officer that they will select the jurisdiction in which they are attempting to serve the warrant, not necessarily their agency's jurisdiction.
- Type of Warrant<sup>6</sup>
- All four fields on this page are mandatory fields and must be completed before any other features can be accessed in warrant generation.

### **Warrant Generation – Search Location**

This will be text and drop down menu boxes as designated by the level V administrator for each jurisdiction.

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<sup>5</sup> This will be a place holder for future revisions to ELIAS.

<sup>6</sup> Place holder for future versions

### **Warrant Generation – Property Seizure**

This will be text and drop down menu boxes as designated by the level V administrator for each jurisdiction.

### **Warrant Generation – Probable Cause**

This will be text and drop down menu boxes as designated by the level V administrator for each jurisdiction.

### **Warrant Generation – Conditions**

This will be text and drop down menu boxes as designated by the level V administrator for each jurisdiction.

### **Warrant Generation – Final Review**

The .pdf designated for each individual function<sup>7</sup> will have designated fields within it that will be populated by html text, as entered by the draftee. The html text must also be able to accommodate bold, underline, upper/lower case, and italicized functions. The final generation of the .pdf will be comprised of the pre-determined template being edited with the appropriate html imported to respective data fields.

- Once all fields in the warrant generation protocol are completed, the officer clicks to final review. This converts the html text into the appropriate form fields within the warrant and affidavit templates.
- After the html has been imported into the .pdf, a draft copy will be generated for the officer review. This "draft" will not be saved to the electronic record.
- The officer will have the ability to "approve" or "edit" the draft copy. If the officer chooses to approve, they will receive a prompt to confirm this selection, advising them of the following text:

**"I certify (or declare) under penalty of perjury under the laws of the State of Washington that the attached reports/copies of documents and the information contained therein are true, correct and accurate (RCW 9A.72.085).**

Do you wish to finalize this document? (Yes or No buttons)"

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<sup>7</sup> Affidavit, Search Warrant, Return of Service

- If the officer selects yes, the officer's digital signature, date, time, and location of signature (input when the officer generates the jurisdictional page) will be affixed to the appropriate line and the document will be saved as part of the electronic record. The system will then direct the user to the Submittal Process.

### **Warrant Submittal Process**

After the officer finalizes the warrant, the officer is directed to the submittal page. The entry page consists of a drop down menu that is prefilled based on the jurisdiction the officer selected when the warrant was generated. The drop down menu defaults on entry to the "on call judge". This option will automatically route the warrant packet to the judge designated by the court administrator for the time period the warrant is requested for review.

The officer also has the option to open the drop down menu to select from a list of all judges within the court of jurisdiction<sup>8</sup>.

The contact information for the selected judge is displayed in red only format on the window below the drop down menu. The information will include the judge's primary telephone number and designation as to whether or not they prefer a telephone call along with the warrant submittal.

- This must occur for the on call judge as well, so the system must have the capability of determining which judge that is for the information display below.

With the judge selected, the officer will choose from two buttons on the bottom right of the window (CANCEL/NEXT). Selecting next will open Microsoft Outlook, with prefill of the judge's email address and importing the officer's standardized email message<sup>9</sup>. The warrant packet will not be an attachment to the email.

Once the officer sends the email, the ELIAS routing system directs the message to the judge.

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<sup>8</sup> Training will address that they must obtain judge's approval to utilize a judge beyond the on call option.

<sup>9</sup> This will likely be a general nice of email with the officer's contact phone number included.

## Information routing

When the court administrator enters the judge's user information, the judge will have the option of "ranking" the notification methods. The system notifies the judge in one of three methods:

- Email
- SMS text message
- Automated telephone message

The judge will have each of their options for contact "ranked" in the system. When a judge is sent a warrant notification, they will receive notice in the primary email address. Every 3 minutes after, until the judge signs into the system, the ELIAS routing system will attempt the next highest ranked method of contact for the judge. Once the judge logs into the ELIAS application, the system will cease attempting to contact the judge.

**Example:** Judge Jones has two emails, an SMS text address, and a cell phone number, ranked in that order in his preferences. ELIAS will send the primary email address a notice, then the secondary email, then SMS, and finally cell phone automated voice message, once at a time every 3 minutes.

If all methods of contact are exhausted, the submitting officer will receive an email stating the judge was unavailable for contact.

## **Warrant Review**

### **Warrant Review – Officer**

Selection of this feature shall allow the user to access a search prompt. The prompt will be a series of text boxes and drop down menus as follows:

- Warrant Review will include the search criteria listed below:
  - Agency case number (Text Box)
  - Officer user ID (Text Box - default prefilled by system to user)
  - Date Range (Two calendar enabled boxes)
  - Defendant Name (Text box)
  - Agency Name (Drop down menu)
- After entering the search criteria and pressing "search" button, the officer will be directed to the Query Database Screen (See section above).
- The officer's capabilities with the warrant will be dependent upon the status of the warrant in the system.

Status	Officer Capability
Initial	Retract, edit, and review
Submitted	Edit, review, print
Denied	Edit, review, print
Approved	Review and print
Served	Review and print

### **Warrant Review - Judge**

Selection of this feature shall allow the user to access a search prompt. The prompt will be a series of text boxes and drop down menus as follows:

- Warrant Review will include the search criteria listed below:
  - Agency case number (Text Box)
  - Officer user ID (Text Box )
  - Date Range (Two calendar enabled boxes)
  - Defendant Name (Text box)

- Agency Name (Drop down menu)
- After entering the search criteria and pressing "search" button, the judge will be directed to the Query Database Screen (See section above).
- The judge's capabilities with the warrant will be dependent upon the status of the warrant in the system.

Status	Judge Capability
Initial	No abilities
Submitted	Review, Approve, or Deny
Served	Review and print

For the appropriate warrant to be reviewed, the status of which will read "submitted", the document "Off\_aff\_sub\_(NUM).pdf" will be shown in the GUI as a hyperlink reading "Affidavit".

- When the judge clicks on either document, they will be shown a "read only" copy of each document.
- Although the feature is not desired at this time, there is an interest of utilizing Adobe Pro in the future as an "opt in/out" feature for courts who wish to be able to place markings and revisions directly on the .pdf.

Below the links "Affidavit" and "Warrant", there will be buttons for the functions of "Approve" and "Reject"

- Approve function prompt a pop-up screen stating:
  - Are you sure? (YES/NO button)
  - Selecting yes will affix the judge's digital signature to both the affidavit and warrant, and compile both documents into the electronic record.
  - Selecting no will simply close all pop-ups.
- Reject function will prompt a text box titled "reason field".
  - Reason field will include a hover over function that will prompt a box when selected stating:  
**"Include in this field any specific reasons the warrant is denied, any additional information required, etc. prior to approval of the warrant"**
- Once the judge enters their notes into the text box and selects "Finalize and send", the application will generate a copy of the document<sup>10</sup> that does not

<sup>10</sup> Using the naming conventions listed above

include their digital signature. This document will be sent back in the data packet for the officer to review.

### **Warrant Review - Supervisor**

If the agency administrator has enabled the use of the level III supervisor, the transmission of the warrant packet from the officer to the court will be pre-empted by the need for a supervisor's approval.

Selection of this feature shall allow the user to access a search prompt. The prompt will be a series of text boxes and drop down menus as follows:

- Warrant Review will include the search criteria listed below:
  - Agency case number (Text Box)
  - Officer user ID (Text Box)
  - Date Range (Two calendar enabled boxes)
  - Defendant Name (Text box)
  - Agency Name (Drop down menu)
- After entering the search criteria and pressing "search" button, the supervisor/prosecutor will be directed to the Query Database Screen (See section above).
- Their capabilities with the warrant will be dependent upon the status of the warrant in the system.

Status	Supervisor Capability
Initial	No abilities
Submitted, prior to being sent to judge	Approve and Send, Retract, or Delete, With Reason
Served, prior to being sent to court	Approve and send, attach files, review, and print

# Warrant Service, Return of Service, and Submittal

## Warrant Selection – Service

Selection of this feature shall allow the user to access a search prompt. The prompt will be a series of text boxes and drop down menus as follows:

- Warrant Review will include the search criteria listed below:
  - Agency case number (Text Box)
  - Officer user ID (Text Box - default prefilled by system to user)
  - Date Range (Two calendar enabled boxes)
  - Defendant Name (Text box)
  - Agency Name (Drop down menu)
- After entering the search criteria and pressing "search" button, the officer will be directed to the Query Database Screen (See section above).
- The officer's shall observe that the warrant signed by the judge is listed with an "Approved" Status
  - The option to Edit or Delete is removed, but View and Return are now present.
- To serve the warrant, the officer may view and print the signed .pdf affidavit and warrant.
  - The designated "receipt for property" form for the jurisdiction in which the warrant was obtained will automatically print with the warrant paperwork.

## Warrant Selection – Return of Service

Once the warrant has been served, the officer utilizes the procedures above to select the appropriate warrant.

- Officer selects Return to begin the return of service protocol
- Return of service protocol shall function similar to the affidavit generation. A window with a series of text boxes will be designated to export html text into a form field .pdf template for the jurisdiction.
- Mandatory fields shall be designated by the court administrator for the system. Officer cannot select **NEXT** until mandatory fields are completed.
- Officer selects **CANCEL or NEXT** button on the bottom of the window. Selecting next directs officer to attachments window.

#### Attachment window

- Attachments window has a browse field to search for documents to attach to the warrant packet
  - The document must be limited to .jpg or .pdf format and less than 250kb total.
  - This feature will be used to attach signed copies of the Receipt for Property, signed by the owner of property seized.
- Officer may browse for the appropriate file and upload it into the warrant packet.
- Once officer completes tasks on this window, selects **CANCEL or NEXT** button on the bottom of the window. Next directs the officer to the final review window

#### Final Review

- Officer directed to a window with a drop down menu of filing options as follows:
  - Hand filing with court
  - File with Court clerk email
  - Electronic filing
- Below the options, the officer can also select from **CANCEL, EDIT, or SUBMIT:**
  - Cancel will cause a separate prompt advising the officer that the return of service and attached files will be deleted and requests them to confirm their selection.
  - Edit will return officer to the return of service drafting window.
  - Submit will only work if one of the menu options was selected. Selecting "submit" will route the warrant by one of the approved routing methods.

# Administrator Access

## Administrator Access – LEO

### **User Maintenance**

Selection of this feature shall allow the user to access the agency user database. From this menu, each user can be selected by the administrator.

Upon selecting an individual user, the administrator can update the following information:

- User name and ID
- Up to two telephone numbers
- Work email address
- Password management
- User level option<sup>11</sup>
- History and statistics - LEO

Each option will allow for data entry via html text. The history and statistics will hyperlink to a separate menu.

### **History and Statistics Menu**

This menu will allow for analysis of user activity by the agency administrator. The system will list in the left side of a dual column window the following options and allow the user to **ADD, REMOVE, or SWAP** the options into the right column:

- Name
- Warrants in initial status
- Warrants in submitted status
- Warrants in denied status
- Warrants in approved status
- Warrants served

Below the dual column window, the user will set a date range from a calendar box. In the bottom of the window, the user will choose between **CANCEL or SUBMIT**. Selecting submit will export all selected options into an .XLSX format.

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<sup>11</sup> Set to level II, except for when agency opts into supervisor administration

## **Administrator Access – Court Administrator<sup>12</sup>**

Selecting this option will open a window with the following options for selection:

- User Maintenance
- On call calendar

### **User Maintenance**

Selection of this feature shall allow the user to access the agency user database. From this menu, each user can be selected by the administrator.

Upon selecting an individual user, the administrator can update the following information:

- User name and ID
- Primary email address
- Up to two telephone numbers
- Secondary email address
- Fax Number
- Password management

When an individual user record is selected, the information will pop up in a separate window. This window will have buttons for **EDIT, DELETE, and TRANSFER<sup>13</sup>**. Edit must be selected to make changes to the record. Delete will permanently delete the user from the jurisdiction.

Each contact option outside of primary email address must be ranked when the user is entered. This will establish an order of operations for contacting the judge in the information routing process.

Each option will allow for data entry via html text. The history and statistics will hyperlink to a separate menu.

**\*\*\* Level VI administrators shall have the ability to transfer judges between jurisdictions to cut down on labor involved with transferring judges.\*\*\***

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<sup>12</sup> Highly fluid term at this point. This is a very prolific and involved administrator rank that may be assigned differently across various jurisdictions.

