



WASHINGTON  
COURTS

**DISTRICT AND MUNICIPAL  
COURT JUDGES' ASSOCIATION**

***BOARD MEETING***

**FRIDAY, NOVEMBER 14, 2014**

**AOC SEATAC OFFICE  
SEATAC, WASHINGTON**

**DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION  
SCHEDULE OF BOARD MEETINGS**

**2014-2015**

<b>DATE</b>	<b>TIME</b>	<b>MEETING LOCATION</b>
<i>Friday, July 11, 2014</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Aug. 8, 2014</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Sunday, Sept 21, 2014</i>	9:00 – 12:00 noon	2014 Annual Judicial Conference, Spokane, WA
<i>Friday, Nov. 14, 2014</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Dec. 12, 2014</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Jan. 9, 2015</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Feb. 13, 2015</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, March 13, 2015</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, April 10, 2015</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>May 2015</i>	TBD	
<i>June 2015</i>	TBD	

AOC Staff: Sharon Harvey

(AOC Conference Room Reserved)

**Updated: July 21, 2014**



**DMCJA BOARD MEETING**  
**FRIDAY, NOVEMBER 14, 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 – September 21, 2014
- B. Treasurer's Report – *Judge Ahlf*
- C. Special Fund Report – *Judge Marinella*
- D. Standing Committee Reports
  - 1. DMCJA Legislative Committee – *Judge Meyer*
    - a. Meeting Minutes for August 8, 2014 and September 12, 2014
    - b. Proposed Legislation: (1) Courts of Limited Jurisdiction Fees; (2) District Court Civil Jurisdiction Monetary Limits; (3) Employment Security Department Subpoenas
  - 2. Rules Committee Meeting Minutes for June 10, 2014
- E. Trial Court Advocacy Board (TCAB) Update – *Judge Steiner*

**Liaison Reports**

DMCMA      MCA      SCJA      WSBA      WSAJ      AOC      BJA

**Discussion**

**2**

- A. Driver's License Restoration Presentation – *Northwest Justice Project*
- B. DMCJA Rules Committee – *Judge Garrow*
  - 1. Proposed Amendment to CrR 3.2 (Release of Accused)
  - 2. Proposed Amendment to CrR 6.2 (Jurors' Orientation)
  - 3. Amendments to CLJ Rules
- C. 2015 Judicial Institute DMCJA Sponsorship Request
- D. Campaign for Equal Justice Funding Request

<p><b>Action</b></p> <ul style="list-style-type: none"> <li>A. Trial Court Security Committee's Proposed General Rule 35</li> <li>B. Adult Static Risk Assessment (ASRA) Oversight Committee Funding Request</li> <li>C. TCAB Funding Request</li> <li>D. Judicial College Donation Request</li> <li>E. YMCA 2015 Annual Campaign</li> <li>F. Annual Review of Association Dues</li> <li>G. Judicial Information System (JIS) Report – <i>Vicky Cullinane</i> <ul style="list-style-type: none"> <li>1. Rule 13 Amendment</li> <li>2. Section 10.2 Policy</li> <li>3. Data Standards</li> <li>4. Implementation Plan</li> </ul> </li> <li>H. Seattle