<sup>13</sup> Transfer will be enabled only for level VI users.

## **Court Calendar Maintenance**

Upon selection of this option, an electronic calendar will appear. For each date, a user name field must be populated for the on-call function

- The system will query this calendar at the point of designating that on call judge.
- In the absence of a name input here, the system will default to the first judge in alphabetical order.
- An option at the top of this calendar must exist to allow individual jurisdictions to "opt out" of an on call rotation. If calendar is disabled, the on call function will be removed and the officer will have to select a judge from the drop down menu when selecting a judge for warrant affidavit submittal.

## **Administrator Access – Supervisor/Prosecutor**

Selecting this option will open a window with the following options for selection<sup>14</sup>:

- Template Formatting – Blood Warrants
- TBD<sup>15</sup>

## **Template Formatting**

The court administrator must be able to modify the form-field .pdf templates that are populated by the html text fields in the warrant affidavit, search warrant, and return of service generation.

**\*\*\*This needs to be discussed in our roles and responsibilities meetings moving forward. Whether or not it is possible to teach our level V users to maintain this function, as opposed to having it maintained at level VI, is a balance of how easy it may be versus the quality control of the system for each individual jurisdiction. WSP will have to weigh in on how easy it would be to implement this into User Advanced – Court Administration training.\*\*\***

## **Required fields**

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<sup>14</sup> More features may be built in later for more complex functions

<sup>15</sup> This will be saved for other types of warrants.

All of the listed fields will be required options for modification by the administrator. Each field will include a hover over function that will display the listed tips and suggestions when the cursor is on the text field. The hover over tip has a default (listed below), with the option for the administrator to modify it accordingly.

Each option must have the ability to be modified to a drop down menu OR text box.

#### **Affidavit – Property Seizure**

- At the premises (address of search)
  - Default input field is a text box
  - Hover over function default will state, "include all physical addresses requested to be searched, including curtilage or special areas to search within or around"
- On the person known as
  - Default input field is a text box
  - Hover over function default will state, "List the name of the person to be searched. Do not put any other identifying information besides name, physical description, and birthday".
- In the vehicle
  - Default input field is a text box
  - Hover over function default will state, "List as many descriptors as available, including but not limited to the make, model, license plate, and VIN of the vehicle to be searched".
- Items to be seized
  - Default input field is a text box
  - Hover over function default will state, "List a description of the blood to be seized, including how much will be seized"

#### **Affidavit – Probable Cause**

- Crime Evidence
  - Default input field is a Drop Down Menu
    - Administrator shall be able to program all applicable RCW or municipal codes into this drop down menu
  - Hover over function default will state, "Select the crime or crimes (Hold the Ctrl button on your keyboard and click each one with cursor) suspected in your case".
- Training and experience
  - This field is locked as a text box. Function needs to be programmed to automatically import the training and experience statement associated with the User ID of the officer.
- Probable cause
  - Default input field is a text box
  - Hover over function default will state, "List the reasons why you have probable cause to seize blood from the defendant".

### **Affidavit – Special Conditions**

- This will be determined for later formats and not enabled for blood warrants.

### **Warrant – General**

- The content of the warrant is prefilled from appropriate fields in the affidavit and signed by the judge. There are no changes to the content of the warrant, only the format of the .pdf it can be imported into.

### **Return of Service – Template**

- Service Date
  - Default input field is a text box
  - Hover over function default will state, "List date in MM/DD/YYYY format"
- Person Served
  - Default input field is a text box
  - Hover over function default will state, "List the name of the person to be searched. Do not put any other identifying information besides name, physical description, and birthday".
- Property Taken
  - Default input field is a text box
  - Hover over function default will state, "List the property taken, including weights, volumes, etc., if available. Also include evidence or lot numbers, if available."
- Receipt Attached
  - Default input field is a dual check box, one for each of YES/NO
  - Below this, a Browse bar will be locked in, as well.
  - Hover over function default will state, "If a receipt of property was completed, convert to .pdf or .jpg format and attach file."

## **Warrant Routing Methodology**

**All options in this section are at the preference of individual jurisdictions. JIS courts will not have access to the electronic bus option in the foreseeable future.**

### **Hand Filing**

Submittal with this option selected will simply generate a .pdf containing:

- All drafts of the warrant affidavit, with the denial reasons included with each denied draft and the digitally signed approved draft at the end of the section.
- The signed search warrant.
- The digitally signed return of service.
- If an attachment was added, a notification for the officer to include the original copy of that document with the packet.

Officer will hand file this packet with the court clerk of the court from which the warrant was obtained.

### **Clerk Email**

If this option is selected, the documents listed for hand filing will be compiled into a data packet. A copy of the warrant packet will also be emailed to the state retention area and retained for the standard period of time.

- The copy of any attached documents will be included.

The ELIAS application will verify that the email was successfully received by the account. In instances transmission is unsuccessful, the transmitting officer will be notified by their listed email address of the issue.

## **Electronic Bus**

For Court case management systems with the capability of linking to the state JINDEX transmission hub, the warrant data packet will be transmitted electronically into their court case management system. A copy of the warrant packet will also be emailed to the state retention area and retained for the standard period of time.

- Warrant packet will be transmitted in the same manner as current SECTOR tickets and documentation are packaged.
- Court is responsible for modifying their system to be able to successfully receive the packet.
- The JINDEX system will verify the transmission is successful. In events of transmission failure, WSP Information Technology will receive notification in a manner similar to SECTOR transmission failures.

# ELIAS Search Warrant Application

## Technical Requirements Document

5/17/2014

This Technical Requirements Document represents an agreement between the Project Team and the principle sponsors of the ELIAS Search Warrant Application Project. My signature indicates that I have reviewed the Technical Requirements Document and concur with its contents. (signatures will be collected through the approval workflow process.)

---

*Darrin Grondell*  
Project Sponsor  
Director, Washington Traffic Safety  
Commission

---

*Assistant Chief Shawn Berry*  
Business Manager  
Technical Services Bureau, Washington State  
Patrol

---

*Chris Leyba*  
Project Manager  
Seattle Police Department

---

*Tom Wallace*  
Technology Supervisor  
Chief Technology Officer, Washington State  
Patrol

---

*Dirk Marler*  
AOC Representative  
Director, Judicial Services Division, AOC



ELIAS\_Team

[Courtney.Popp@wsp.wa.gov](mailto:Courtney.Popp@wsp.wa.gov)

[Christopher.leyba@seattle.gov](mailto:Christopher.leyba@seattle.gov)

[scott@bergstedtlaw.com](mailto:scott@bergstedtlaw.com)

[Moses.Garcia@wsp.wa.gov](mailto:Moses.Garcia@wsp.wa.gov)

ELIAS\_Judges

[Dirk.marler@courts.wa.gov](mailto:Dirk.marler@courts.wa.gov)

[Vicky.cullinane@courts.wa.gov](mailto:Vicky.cullinane@courts.wa.gov)

[David.Larson@cityoffederalway.com](mailto:David.Larson@cityoffederalway.com)

[Janet.garrow@kingcounty.gov](mailto:Janet.garrow@kingcounty.gov)

[Matthew.williams@kingcounty.gov](mailto:Matthew.williams@kingcounty.gov)

[Anthony.howard@snoco.org](mailto:Anthony.howard@snoco.org)

[VAlicea-Galvan@desmoineswa.gov](mailto:VAlicea-Galvan@desmoineswa.gov)

ELIAS\_Managers

[cmarr@co.pierce.wa.us](mailto:cmarr@co.pierce.wa.us)

[servin@co.okanogan.wa.us](mailto:servin@co.okanogan.wa.us)

ELIAS\_Sponsors

[dgrondel@wtsc.wa.gov](mailto:dgrondel@wtsc.wa.gov)

[sbaldwin@wtsc.wa.gov](mailto:sbaldwin@wtsc.wa.gov)

[dbesser@wtsc.wa.gov](mailto:dbesser@wtsc.wa.gov)

ELIAS\_Pilot

[Andrew.mccurdy@kingcounty.gov](mailto:Andrew.mccurdy@kingcounty.gov)

Michael.frye@kingcounty.gov

tom.wallace@wsp.wa.gov

pat.ramsdell@wsp.gov

Robert.Sharpe@wsp.wa.gov

Gary.Jones@yakimawa.gov

Chance.belton@yakimawa.gov

ELIAS\_Training

frank.Black@ci.kennewick.wa.us

jermaine.walker@wsp.wa.gov

nicholas.jennings@wsp.wa.gov

wes.porter@ci.bothell.wa.us

Dawn.blake@wsp.wa.gov

jsainsbury@co.grant.wa.us

bobt@ci.puyallup.wa.us

**From:** "Eisenberg, Adam" <[Adam.Eisenberg@seattle.gov](mailto:Adam.Eisenberg@seattle.gov)>  
**Date:** June 12, 2014 at 3:50:40 PM PDT  
**To:** "[valicea-galvan@desmoineswa.gov](mailto:valicea-galvan@desmoineswa.gov)" <[valicea-galvan@desmoineswa.gov](mailto:valicea-galvan@desmoineswa.gov)>  
**Subject:** DMCJA Seniority List

Madam President:

Great conference!

Per our discussion, I would like to request a revision of the seniority list that was included under Tab 5 in our business meeting packet.

It currently lists only District and Municipal Court Judges. I believe it should include all Judicial Officers who are members of our organization, including Commissioners and Magistrate Judges.

Thank you very much for your consideration.

Adam

Adam C. Eisenberg  
Magistrate and Judge Pro Tempore  
Seattle Municipal Court  
600 Fifth Avenue, Rm 201  
P. O. Box 34987  
Seattle, WA 98124-4987  
Tel: 206-684-5607  
[adam.eisenberg@seattle.gov](mailto:adam.eisenberg@seattle.gov)





- 1 8. Plaintiff's Response and Cross Motion, dated June 8, 2014;
- 2 9. Defendant's Reply in Support of Motion for Summary Judgment, dated June 11, 2014; and,
- 3 10. State of Washington's Reply in Support of Motion for Summary Judgment, dated June 12,
- 4 2014;

5 And the pleadings on file in this case, and otherwise being fully advised on the matter,

6 HEREBY GRANTS Defendant's Motion for Summary Judgment and orders this case  
7 DISMISSED with prejudice.

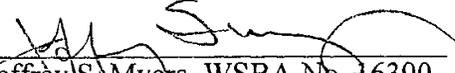
8 Defendant's request for attorney's fees pursuant to CR 11 and RCW 4.84.185 is granted / denied.

12 DONE IN OPEN COURT this 27 day of 6, 2014.

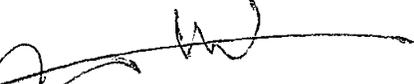
14   
15 \_\_\_\_\_  
Hon. Jean Rietschel, Judge

16 Presented by:

17 LAW, LYMAN, DANIEL, KAMERRER  
18 & BOGDANOVICH

19   
20 \_\_\_\_\_  
Jeffrey S. Myers, WSBA No. 16390  
21 Attorney for Defendant DMCJA

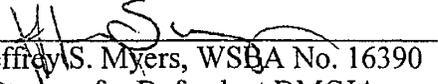
22 Approved as to form only:

23   
24 \_\_\_\_\_  
Arthur S. West, Plaintiff, pro se



1 Presented by:

2 LAW, LYMAN, DANIEL, KAMERRER  
3 & BOGDANOVICH

4   
5 Jeffrey S. Myers, WSPA No. 16390  
6 Attorney for Defendant DMCJA

7 Approved as to form only:

8 \_\_\_\_\_  
9 Arthur S. West, Plaintiff, pro se

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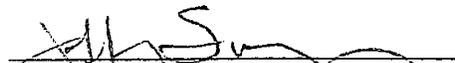
1 In consideration of the Declaration of Jeffrey S. Myers, the Court finds that Defendant  
2 reasonably incurred 3.0 hours of attorney time and \$10.00 in parking expenses to attend the June 20,  
3 2014 hearing. Counsel's hourly rate of \$205.00 per hour is reasonable. Therefore, plaintiff West shall  
4 pay Defendant \$ 625<sup>00</sup> as terms pursuant to LCR 7(b)(4)(G) within <sup>99 AR</sup> 10 days of entry of this order.  
5

6  
7 DONE IN OPEN COURT this 27 day of 6, 2014.  
8

9   
10 Hon. Jean Reitschel, Judge  
11 Reitschel

11 Presented by:

12 LAW, LYMAN, DANIEL, KAMERRER  
& BOGDANOVICH  
13

14   
15 Jeffrey S. Myers, WSBA No. 16390  
Attorney for Defendant DMCJA

16 Approved as to form only:  
17

18   
19 Arthur S. West, Plaintiff, pro se  
20  
21  
22  
23  
24  
25  
5



WASHINGTON  
COURTS

## TRIAL COURT SECURITY COMMITTEE

JUNE 23, 2014

10:00 AM - 12:00 PM

AOC SEA TAC

AGENDA	TAB
<b>Welcome and Introductions</b> Judge Forbes Judge Wolfram Judge Robertson Judge Hayes Susie Elsner Chad Connors Fona Sugg Regina McDougall	
<b>General Business</b> A. Meeting Summary from April 21, 2014 B. Roster and Meeting Schedule for 2014 C. Committee Purpose D. Letter from BJA re: Federal Courthouse Safety Legislation	1
<b>Draft Court Rule</b>	2
<b>Schedule/Deadlines</b> A. Schedule of Events B. PJ Conference, November	3
<b>Adjourn</b>	



# Trial Court Security Committee

## Meeting Summary

### April 21, 2014

Present: Judge Forbes (SCJA), Judge Robertson (DMCJA), Judge Hayes (DMCJA), Susie Elsner (DMCMA), Fona Sugg via phone (AWSCA), and Regina McDougall (AOC)

#### Discussion:

The last organized court security committee was the BJA Security Committee which concluded in 2010 because of budget reductions. The instigation of the Trial Court Joint Security workgroup was from the trial court judges' associations. Meeting summaries and strategic actions associated with the committee will go through the boards of the associations for approval. Three of the current committee members served on the previous BJA committee. For some time following the end of the BJA Court Security Committee, the DMCMA continued to collect incidents and review them as an association. Susie managed this process.

The BJA Court Security Committee's primary accomplishment was development of the *2009 Washington State Courthouse Public Safety Standards*. The committee also created training opportunities at association conferences, reviewed incident reports, and kept current on court security issues. The incident reports were viewable on inside courts. Since the committee was discontinued, a court can still submit incident reports into a central repository but there is no routine mechanism to review them. Feedback suggests that most courts still track incidents but are used internally, not submitted for broader use. Dirk Marler from AOC recently sent an email asking for courts to submit incidents and the general feedback is that if there is no action related to submitting, collecting, and compiling incident reports, forwarding them to the state is an extra step without benefit.

In Federal Way, Judge Robertson reported that their security committee has updated the security manual based on published national and state standards. They also include facility changes. She will share the most current security plan.

Pursuant to the directions listed for the committee, minimum court security standards were considered. Some of the standards could be accomplished with little to no cost. If that is the case, then why are jurisdictions not doing them? The direction from the associations was to consider the possibility of a court rule or statute to mandate compliance with standards.

Minimum Standards Include:

- Security Committee
- Security Manual
- Incident Reporting
- Drills
- Regular Reporting to Risk Management and Commissioners/City Council

When the minimum standards are listed, it is assumed that all jurisdictions would want to work toward the court security goals. Based on that assumption, courts who do not meet the standards either lack resources or the process lacks relevance so they are not followed. The committee discussed risk associated with "mandating" compliance, particularly in light of no authority over courts who are not in compliance. Also there is a possibility that imposing standards via court rule could discourage state funding at some future point. The group prefers court rule and not legislation, but only for standards that contribute for data gathering. The data gathered through the minimum standards will inform future funding requests to the state. If these standards are outlined, approved, and marketed by this committee and the trial court associations as data gathering steps to accurately capture the cost and priority for court security funding, would courts contribute the data voluntarily? The committee considered that approach and also the possibility to request state funding as a grant based program to fund a portion of a FTE "security specialist" to be responsible for data collection so it is done reliably.

Ultimately, the committee decided to pursue minimum standards via court rule with a thorough roll out and notice for input by judges/administrators' primarily and counties/cities secondarily. The standards are consistent with the BJA Security Standards on pp. 1 & 2. Communications regarding the proposal will be drafted to show an overall vision in phases. The first phase will be the court rule and data gathering and ultimately be the basis for a state funding request.

Nothing will be done without direct approval of the SCJA and DMCJA boards. This was decided despite lack of regulation for non-compliance. This work plan and proposal should be complete by the PJ Conference scheduled in November (16<sup>th</sup> through 18<sup>th</sup>) at Suncadia. At that time, the committee hopes to work with courts who will be breaking out by court size. These sessions could include discussion about the proposal, court security in general, or court structure strengths or weaknesses that currently exist. The committee members would need to commit to attend and participate in this process. Other than this structure,

the committee hopes to avoid surveys since the superior courts and CLJs have recently been surveyed about court security.

Training and Education regarding court security is another element that courts are lacking. At the most basic level, there should be training information provided to administrators who can bring materials back for review by staff. Even definitions about what incidents and accidents are, and how to report them.

The committee will also consider a legislative outreach strategy, even though there is no bill or funding request. The committee will refer the issue back to their respective boards, and in particular the legislative chairs/lobbyists as an early FYI. If the committee can schedule a work session for the 2015 session an outline of the committee's phased plan can be shared early with the legislature and can commit to report back periodically as the data is collected and proposal for state funding is drafted. Specifically, the committee can share best practices and the types of incidents addressed, show examples of highly sophisticated systems of security and then courts that fall far below.

#### **Next Steps**

The meeting scheduled was reviewed and filled in up until the November PJ Conference. There is currently no need for a chair since the committee is small, and hungry healthy snacks are requested.

DRAFT



# Joint Security Committee SCJA/DMCJA

## Membership Contact List

List Serv address: [tcsecurity@listserv.courts.wa.gov](mailto:tcsecurity@listserv.courts.wa.gov)

Name	Association	Phone #	Email
Judge Forbes	SCJA - Kitsap County	360-337-7140	jforbes@co.kitsap.wa.us
Judge Wolfram	SCJA - Walla Walla County	509-524-2797	swolfram@co.walla-walla.wa.us
Judge Hayes	DMCJA - Spokane County	509-477-2963	drhayes@spokanecounty.org
Judge Robertson	DMCJA	253-835-3000	Rebecca.robertson@cityoffederalwa y.com
Fona Sugg	AWSCA	509-667-6210	Fona.sugg@co.chelan.wa.us
Chad Connors	WAJCA	360-577-3100 ext 8109	connorsc@co.cowlitz.wa.us
Suzanne Elsner Staff:	DMCMA	360-363-8054	selsner@marysvillewa.gov
Regina McDougall	TCAB primary staff	360-705-5337	Regina.mcdougall@courts.wa.gov
Janet Skreen	SCJA primary staff	360-705-5252	Janet.skreen@courts.wa.gov
Sharon Harvey	DMCJA Primary staff		Sharon.harvey@courts.wa.gov

## MEETING SCHEDULE 2014

DATE	TIME	LOCATION	OPTIONAL CALL IN NUMBER
April 21, 2014	10:00 - 12:00	AOC Sea Tac Conf Room	1-866-244-8528 pin 558824#
June 23, 2014	10:00 - 12:00	AOC Sea Tac Conf Room	1-866-244-8528 pin 558824#
August 18, 2014	10:00 - 12:00	AOC Sea Tac Conf Room	1-866-244-8528 pin 558824#

October 20, 2014	10:00 - 12:00	AOC Sea Tac Conf Room	1-866-244-8528 pin 558824#
November 16-18 PJ Conf.	1:00 - 2:30 breakout	Suncadia, Cle Elum	N/A

**Superior Court Judges' Association  
District and Municipal Court Judges' Association**

**Joint Security Committee (JSC)**

The membership in the committee will be two representatives appointed by the SCJA, two representatives appointed by the DMCJA, one representative appointed by the AWSCA, one member appointed by the DMCMA and one member appointed by the WAJCA. All members are voting members. The committee will choose its own chair.

The committee shall:

1. Investigate and recommend minimum security standards that should be adopted as mandatory for every trial court. In this regard the committee shall utilize materials previously compiled by the member associations and AOC.
2. Investigate and recommend best security practices that should be recommended for consideration by trial courts.
3. Determine whether mandatory security standards should be implemented through Court Rule or Legislation.
4. Recommend strategies for implementation of mandatory security standards.
5. Recommend language for incorporation into Court Rule or Legislation.
6. Report its findings to the member associations for review and potential action.



## McDougall, Regina

---

**From:** BJA Legislative Executive Committee <BJALEGEXEC@LISTSERV.COURTS.WA.GOV> on behalf of McAleenan, Mellani  
**Sent:** Wednesday, June 04, 2014 10:38 AM  
**To:** BJALEGEXEC@LISTSERV.COURTS.WA.GOV  
**Subject:** [BJALEGEXEC] Federal Courthouse Safety Legislation

Dear BJA leg/exec committee members – the Federal Courthouse Safety legislation we have supported in previous years was reintroduced in both the House and Senate. Sen. Cantwell has signed on as a sponsor but none of our other congressional delegation members have done so yet. In previous years, we have written a letter, signed by the BJA co-chairs, asking for support. Judge Ringus, our co-chair, suggested that we send another letter, and my counterpart at the NCSC fully supports the idea. With your permission, I will update our previous letter for review and signature by the Chief and Judge Ringus, and send it to each of our congressional delegation – a thank you to Sen. Cantwell and a request for support to the others.

The senate bill, S 445, has 14 co-sponsors and bi-partisan support. The house bill, HR 953, only has 2 sponsors. A summary of the legislation is copied below:

Courthouse Safety Act of 2013 - Amends the Omnibus Crime Control and Safe Streets Act of 1968 to permit the Director of the Department of Justice's (DOJ) Bureau of Justice Assistance to carry out a training and technical assistance program to teach employees of state, local, and tribal law enforcement agencies how to anticipate, survive, and respond to violent encounters during the course of their duties, including duties relating to security at state, county, and tribal courthouses.

Requires the Director to give preference for any courthouse security training program to employees of jurisdictions that have magnetometers available at their courthouses.

Amends the State Justice Institute Act of 1984 to require the State Justice Institute (a private nonprofit organization established to improve judicial administration in state courts) to include courthouse safety as a factor in the national assistance program under which it provides funding to state courts and related national and nonprofit organizations. Permits state and local courts and other organizations awarded funds pursuant to Institute grants, cooperative agreements, or contracts to use such funds to improve safety and security in state and local courts.

Requires, if such a grant is awarded to state or local courts without magnetometers, that specified matching funds be used acquire a magnetometer.

Directs the Administrator of General Services (GSA) to ensure that state or local courthouses having less security equipment than such courthouses require have an opportunity to request surplus security equipment (metal detectors, wands, baggage screening devices) before such equipment is made available to any other individual or entity. Requires that priority be given to courthouses that have no security equipment.

Please let me know if you are ok with sending a letter of support on behalf of the BJA.

Thank you.

*Mellani McAleenan*

Office of Judicial and Legislative Relations  
Administrative Office of the Courts | 360.357.2113  
Twitter: [@WaCourts](#) | [Facebook.com/WashingtonCourts](#)



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This e-mail has been sent to everyone in the [BJALEGEXEC@LISTSERV.COURTS.WA.GOV](mailto:BJALEGEXEC@LISTSERV.COURTS.WA.GOV) mailing list. To reply to the sender, click Reply. To reply to the sender and the mailing list, click Reply All.

You can remove yourself from this mailing list at any time by sending a "SIGNOFF BJALEGEXEC" command to [LISTSERV@LISTSERV.COURTS.WA.GOV](mailto:LISTSERV@LISTSERV.COURTS.WA.GOV).



June 10, 2014

The Honorable Patty Murray  
United States Senate  
154 Russell Senate Office Building  
Washington, D.C. 20510

Re: Senate bill 445 – The Local Courthouse Safety Act

Dear Senator Murray:

We write to ask for your support of the Local Courthouse Safety Act, Senate bill 445, sponsored by Senator Franken. The Board for Judicial Administration believes that the approval of this legislation is a necessary step to securing our courts in this era of heightened awareness. The Board for Judicial Administration, the organization that coordinates policy for courts of all levels in the State of Washington, strongly encourages support for this important legislation.

We appreciate your willingness to become a cosponsor of this legislation and hope you will encourage your colleagues to support it as well. It is important to note that this legislation does not ask for new money, but rather, it allows courts to access existing federal resources.

Attacks on judges and court personnel are a reality that continues unabated. Last year, a veterans' court judge in Thurston County was attacked at his home. A former court attendee threw acid onto the judge's face, injuring him, his home, and his pets. While this bill may not have prevented that attack, it is a stark reminder that egregious events occur all too frequently at courthouses across the state. In 2012, Grays Harbor County Superior Court Judge Dave Edwards was stabbed while coming to the aid of a sheriff's deputy during an unprovoked attack, in which she was shot by the assailant at the courthouse. Thankfully, neither injury was fatal. Attacks such as these are not just a local or state problem, but are a national one because they are occurring in all states of the union. Thus, this problem requires a federal and national solution.

That is why we strongly support the efforts embodied in S. 445. This bill would give local courts direct access to security equipment that federal agencies do not use. It also gives states the ability to tap into the Byrne Justice Assistance program and the State Homeland Security program for courthouse security improvements. Finally, the bill gives state courts access to training and technical assistance provided by the Justice Department's VALOR Initiative.

TEMPLE OF JUSTICE

415 12th Street West • PO Box 41174 • Olympia, WA 98504-1174  
360-357-2121 • 360-357-2127 • [www.courts.wa.gov](http://www.courts.wa.gov)

Honorable Patty Murray  
June 10, 2014  
Page 2

State courts are symbols of America's justice system and rule of law. With state courts providing for the security of court facilities at varying stages, federal efforts like those provided by S. 445 would expedite state efforts to provide needed security for state courts. We have entered a new era in terms of securing our courthouses and are faced with new and daunting challenges.

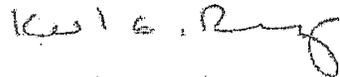
We are asking more of our court personnel, and the public fully expects their court systems to be safe and secure. Every day that we delay places our courts at some degree of risk. Only with federal funds specifically targeted to courts and their unique role can we hope to successfully meet this challenge.

Again, thank you for your support of S. 445. Please do not hesitate to contact us if you have any questions or if we can provide any assistance or information.

Sincerely,



Barbara Madsen, Chair  
Board for Judicial Administration



Kevin Ringus, Member-chair  
Board for Judicial Administration

cc: Judge Jeffrey Ramsdell, Superior Court Judges' Association  
Judge Veronica Allicea-Galvan, District and Municipal Court Judges' Association  
Ms. Callie T. Dietz, State Court Administrator  
Board for Judicial Administration

## PROPOSED GENERAL RULE 35

### Trial Court Security

#### A) Standing Court Security Committee

Each court should have a local standing Court Security Committee. The Court Security Committee's purpose is to coordinate the adoption of general court security policies and make recommendations regarding security protocols, policies, and procedures necessary to protect the public, court personnel and users, and court facilities in the event of an emergency. The Court Security Committee shall meet on a quarterly basis. The Court Security Committee shall conduct an annual review of the court's security policy and security needs. The Presiding Judge for each court shall appoint a security committee composed of all of the following:

- 1) At least one judge
- 2) Clerk
- 3) Representative of the Prosecuting Authority
- 4) Representative of the Public Defender
- 5) Representative from the Executive Branch
- 6) Police officer [Representative from Law Enforcement]
- 7) Representative of the facilities/maintenance department
- 8) Any other person the presiding judge deems appropriate

#### B) Court Security Plan

Each court should create a security plan, through the security committee to be implemented by \_\_\_\_\_. The Court Administrator shall keep the Court Security Plan on file and accessible to all court employees. This plan should be in writing and address the following security concerns:

- 1) Written or oral threats or declarations of intent to inflict pain or injury upon court employees or others involved in the court system
- 2) Physical layout of court facility and escape routes
- 3) Threats - in court or by other means (telephone, email, website, etc.)
- 4) Bomb threat
- 5) Hostage situation
- 6) Weapons in the court facility
- 7) Active shooter
- 8) Escaped prisoner
- 9) High risk trial plan

- 10) Routine security operations
- 11) Techniques in remaining calm and avoiding panic during a stressful or potentially dangerous incident
- 12) Threat and security incident response techniques – including how to defuse potentially dangerous situations
- 13) Personal safety techniques in and around the court facility
- 14) Irrate and abusive individuals
- 15) Threats made away from the court facility

### **C. Quarterly security Drills**

Each court shall hold quarterly security drills. Drills should include all court personnel, prosecutors, defense attorneys, police [law enforcement], and other regular court users as deemed necessary by the presiding judge. Drills shall include practice responses of all security incidents identified in the security plan.

### **D. Incident Reports**

A record shall be made of all threats and security incidents on the threat/incident report from [form] and submitted to Administrative Office of the Courts within one week of the event, and [shall be] kept on file by the court administrator. Such record shall be made contemporaneously with the event being recorded as soon after as possible but in no event later than 48 hours after the incident.

## TRIAL COURT SECURITY COMMITTEE

### SCHEDULE OF EVENTS

DATE	EVENT	RESPONSIBLE
July 18, 2014	Trial Court Advocacy Board –Discuss TC Security Workgroup Strategy and General Direction	Regina and representative from Superior and CLJ
<del>August 18, 2014</del>	<del>TC Security Committee Meeting – Consider feedback from TCAB</del>	<del>Team</del>
September 6, 2014 or September 24, 2014.	SCJA Board Meeting – Present Draft Court Rule	Judge Forbes and/or Judge Wolfram
September 21, 2014	DMCJA Board Meeting – Present Draft Court Rule	Judge Robertson and/or Judge Hayes
October 10 & 11, 2014	DMCJA Board Meeting – vote	Judge Robertson and/or Judge Hayes
<del>October 20, 2014</del>	<del>TC Security Committee</del>	<del>Team</del>
November 1, 2014	SCJA Board Meeting – vote	Judge Forbes and/or Judge Wolfram
November 16 & 17	PJ Education Conf – Attend Afternoon Session So Court Groups Can Review and Provide Feedback	Team
November 21, 2014	Trial Court Advocacy Board Meeting – Moving Forward and Role of TCAB	Regina and lead from Superior and CLJ

The Schedule of Events outlined above details development of a court rule on trial court security, aimed particularly at administrative structure that to gather data on trial court security issues. The elements of the proposed rule assign responsibility to gather and share security related information in a centralized way. The requirements in the proposed court rule are intended to organize a data collection structure that will have minimal impact on workload or budget. The information gathered after 6 months or 1 year will then be used to further funding objectives along with trial court stakeholders: SCJA, DMCJA, TCAB and other associations representing cities and counties.

**From:** James Riehl [<mailto:Jrjehl@co.kitsap.wa.us>]

**Sent:** Monday, June 16, 2014 3:30 PM

**To:** Harvey, Sharon

**Subject:** National Scholarship Awards

Hi Sharon, Nice meeting you at the Spring Conference. We chatted briefly about the request and award of \$1000 for reimbursement for attending the American Bar Association annual meeting. I just learned that the program that I anticipated attending in Boston, for the purpose of introducing it as a program in Washington, will not be presented. For that reason, I have chosen not to attend the ABA annual meeting. I wanted to share the news with you so the DMCJA Board may wish to reconsider the reallocation of monies to those who may have requested more funds than they were allocated. Thanks again.

<b>JIS Standard</b>		
<b>Standard Name:</b> Standards for Local Automated Court Record Systems		
Revision History	Date	Description
Version 1.0	6/2/2014	Draft for Review and Comment
Version 1.1	6/24/2014	Accepted agreed upon items from King County and Access to Justice comments
Version 1.2	6/25/2014	Accepted additional King County items after receipt of response from Joel McAllister (KC)
Version 1.3	7/1/2014	Added comments from Pierce and Snohomish Counties. Final edits as approved by the JISC

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## PURPOSE

This standard contains the requirements for trial courts to interface independent, automated court record systems with the state Judicial Information System (JIS). These standards are necessary to ensure the integrity and availability of statewide data and information to enable open, just and timely resolution of all court matters.

## AUTHORITY

RCW 2.68.010 established the Judicial Information System Committee (JISC).

*“The judicial information system committee, as established by court rule, shall determine all matters pertaining to the delivery of services available from the judicial information system.”*

JISC Rule 1 describes the authority of the Administrative Office for the Courts (AOC) for the JIS.

*“It is the intent of the Supreme Court that a statewide Judicial Information System be developed. The system is to be designed and operated by the Administrator for the Courts under the direction of the Judicial Information System Committee and with the approval of the Supreme Court pursuant to RCW 2.56. The system is to serve the courts of the state of Washington.”*

JISC Rule 13 gives the JISC specific responsibility and authority to review and approve county or city proposals to establish their own automated court record systems.

*“Counties or cities wishing to establish automated court record systems shall provide advance notice of the proposed development to the Judicial Information System Committee and the Office of the Administrator for the Courts 90 days prior to the commencement of such projects for the purpose of review and approval.”*

RCW 2.68.050 directs the electronic access to judicial information.

*“The supreme court, the court of appeals and all superior and district courts, through the judicial information system committee, shall:*

- (1) Continue to plan for and implement processes for making judicial information available electronically;*
- (2) Promote and facilitate electronic access to the public of judicial information and services;*
- (3) Establish technical standards for such services;*
- (4) Consider electronic public access needs when planning new information systems or major upgrades of information systems;*
- (5) Develop processes to determine which judicial information the public most wants and needs;*

- (6) Increase capabilities to receive information electronically from the public and transmit forms, applications and other communications and transactions electronically;*
- (7) Use technologies that allow continuous access twenty-four hours a day, seven days per week, involve little or no cost to access, and are capable of being used by persons without extensive technology ability; and*
- (8) Consider and incorporate wherever possible ease of access to electronic technologies by persons with disabilities.”*

RCW 2.56.030 describes the powers and duties of the AOC. The following subsections apply to this standard:

- (1) Examine the administrative methods and systems employed in the offices of the judges, clerks, stenographers, and employees of the courts and make recommendations, through the chief justice, for the improvement of the same;*
- (2) Examine the state of the dockets of the courts and determine the need for assistance by any court;*
- (4) Collect and compile statistical and other data and make reports of the business transacted by the courts, and transmit the same to the chief justice to the end that proper action may be taken in respect thereto;*
- (6) Collect statistical and other data and make reports relating to the expenditure of public moneys, state and local, for the maintenance and operation of the judicial system and the offices connected therewith;*
- (7) Obtain reports from clerks of courts in accordance with law or rules adopted by the supreme court of this state on cases and other judicial business in which action has been delayed beyond periods of time specified by law or rules of court and make report thereof to supreme court of this state;*
- (11) Examine the need for new superior court and district court judge positions under an objective workload analysis. The results of the objective workload analysis shall be reviewed by the board for judicial administration which shall make recommendations to the legislature. It is the intent of the legislature that an objective workload analysis become the basis for creating additional district and superior court positions, and recommendations should address that objective;”*

The Supreme Court of Washington Order No. 25700-B-440 directs the establishment of the Washington State Center for Court Research within the AOC. The order authorizes the collection of data under RCW 2.56.030 for the purpose of: objective and informed research to reach major policy decisions; and to evaluate and respond to executive and legislative branch research affecting the operation of the judicial branch.

The Supreme Court of Washington Order No. 25700-B-449 adopting the Access to Justice Technology Principles. The order states the intent that the Principles guide the use of technology in the Washington State court system and by all other persons,

agencies, and bodies under the authority of this Court. The Order further states that these Principles should be considered with other governing law and court rules in deciding the appropriate use of technology in the administration of the courts and the cases that come before such courts, and should be so considered in deciding the appropriate use of technology by all other persons, agencies and bodies under the authority of this Court.

## GUIDANCE

JIS Baselines Services: In its strategic planning efforts throughout recent years, the JISC recognized the need to identify baseline services to guide development initiatives. The JISC established the JIS Baseline Services Workgroup in June 2010. The Workgroup published a report that specified data to be shared and identified common processes needed for Washington State Courts. On October 7<sup>th</sup>, 2011, the JISC approved a resolution that: *“the JIS Baseline Services be referenced in planning of all court information technology projects.”* As such, the report is used as a guideline for section ‘B’ – Shared Data and section ‘C’ – Common Processes.

The Annie E. Casey Foundation’s Juvenile Detention Alternatives Initiative Data Analysis: Recommendation of Standards: This report contains recommendations for a common set of standards for data collection, analysis, and reporting.

The Washington State Access to Justice Technology Principles should be used for technologies in the Washington State justice system. The Access to Justice Technology Principles apply to all courts of law, all clerks of court and court administrators and to all other persons or part of the Washington justice system under the rule-making authority of the Court.

## SCOPE

The information in this standard applies to all Washington State Superior Courts and Courts of Limited Jurisdiction (CLJ) operating a Local Automated Court Record System. Juvenile Departments are included in the scope as each is a division within a Superior Court. It does not include Supreme and Appellate courts as their systems are, by statute, fully supported by the AOC. However, all systems supported by the AOC for all court levels are subject to these standards.

## DEFINITIONS

“Statewide court data” refers to data needed for sharing between courts, judicial partners, public dissemination, or is required for statewide compilation in order to facilitate the missions of the Washington Courts, justice system partners, and the AOC.

“Local Automated Court Record System” is any local electronic court records technology system that is the source of judicial data identified in section B below.

“The Judicial Information System (JIS)” is the collection of systems, managed by the AOC, that serve the courts and includes the corresponding databases, data exchanges, and electronic public data access.

“Data Exchange” is a process that makes data available in an electronic form from one computer server to another so that an automated system can process it. Exchanges involve data moving from the AOC to other destinations and data coming into the AOC from external sources.

“The National Information Exchange Model (NIEM)” is an XML-based information exchange framework from the United States. NIEM represents a collaborative partnership of agencies and organizations across all levels of government (federal, state, tribal, and local) and with private industry. The purpose of this partnership is to effectively and efficiently share critical information at key decision points throughout the whole of the justice, public safety, emergency and disaster management, intelligence, and homeland security enterprise.

“Information Exchange Program Documentation (IEPD)” is the documentation (schemas, specifications, meta-data, and other artifacts) describing the data exchange. A developer builds an IEPD from business requirements in order for the IEPD to include both business and technical artifacts that define the information exchange taking place between multiple parties.

## **STANDARDS**

The following subsections provide the standards for courts that implement and operate a Local Automated Court Record System. There are six subsections:

- Subsection ‘A’, General: provides references to RCW’s, Court General Rules, and JISC rules that must be followed.
- Section ‘B’, Shared Data: contains the data that must be provided by the Local Automated Court Record System to the statewide JIS.
- Subsection ‘C’, Common Process: provides guidance to provide consistency and quality in the content of the shared data identified in subsection ‘B’ - Shared Data.
- Subsection ‘D’, Security: identifies the AOC security standards that apply for data sharing and access to the statewide JIS.
- Subsection ‘E’, Technical: provides the technical requirements that are required for the exchange of data between systems.
- Subsection ‘F’, responsibilities: provides information on what is expected to be performed by the local courts and by the AOC.

### **A. GENERAL**

General Standards describe high-level shared data and business processes that are needed so that a court's implementation and operation of a Local Automated Court Record System does not have a negative impact on the public, other courts, justice system partners, and the AOC. The following existing authoritative references provide the high level standards to be used. Inclusion of these rules provides an easy reference for the courts on what statutes, rules, and other items apply so that they can effectively plan for and operate a local system.

1. A court that implements a Local Court Automated Record System will continue to follow RCW's related to the JIS as applicable and prescribed by law. These include:
  - a) RCW 2.68 regarding the JIS;
  - b) RCW 26.50.160 regarding the JIS being the designated statewide repository for criminal and domestic violence case histories;
  - c) RCW 26.50.070(5) and RCW 7.90.120 regarding mandatory information required by JIS within one judicial day after issuance of protection orders ;
  - d) RCW 10.98.090 regarding reporting criminal dispositions to the Washington State Patrol (WSP) from the JIS;
  - e) RCW 10.97.045 regarding disposition data to the initiating agency and state patrol and;
  - f) RCW 10.98.100 regarding compliance audits of criminal history records.
2. A court that implements a Local Court Automated Record System will continue to follow Washington State Court General Rules (GR), specifically:
  - a) GR 15 for the destruction, sealing, and redaction of court records;
  - b) GR 22 for the access to family law and guardianship court records;
  - c) GR 31 for the access to court records and;
  - d) GR 31.1 for the access to administrative records
3. A court that implements a Local Court Automated Record System will continue to follow JIS rules, specifically:
  - a) Rule 5 regarding standard data elements;
  - b) Rule 6 regarding the AOC providing the courts standard reports;
  - c) Rule 7 regarding codes and case numbers;

- d) Rule 8 regarding retention;
- e) Rule 9 regarding the JIS serving as the communications link for courts with other courts and organizations and;
- f) Rule 10 regarding attorney identification numbers;
- g) Rule 11 regarding security;
- h) Rule 15 regarding data dissemination, including the local rules consistent with the JIS Data Dissemination Policy and;
- i) Rule 18 regarding removing juvenile data when only a truancy record exists.

## B. SHARED DATA

These standards identify the data required to ensure that the existing JIS, the statewide data repository, and the Local Automated Court Record System databases are able to complete necessary transactions and provide synchronized information to users.

A court that implements a Local Court Automated Record System will send the shared data identified in these standards to the JIS. The court shall comply with these standards through direct data entry into a JIS system or by electronic data exchange.

This subsection is divided into four parts:

- The Shared Data Element Standards identify the data elements that require sharing.
- The Codes Standards specify the valid values contained in the shared data elements.
- The Data Element Time Standards provide the requirements for when the data is to be provided.
- Data Quality Standards that ensure that data is complete and correct.

**Assumptions:** There must be a thorough understanding of data exchanged between systems. Data elements must be translatable between systems. Changes to data and business rules which may affect the data must be reviewed, understood, and accepted by both the AOC and the Local Automated Court Record System providers.

### 1. Shared Data Standards:

JISC Rule 5 requires a standard court data element dictionary:

*“A standard court data element dictionary for the Judicial Information System shall be prepared and maintained by the Administrator for the Courts with the approval of the Judicial Information System Committee. Any modifications, additions, or deletions from the standard court data element dictionary must be reviewed and approved by the Judicial Information System Committee.”*

The standards listed below identify a standard number, title, business requirement, a rationale, shared data (business names), and applicable court levels. Appendix A is used to translate the 'Shared Data' name to a list of one or more data elements. Data exchange specifications for each element will be provided in the Information Exchange Package Documentation (IEPD) for Web Services or other specifications for bulk data exchanges.

<b>(1)</b>	<b>Title</b>	Party Information
	<b>Requirement</b>	Additions and updates to person data in accordance with the statewide person business rules.
	<b>Rationale:</b>	Needed for participation on a case; unique identification of litigants for statewide case history; location of parties for correspondence and contact; and serving of warrants.
	<b>Shared Data</b>	Person Organization Official Attorney Person Association Address Phone Email
	<b>Court Level</b>	Superior, Juvenile, and CLJ

<b>(2)</b>	<b>Title</b>	Case Filing and Update
	<b>Requirement:</b>	The initial filing and updates of all matters initiated in a Superior Court or Court of Limited Jurisdiction court. Also, the creation and update of juvenile referrals and diversions.
	<b>Rationale:</b>	Needed for statewide case statistics, judicial needs assessment, person case history, public information, and research.
	<b>Shared Data</b>	Case Significant Document Citation Case Relationship Process Control Number
	<b>Court Level</b>	Superior, Juvenile, and CLJ

<b>(3)</b>	<b>Title</b>	Case Participation
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	<b>Requirement:</b>	Creation and update of primary participants together with party type, party information, and relationships to other parties.
	<b>Rationale:</b>	Needed for judicial decision making, person case history, family courts, and public information.
	<b>Shared Data</b>	Participant Attorney Participant Association
	<b>Court Level</b>	Superior, Juvenile, and CLJ

(4)	<b>Title</b>	Case Charge
	<b>Requirement:</b>	Addition of original charges, amendments through final resolution.
	<b>Rationale:</b>	Needed for statewide case statistics, judicial decision making, person case history, sharing with judicial partners, and public information.
	<b>Shared Data</b>	Charge
	<b>Court Level</b>	Superior, Juvenile, and CLJ

(5)	<b>Title</b>	Significant Document Index Information
	<b>Requirement:</b>	Creation and update of index information on all significant documents (orders, judgments, stipulations, agreements, etc.) that are needed for statewide data sharing and caseload reporting.
	<b>Rationale:</b>	Needed for statewide case statistics, domestic violence processing, judicial decision making, firearms reporting, and voting rights.
	<b>Shared Data</b>	Significant Document Index Information Significant Document Parties
		Superior, Juvenile, and CLJ

(6)	<b>Title</b>	Warrant Information
	<b>Requirement:</b>	Order Issuing Warrant and status processing update through final disposition.
	<b>Rationale:</b>	Needed for cross jurisdictional warrant processing and judicial decision making.
	<b>Shared Data</b>	Warrant Information
	<b>Court Level</b>	Superior and CLJ

(7)	<b>Requirement:</b>	Failure To Appear (FTA)
	<b>Requirement:</b>	Order issuing FTA and status update process through final disposition.
	<b>Rationale</b>	Needed for judicial decision making and integration with Department of Licensing FTA and FTA adjudication.

	<b>Shared Data</b>	Failure to Appear
	<b>Court level</b>	CLJ

(8)	<b>Title</b>	Proceeding
	<b>Requirement:</b>	Creation and update of proceedings and associated outcomes.
	<b>Rationale:</b>	Needed for statewide statistics and judicial needs assessment.
	<b>Shared Data</b>	Proceeding
	<b>Court Level</b>	Superior and CLJ

(9)	<b>Title</b>	Case Status
	<b>Requirement:</b>	Case resolution, completion, and closure (with associated dates) together with a history of case-management statuses through which the case progresses, and the duration of each status.
	<b>Rationale:</b>	Needed for statewide statistics and judicial needs assessment.
	<b>Shared Data</b>	Case Status
	<b>Court Level</b>	Superior, Juvenile, and CLJ

(10)	<b>Title</b>	Case Conditions
	<b>Requirement:</b>	Creation and update of case outcome conditions that must be satisfied. These include, but are not limited to: items for a judgment and sentence, diversion agreement, probation violation, civil judgment, or other similar instruments.
	<b>Rationale:</b>	Needed for statewide statistics and compliance monitoring, research, and judicial decision making.
	<b>Shared Data</b>	Conditions
	<b>Court Level</b>	Superior, Juvenile, and CLJ

(11)	<b>Title</b>	Case Association
	<b>Requirement:</b>	Creation and update of related cases.
	<b>Rationale:</b>	Needed for consolidate cases, referral case association, appeals, and public information (judgment case to originating case).
	<b>Shared Data</b>	Case Association
	<b>Court level</b>	Superior, Juvenile, CLJ

(12)	<b>Title</b>	Accounting Case Detail
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	<b>Requirement:</b>	Sharing of case accounting for sharing between courts and the AOC information on receivables, payables and distributions.
	<b>Rationale:</b>	Needed for judicial decision making (obligations on a case), Legal Financial Obligation (LFO) billing, Court Local revenue Report, statistical reporting, research, and legislative analysis and financial auditing.
	<b>Shared Data</b>	Accounting Case Detail
	<b>Court Level</b>	Superior and CLJ

(13)	<b>Title</b>	Accounting Summary
	<b>Requirement:</b>	Creation and update of monthly ledger balance by Budgeting, Accounting, Reporting System (BARS) Account.
	<b>Rationale:</b>	Needed for statewide statistics and legislative analysis.
	<b>Shared Data</b>	Accounting Summary
	<b>Court Level</b>	Superior and CLJ

(14)	<b>Title</b>	Detention Episode
	<b>Requirement:</b>	Creation and update of detention episode summary information.
	<b>Rationale:</b>	Needed for statistical research aimed at the: reduction on the reliance of secure confinement; improvement of public safety; reduction of racial disparities and bias; cost savings; and support of juvenile justice reforms.
	<b>Shared Data</b>	Detention Episode Summary Detention Episode Population
	<b>Court Level</b>	Juvenile

## 2. Code Standards:

Code standards control what data values are used to represent a business event. For example, the finding of 'Guilty' for a charge count is represented by the letter 'G'.

JISC Rule 7 Codes and Case Numbers specifies that: *"The Administrator for the Courts shall establish, with the approval of the Judicial Information System Committee, a uniform set of codes and case numbering systems for criminal charges, civil actions, juvenile referrals, attorney identification, and standard disposition identification codes."*

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes). Appendix 'A' lists the shared data elements. All elements that have a name suffixed with the word 'Code' will have a set of valid values. The valid values will

be defined in the data exchange's IEPD. For courts that perform double data entry into JIS, the code values are those enforced by the JIS screens.

**3. Data Element Time Standards:**

Data Element Time Standards control the time in which a business event must be reported to the JIS. For example, a domestic violence protection order is required to be entered into the JIS within one judicial day after issuance. The domestic violence protection order time standards is based on statute.

The data element time standards are based on the following criteria:

- a) Statute;
- b) Court rules;
- c) Public safety;
- d) Judicial decision making; and
- e) Reporting needs.

The following time categories are used:

- a) 24 hours or less – data shall be provided no later than 24 hours after the business event occurred;
- b) Weekly – data shall be provided once a week. All activity for the previous week (Sunday thru Saturday) shall be provided one day after the close of business for the reporting week ending Saturday; and
- c) Monthly – data for the previous month shall be provided by the 10<sup>th</sup> day of the following month.

Time Standards Table

Id	Event	Time category
1	Case filings and updates for well-identified individuals. This is for both civil and non-civil cases in accordance with the person business rules (except for parking/vehicle related violations). Accounting Case Detail associated with these cases.	24 hours
2	Detention Daily Population	24 hours
3	Case filings and updates for non-well-identified individuals. Accounting Case Detail associated with these cases.	Weekly
4	Parking/vehicle related violations cases with non-well-identified persons. Accounting Case Detail associated with these cases.	Monthly
5	Accounting Summary	Monthly
6	Detention Summary	Monthly

#### 4. DATA QUALITY

Local Automated Court Record Systems shall work with the AOC in compliance with Data Quality Service Level Agreements (SLA) to ensure that court data meets the data quality standards for critical data elements specified both locally and when exchanging data with central systems. This ensures quality information is transferred downstream and made available to the public. The SLA will also specify roles, responsibilities, notification, development of data quality rules between systems, measuring and monitoring processes between systems, escalation strategies, and timeliness of resolution for identified issues impacting quality of information for statewide data and information the AOC is required, by statute, to provide to external partners (i.e. background check data to the WSP).

##### Standards:

Local Automated Court Record Systems shall work with AOC to ensure that data has:

- a) Uniqueness: No entity exists more than once within the data set.
- b) Accuracy: The degree with which data correctly represents the "real-life" objects they are intended to model.
- c) Timeliness: Adheres to case management court time standards and transfer of information within expected time for accessibility and availability of information.
- d) Consistency: Data values in one data set are consistent with values in another data set.
- e) Completeness: Certain attributes are expected to be assigned values in a data set.
- f) Conformance: The degree to which instances of data are exchanged, stored or presented in a format consistent with other system similar attribute values.

#### C. COMMON PROCESS

Common process standards are needed to provide consistency and quality in the content of the shared data identified in subsection 'B', Shared Data. These processes are not mandatory unless required by law.

**Assumptions:** Local systems will operate independent of the JIS.

##### Standards:

1. A court should follow Person Business Rule 3.0 and all subsections when adding persons to the JIS database.
2. A court should record a date of death based only on official documentation received from Department of Health or from court orders.

3. A court should consult the JIS for statewide case history for a well identified individual unless the local court has an established process for using fingerprint and photo for identifying a person..
4. A court should consult the JIS for determining protection orders for an individual.
5. A court shall consult the JIS prior to entry of a final parenting plan (RCW 26.09.182).

## D. SECURITY

This section provides security standards that shall be followed.

**Assumption(s):** Local Automated Court Record Systems shall ensure that data is properly secured, both locally and when exchanging data with central systems. The following standards are not intended to provide an exhaustive list of appropriate security controls. Rather, they provide minimums necessary to provide a reasonable level of protection for the exchange of court data. Local courts assume responsibility for the protection of all data in their custody and shall adhere to all relevant RCW's, General Rules of Court, Federal Regulations and other regulatory requirements.

### Standards:

1. The court using the Local Automated Court Record System shall comply with the JIS IT Security Policy only as it applies to access and data exchange with the JIS. The JIS IT Security Policy directs that the AOC Information Technology Security Standards be followed. The standards that apply to the exchange of information are the AOC ISD Infrastructure Policies:
  - a) 1.10 regarding password security;
  - b) 1.11 regarding network access;
  - c) 1.15 regarding user account deletion;
  - d) 1.26 regarding firewall access;
  - e) 7.10 regarding incident response; and
  - f) 7.12 regarding audit records and auditable events.
2. When there are no documented JIS IT Policy/Standards, then the current version of the National Institute of Standards and Technology (NIST) 800-53 'Security and Privacy Controls for Federal Information Systems and Organizations' shall be used.

## E. TECHNICAL

This set of standards will address the technical requirements that will impact the exchange of data between systems. These Technical Standards are for the integration between the statewide JIS and Local Court Automated Record Systems.

### **Assumption(s)**

- None.

### **Standards:**

1. Software interfaces shall conform to the following open industry standards:
  - a) Web Services through HTTP(s) based on WS-\* Standards;
  - b) Content Access through HTTP/HTML based Web Sites;
  - c) File Drop through Secured File Transmission Protocol; and
  - d) IBM Message Queue Service.
2. Information Exchange Model shall conform to the National Information Exchange Model (NIEM) standards and as enhanced with the AOC JIS extensions.

## **RESPONSIBILITIES**

As a court moves toward implementing their own system the services provided by the AOC and those provided by a local court will change. This section identifies services where there is an expectation for change in responsibility for providing services related to this standard. These are to be used to assist in planning for, transitioning to, and operating a Local Automated Court Record System.

### Court Responsibilities:

1. A court shall be responsible for the development, maintenance, and operation of integration components to provide required data to the AOC.
2. A court shall be responsible for monitoring legislative and rule changes that impact their system and making the changes needed by the date required.
3. A court shall be responsible for its own disaster recovery plan, including data backups and restoration procedures.
4. A court shall ensure auditability of their system, including audit logs recording user activities, exceptions, and information security events necessary to detect and audit unauthorized information-processing activities.
5. A court shall use the codes list provided by the AOC.

### AOC Responsibilities:

1. The AOC shall be responsible for the development, maintenance, and operation of integration components to consume data.
2. The AOC shall provide access to shared data through applications or data services.
3. The AOC shall publish a catalog of data exchange services.
4. The AOC should assist local courts in a technical advisory role in service usage.
5. The AOC shall publish code lists for the courts at least 60 days prior to the codes becoming effective.

The AOC shall be responsible to notify courts at least 60 days in advance of making any changes to any data exchange service which would require courts to make any corresponding revisions to their local data exchange services, and to work with the affected courts to minimize any such potential impact

Shared Responsibilities:

1. The AOC and the court will work cooperatively on processes for identifying, correcting, and monitoring data quality as specified in subsection B.4 issues.
2. The AOC and the court will coordinate disaster recovery testing for the integration components between the two systems.

## REVIEW CYCLE

This standard is reviewed and updated as needed.

## OWNERS

This JIS Standard supports JISC Rule 13 and is owned by the JISC.

**APPENDIX A**  
**Shared Data Elements**

<b>Data Standard</b>	<b>Element</b>	
<b>Accounting Summary</b>	Court Code	Back
	Case Type Code	
	Jurisdiction Code	
	Accounting Date	
	BARS Account Number	
	Account Receivable Status Code	
	Debit Amount	
	Credit Amount	
	Net Amount	
<b>Accounting Case Detail</b>	Court Code	
	Transaction Identifier	Back
	Case Identifier	
	Person Identifier	
	Case Type Code	
	Jurisdiction Code	
	Accounting Date	
	Primary Law Number	
	Cost Fee Code	
	BARS Account Number	
	Accounting Amount	
	Transaction Code	
	Adjustment Code	
	Account Receivable Status Code	
<b>Address</b>	Person Identifier	Back
	Address Line 1 Text	
	Address Line 2 Text	
	Address Line 3 Text	
	Address City Name	
	Address Postal Code	
	Address State Code	
	Address County Code	
	Address Country Code	
	Address Begin Date	
	Address End Date	
Address Change Reason Code	Back	
<b>Case Association</b>	Case Association Identifier	Back
	Case Identifier	

**APPENDIX A**  
**Shared Data Elements**

<b>Data Standard</b>	<b>Element</b>	
	Case Association Type Code	
	Case Association Role Type Code	
<b>Case</b>	Case Identifier	<b>Back</b>
	Court Code	
	Case Number	
	Case Type Code	
	Law Enforcement Agency Code	
	Jurisdiction Code	
	Case Cause of Action Code	
	Case Filing Date	
	Case Title Text	
	Case Security Status Code	
<b>Case Status</b>	Case Identifier	<b>Back</b>
	Case Status Type Code	
	Case Status Code	
	Case Status Date	
<b>Charge</b>	Person Identifier	<b>Back</b>
	Case Identifier	
	Charge Identifier	
	Charge Information Number	
	Charge Information Date	
	Charge Amended Information Flag	
	Charge Count Number	
	Charge Amended Count Number	
	Charge Violation Date	
	Charge Primary Local Law Number	
	Charge Primary Standard Law Number	
	Charge Primary Result Code	
	Charge Primary Result Reason Code	
	Charge Primary Result Date	
	Charge Special Allegation Law Number	
	Charge Special Allegation Result Code	
	Charge Special Allegation Result Date	
	Charge Modifier Law Number	
	Charge Definition Law Number	
	Charge Domestic Violence Flag	

**APPENDIX A**  
**Shared Data Elements**

<b>Data Standard</b>	<b>Element</b>	
	Charge Arraignment Date	
	Charge Plea Type Code	
	Charge Plea Date	
	Charge Sentence Date	
	Charge Sentence Judicial Official Identifier	
	Charge Same Course of Conduct Code	
	Charge Juvenile Disposition Offense Category Code	
<b>Citation</b>	Case Identifier	Back
	Originating Agency Identifier	
	Originating Agency Incident Number	
	Citation Amount	
	Citation Accident Flag	
	Citation Speed Zone Count	
	Citation Vehicle Speed Count	
	Citation Blood Alcohol Content Type	
	Citation Blood Alcohol Content Percent	
	Citation THC Type Code	
	Citation THC Level Count	
<b>Condition</b>	Case Identifier	Back
	Document Identifier	
	Condition Identifier	
	Person Identifier	
	Official Identifier	
	Condition Date	
	Condition Type Code	
	Condition Amount	
	Condition Time Count	
	Condition Time Unit Code	
	Condition Review Date	
	Condition Driver License Surrender Date	
	Condition Complied Code	
	Condition Complied Reason Code	
<b>Detention Episode Population</b>	Detention Episode Identifier	Back
	Detention Population Episode Reporting Date	
	Detention Population Reporting Time	
	Detention Population In Facility Flag	

**APPENDIX A**  
**Shared Data Elements**

<b>Data Standard</b>	<b>Element</b>	
	Detention Population Out of Facility Reason Code	
<b>Detention Episode Summary</b>	Detention Episode Identifier	Back
	Person Identifier	
	Detention Episode Facility Code	
	Detention Episode Intake Code	
	Detention Episode Intake Date	
	Detention Episode Intake Time	
	Detention Episode Admission Reason Code	
	Detention Episode Admission Date	
	Detention Episode Admission Time	
	Detention Episode Primary Charge Code	
	Detention Episode Primary Charge Severity Code	
	Detention Episode Release Reason Code	
	Detention Episode Release Date	
	Detention Episode Release Time	
	Detention Episode Time Served Hours Count	
<b>Email</b>	Person Identifier	Back
	Email Type Code	
	Email Address Text	
	Email Begin Date	
	Email End Date	
<b>Failure To Appear</b>	Case Identifier	Back
	Person Identifier	
	FTA Order Date	
	FTA Issuance Date	
	FTA Return Adjudication Date	
	FTA Disposition Code	
	FTA Disposition Reason Code	
	FTA Adjudication Department Of Licensing Date	
<b>Official</b>	Official Identifier	Back
	Official Name	
	Organization Identifier	
	Official Title	
	Official Type Code	
	Official Sub Type Code	
<b>Organization</b>	Organization Identifier	Back

## APPENDIX A

### Shared Data Elements

<b>Data Standard</b>	<b>Element</b>	
	Organization Name	
	Organization Type Code	
	Organization Sub Type Code	
	Organization Begin Date	
	Organization End Date	
<b>Participant</b>	Case Identifier	Back
	Person Identifier	
	Participant Identifier	
	Participant Type Code	
	Participant Begin Date	
	Participant End Date	
	Participant Security Code	
<b>Participant Association</b>	Case Identifier	Back
	Participant Identifier	
	Participant Association Role Code	
	Participant Association Begin Date	
	Participant Association End Date	
<b>Person</b>	Person Identifier	Back
	Person First Name	
	Person Last Name	
	Person Middle Name	
	Person Birth Date	
	Person Death Date	
	Person Gender Code	
	Person Race Code	
	Person Ethnicity Code	
	Person Criminal Identification Number	
	Person Driver License Number	
	Person Driver License State Code	
	Person Driver License Expire Date	
	Person Department Of Corrections Number	
	Person Juvenile Number	
	Person FBI Number	
	Person Height Foot Count	
	Person Height Inch Count	
	Person Weight Count	

**APPENDIX A**  
**Shared Data Elements**

<b>Data Standard</b>	<b>Element</b>	
	Person Eye Color Code	
	Person Hair Color Code	
	Person Physical Description Text	
	Person Language Code	
<b>Person Association</b>	Person Association Identifier	Back
	Person Identifier	
	Participant Identifier Role Code	
	Participant Association Begin Date	
	Participant Association End Date	
<b>Phone</b>	Person Identifier	
	Phone Type Code	Back
	Phone Number	
	Phone Begin Date	
	Phone End Date	
<b>Proceeding</b>	Case Identifier	Back
	Person Identifier	
	Proceeding Identifier	
	Proceeding Type Code	
	Proceeding Sub Type Code	
	Proceeding Schedule Date	
	Proceeding Schedule Time	
	Proceeding Schedule Court Room Number	
	Proceeding Schedule Official Person Identifier	
	Proceeding Actual Date	
	Proceeding Actual Time	
	Proceeding Actual Official Person Identifier	
	Proceeding Status Code	
	Proceeding Status Date	
	Proceeding Not Held Reason Code	
<b>Process Control Number</b>	Case Identifier	
	Person Identifier	
	Originating Agency Identifier	
	Process Control Number	
	Process Control Number Arrest Date	
	Process Control Number Date	

**APPENDIX A**  
**Shared Data Elements**

<b>Data Standard</b>	<b>Element</b>	
<b>Significant Document Index Information</b>	Case Identifier	Back
	Document Identifier	
	Document Type Code	
	Document Number	
	Document File Date	
	Document Decision Code	
	Document Decision Date	
	Document Decision Reason Code	
	Document Expiration Date	
	Document Termination Date	
	Document Authorizing Judicial Official Identifier	
<b>Significant Document Parties</b>	Case Identifier	Back
	Document Identifier	
	Document Number	
	Document Party Person Identifier	
	Document Party Role Code	
	Document Part Decision Code	
<b>Warrant</b>	Case Identifier	Back
	Person Identifier	
	Warrant Order Date	
	Warrant Issuance Date	
	Warrant Cancelled Date	
	Warrant Recalled Date	
	Warrant Quashed Date	
	Return Adjudication Date	
	Warrant Disposition Code	
	Warrant Disposition Reason Code	
	Warrant Type Code	
	Warrant Service Date	
	Warrant Expire Date	
	Warrant Bail Amount	
	Warrant Fee Amount	
Warrant No Bail Flag		
Warrant Cash Bail Only Flag		
Warrant Issue Reason Code		

**APPENDIX A**  
**Shared Data Elements**



WASHINGTON  
COURTS

**Courts of Limited Jurisdiction  
Case Management System Project  
Court User Work Group  
Charter**

Last Revised: June 26, 2014

**ADMINISTRATIVE OFFICE OF THE COURTS**  
1206 Quince Street SE • P. O. Box 41170 • Olympia, WA 98504-1170  
360-753-3365 • 360-586-8869 • [www.courts.wa.gov](http://www.courts.wa.gov)

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## **1 Introduction**

The Courts of Limited Jurisdiction wish to acquire and implement at a statewide level, a commercially available off-the-shelf court case management system to replace the aging District Court Information System (DISCIS) aka Judicial Information System (JIS). On April 25, 2014, the Judicial Information System Committee (JISC) authorized the project and the formation of the CLJ Project Steering Committee and the CLJ Court User Work Group (CLJ-CUWG) to establish an effective project governance structure ensure a successful project.

The CLJ-CUWG will serve as subject matter experts on court business processes, court operations, and the use of the DISCIS/Judicial Information System (JIS) for the purposes of defining and implementing the court's desired business processes and requirements through a case management system.

## **2 Purpose**

The CLJ-CUWG is needed to support the project by providing guidance and essential information regarding the court's business processes and requirements. The CLJ-CUWG will work closely with AOC's Court Business Office (CBO) and the CLJ project's business analysts to capture and document the desired processes to be implemented via a new case management system.

The CLJ-CUWG will be a decision making body in regard to the court's business processes and requirements, ensuring that the process and requirements being captured are complete and accurate.

The CLJ-CUWG will strive to identify opportunities to establish common court business processes that could be packaged and configured as a model for deploying a new case management system across the state.

The CUWG will also need to provide insight on potential impacts, opportunities, and constraints associated with the transition to a new case management system.

The CLJ-CUWG will need to exist throughout the duration of the CLJ-CMS project to provide consistency.

## **3 Sponsor**

The Judicial Information System Committee (JISC) is the sponsor for the formation of the CUWG.

## **4 Guiding Principles**

The CLJ-CUWG will be guided by the following principles:

- Members will have a statewide and system-wide view of court operations, and shall pursue the best interests of the court system at large while honoring local decision making authority and local practice.

- Members will make timely decisions as needed to successfully implement a statewide solution.
- Members will be open to changing practices where it makes sense.
- Members will not avoid or ignore conflicting processes, requirements, and stakeholder views, and will proactively discuss and resolve issues.
- Members will strive to build a healthy and collaborative partnership among the court stakeholders, the AOC, and vendor representatives that is focused on providing a successful outcome.
- Members will ensure the CLJ-CMS Project Team complete and document validated court functions and processes to arrive at a complete understanding of the current and desired future state of court business processes.
- Members will work to understand the features and capabilities of the new case management system.
- Members will fulfill a leadership role in communicating with their peers about issues and decisions.
- Members will be guided by the Access to Justice Technology Principles.

## **5 Decision Making and Escalation Process**

The CLJ-CUWG should work towards unanimity, but make decisions based on majority vote. Decisions made by the CLJ-CUWG are binding. Issues that are not able to be resolved by the CLJ-CUWG will be referred to the CLJ-CMS Project Steering Committee for resolution. Any issue that cannot be resolved by the CLJ-CMS Project Steering Committee and will materially affect the project's scope, schedule or budget, will be referred to the Judicial Information System Committee (JISC) for a final decision.

## **6 Membership**

The CUWG will include representatives from the District and Municipal Court Judges' Association (DMCJA), the District and Municipal Court Management Association (DMCMA), the Misdemeanant Corrections Association (MCA), the Administrative Office of the Courts (AOC), the Washington State Bar Association (WSBA), and the Access To Justice (ATJ) Board.

Membership from the court should include a cross section of different geographic locations and court characteristics (district court, municipal court, court size, rural, metropolitan, etc.).

The CLJ-CUWG will be comprised of 15 total members of which only 11 are voting members who are direct users of the system and 4 are non-voting members.

The voting members will be appointed by the following associations and organizations:

- 2 members from the District and Municipal Court Judges' Association (DMCJA)
- 5 members from the District and Municipal Court Management Association (DMCMA)
- 2 members from the Misdemeanant Corrections Association (MCA).
- 2 members from the Administrative Office of the Courts (AOC).

The 4 non-voting members will be appointed by the following associations and organizations:

- 1 representative from the DMCMA from a court that has not expressed an intent to use the statewide case management solution provided by AOC.
- 1 representative from the DMCJA from a court that has not expressed an intent to use the statewide case management solution provided by AOC.
- 1 representative from Washington State Bar Association (WSBA).
- 1 representative from the Access to Justice Board (ATJ).

Non-voting members are encouraged to provide subject matter expertise and input into the decision making process. Other subject matter experts may be invited to provide additional detailed information to support and inform the decision making process.

All CLJ-CUWG members should have deep knowledge of court functions, business processes, and business rules in the following areas:

- Manage Case
  - Initiate case, case participant management, adjudication/disposition, search case, compliance deadline management, reports, case flow lifecycle
- Calendar/Scheduling
  - Schedule, administrative capabilities, calendar, case event management, hearing outcomes, notifications, reports and searches
- Entity Management
  - Party relationships, search party, party management, reports and searches, administer professional services
- Manage Case Records
  - Docketing/case notes, court proceeding record management, exhibit management, reports and searches
- Pre-/Post Disposition Services
  - Compliance, access to risk assessment tools, reports and searches
- Administration
  - Security, law data management

## 7 Membership Terms

CLJ-CUWG members must be consistent to maintain continuity and minimize risk. Members are expected to attend all meetings for the duration of the project. If a member is not able to attend a meeting, the member must delegate an alternate or proxy from their association in advance and notify the AOC CBO.

Organization	Member(s)	Alternate(s)
District and Municipal Court Judges' Association	Judge R.W. Buzzard, Lewis County District Court  Judge Patricia Connolly Walker, Spokane County District Court  (non-voting) Judge Donna Tucker, King County District Court	
District and Municipal Court Management Association	Ms. Suzanne Elsner, Marysville Municipal Court,  Ms. Paulette Revoir, Lynnwood Municipal Court  Ms. Amy Shaffer, Tukwila Municipal Court  Mr. Maury Baker, Kitsap County District Court  Ms. Karen Carr, Pierce County District Court  (non-voting) Ms. Leanna Young, King County District Court	
Misdemeanant Corrections Association	Mindy Breiner, Tukwila/SeaTac Municipal Probation Services  Kristine Nisco, Pierce County District Court Probabtion Department	
Administrative Office of the Courts	Eric Kruger, Information Services Division  Michelle Pardee,	

Organization	Member(s)	Alternate(s)
	Judicial Services Division	
Washington State Bar Association	TBD	
Access to Justice Board	TBD	

## 8 Roles and Responsibilities

**JISC** – The JISC shall authorize the creation of the CUWG and is the final authority when issues are escalated by the CLJ-CMS Project Steering Committee that affect scope, budget and/or schedule.

**CLJ-CMS Project Steering Committee** – The project steering committee will establish the CLJ-CUWG charter and provide overall guidance and decision making authority on issues that are not resolvable at the CLJ-CUWG level.

**Associations** – The various associations will select members to represent them on the CLJ-CUWG.

**CLJ-CUWG Members** – The CLJ-CUWG members will actively participate in court business process discussions, make timely decisions, and complete assignments as needed to accomplish business process initiatives, improvements, and standardization.

- Identify common court business processes that could be packaged and configured as a model and used for deployments to courts with similar characteristics
- Identify opportunities to refine court business processes through review, analysis and continuous process improvement
- Must be open to new ideas and new ways of doing things
- Ensure that court business processes and requirements are complete, accurate and documented
- Provide insight on potential impacts, opportunities, and constraints associated with transforming court business processes and transitioning to new systems.
- Advocate for the agreed-upon process change, innovation, and standardization
- Advocate for and communicate decisions and changes to their staff, colleagues, associations, and coworkers

**Court Business Office** – The CBO staff will facilitate the CLJ-CUWG meetings and work collaboratively with the CUWG, vendor representatives, and others in AOC in identifying common court business processes that could be packaged and

configured as a model for deploying a new case management system across the state. CBO staff will regularly report to the JISC on the activities of the CUWG.

**CLJ-CMS Project Team** – The project team is responsible for providing the project plan, executing the project activities, and making decisions at the project level that do not have a significant impact on the overall schedule, scope, and budget. Additionally, the project team will provide analysis and documentation to support the CUWG, the project steering committee and/or sponsors for business decision processing when the decision cannot or should not be made at the project level.

**AOC CLJ-CMS Project Sponsors** (State Court Administrator, Information Services Division Director and Judicial Services Division Director) – The project sponsors make non-policy decisions that have an impact on the scope, schedule or budget for the CLJ-CMS project and provides analysis to the AOC and the CLJ-CUWG to support the decision making process when escalated to the CLJ-CMS Project Steering Committee.

## 9 Meetings

- The CLJ- CUWG shall hold meetings as necessary by the project schedule and associated deliverables.
- Travel expenses shall be covered under the project budget.
- There must be a quorum of 6 voting members present to hold a vote; 1 from the DMCJA, 3 from the DMCMA, 1 from the MCA, and 1 from the AOC.
- If a voting member is not available, proxy voting is allowed.

### Meeting Frequency:

- Meetings will be scheduled as needed, but are expected to be monthly.
- The meeting will be held in-person at AOC's SeaTac facility or a designated alternate facility.
- Meetings will begin promptly at 8 a.m.
- It is expected that each meeting will last up to 6 hours.
- Voting members will be mandatory attendees on meeting schedule notices and every effort will be made to avoid scheduling conflicts.
- Subject matter experts brought to the meeting by the members – to provide expert information on a specific topic – will be identified in advance to ensure that they are included on the agenda and receive meeting materials.
- AOC's CBO will facilitate the meetings and will be responsible for providing the members pertinent meeting information and artifacts at least 3 days before the scheduled meeting.

### Decisions:

- The CLJ-CUWG will use the majority voting model.
- Voting members who disagree or have concerns with a decision must articulate the reasons for the conflict and concern. The concerns will be documented by the

CBO and the work group will strive to answer and address the conflict until all members are comfortable with the direction to move forward.

- If all options have been explored by the group and a clear impasse exists, the issue will be directed to the CLJ-CMS Project Steering Committee for direction and decision.
- Decisions must be made in a timely manner to ensure the successful progression of the project activities dependent on the completeness and accuracy of the business processes and requirements.
- All decisions that materially impact scope, schedule or budget of the project will be automatically escalated to the CLJ-CMS Project Manager to follow the established governance process.

## **10 Budget**

There is no designated funding for the CLJ project in the current biennium. All project resources for the initial phase of this project will be provided using internal AOC staff. Staffing is dependent on current workloads and staff availability. Future phases of the project are dependent on funding from the legislature.

## 11 Signatures

<p>_____</p> <p>Date _____</p> <p><b>Callie T. Dietz</b>          Washington State Court Administrator          Administrative Office of the Courts</p>	<p>_____</p> <p>Date _____</p> <p><b>Honorable Veronica Alicea-Galvan</b>          President          District and Municipal Court Judges Association          (DMCJA)          Judge          Des Moines Municipal Court</p>
<p>_____</p> <p>Date _____</p> <p><b>Aimee Vance</b>          President          District and Municipal Court Management Association          (DMCMA)          Administrator          Kirkland Municipal Court</p>	<p>_____</p> <p>Date _____</p> <p><b>Deena Kaelin</b>          President          Misdemeanant Corrections Association          (MCA)          Probation Officer          Puyallup and Milton Municipal Probation Services</p>
<p>_____</p>	<p>_____</p>



# TOGETHER WE CHANGE LIVES

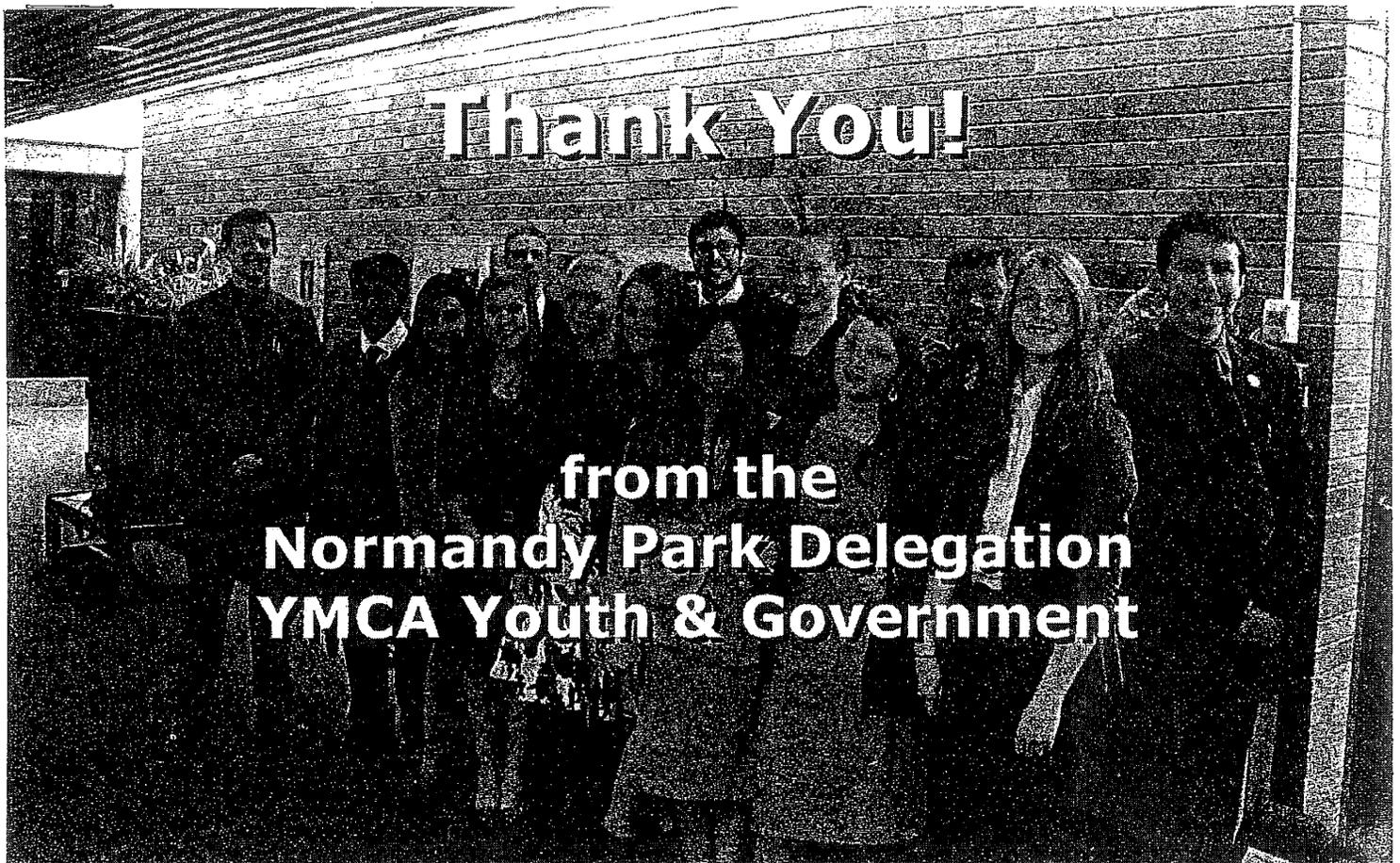
YMCA Youth & Government

Thank you for your support of YMCA Youth Legislature!  
Enclosed, please find a packet of thank you notes from  
students in the Normandy Park Delegation.

The experiences students have in Youth & Government  
programs each year prepare them to think critically  
about issues facing our communities and work  
together to create solutions. Students gain the skills  
and confidence needed to lead our communities into  
the future.

Thank you for making this possible!

[www.youthandgovernment.org](http://www.youthandgovernment.org)



Thank you so much for your support of Youth and Government. I am part of the Normandy Park delegation, and this is my third year in the program. I have really enjoyed being part of Youth and Government. Without it, I would not have met many good friends or learned to defend my position. Without this program, I wouldn't be the same person I am today. Thank you so much for your support!

Matth Benson

Thank you for making Youth and Government possible. I have gotten so much from it. I've learned about the government, got to debate, make new friends, danced till my face was bright red and learned that there is more to people than meets the eye. Last year I got to be Assistant Postmaster General, which meant I helped make sure pages knew where they were supposed to be and where they were going. It was sometimes hard, but I loved it and had a lot of fun. I know that without people like you, none of this would have been possible.

Sincerely,

Susanna Cate

Thank you for helping support Washington State YMCA Youth Legislature. I have learned so much and really grown in my skills in public speaking, and debate. I have had memorable experiences and hope to come back next year. This is my first year and already I am excited for next year. I am home schooled as is most of my delegation. My bill passed in Mock-Leg. Learning hands on is really the best way, and I really appreciate your generosity that allows us to have this fantastic opportunity to learn.

Sincerely,  
Erin

Dear Sponsor,

Thank you very much for helping me participate in Youth and Government. I love this program, and it has taught me a lot about how government works. I hope to eventually become either the Lobbyist Executive or the editor in the newspaper (in Olympia). Thank you again so much!

Sincerely,  
Rachel Demaree

Youth & Government is an amazing program. Not only has it taught me valuable skills like how to propose legislation and engage in respectful debate, but it has also taught me how to be a leader. This year I was elected committee vice-chair as well as chair of my delegation. My favorite part of Y&G is the debate. Not only do I get the chance to debate with someone in a controlled environment and share my knowledge on certain subjects, I also gain new knowledge on those subjects. Y&G has been such an awesome experience that I wouldn't trade this opportunity for anything! Thank you for making this possible with your support.

Sincerely,

Senator John King

Thank you for supporting the YMCA Youth and Government program. This means a lot to me. What I really enjoy about Youth and Government is hearing everybody's bill ideas, why they chose that particular bill and why it is important to them. I also enjoy debating bills and hearing all the different opinions. Without your contribution none of this would happen.

With sincere thanks,

Peter King

Normandy Park Delegation

The list of reasons I have to be thankful for Y&G is extremely long. So I'll only list the main ones. For one thing Y&G has reminded me that the world is made up of people. Sometimes I disagree with them but behind every idea every bill or event I hear about in politics is a person, a human who lives, breathes and thinks just like I do. On a similar note, Y&G frequently reminds me that the world is vast and complicated. As a result, just because an idea works in my head or should work in debate doesn't mean it would in the real world.

Having to try and find out whether an idea works in the real world has challenged me to think harder and more thoroughly through my ideas and theories. Y&G challenges me to think harder and faster and more spontaneously than almost anything I've ever done before. I wouldn't have been able to learn any of this or challenge myself to this level in this way without your contributions to helping keep this program running. In the last couple years this program has shaped me more than anything else I've done. Thank you so much for being willing to help all of the students involved in Y&G.

Joel Koehler

Thank you so much for supporting this amazing program. I have learned so much about government and gained a lot of confidence too. This is my first year and it has been an amazing experience. I am really thankful for this program and I know this will not be my last year. Thank you for your generous support.

Sincerely,  
Johana Martinez

Hey, I'm Jessica,

And this is my second year in Youth And Government, I never thought I would actually like this program, but when I started it, I learned so much! I learned about our government and my public speaking got so much better. Also, when we went to Olympia in May, we got to participate working in the Capitol Building and I had so much fun! My bill passed and even though I never got it signed by the governor, it was still a great experience! I have made life long friends in these 2 years that I will probably stay in contact with for a very long time. Thank you for helping make this program possible I appreciate it alot!

From, Jessica LaMelled

Thank you for your contribution to Youth and Government. This amazing program has helped me in so many ways. I have learned so many leadership skills and my experience with presenting ideas has helped me form a solid foundation of who I want to be. Again I thank you for helping Youth and Government.

Many thanks,

Jonathan Mohr

Dearest supporters of The Y's Youth & Gov.,

I cannot thank you enough for the means & encouragement that you've given us over the months & years to continue investing our time & efforts into Y&G. This is my 3rd year being involved with it & I have loved every minute of it. Without the knowledge that Youth & Government has provided me, I would have been most certainly more unsuccessful than if I had not in school & life in general. Through Youth & Government, I have gained an understanding of my rights & an interest in those rights. A large portion of my friend network has come from Youth & Government & with those friends, memories that I will cherish forever. I cannot fully express my gratitude for bolstering Youth & Government over all this time.

Sincerely,  
Molly Randall  
Molly Randall

Dear benefactors to the youth and government.

As a second year student, I am beginning to truly experience the outstanding benefits offered by youth and government. I had interest in the field of politics and decided to join youth and government. This program has been extremely beneficial to me in teaching me valuable debate and public speaking skills, and has sparked an interest for me to possibly pursue a career in this field. None of this would be possible without you, so myself along with many of my peers would like to thank you for your wonderful generosity and kindness.

Thanks again!  
sincerely,

Anuraag Sonje

Hello!

Thank you for supporting Youth and Government!  
YAG has made a huge impact in my life and has heavily influenced my future. In particular, YAG gave me a chance to practice being a leader and a follower, for that I am very grateful. During the week in Olympia, I got to listen to different perspectives on political issues, and it broadened my understanding. As a senior, I'm both excited and sad to graduate from the program, but thanks to you it was possible for me to have this life-changing experience.

Sincerely,  
Janeling Sprager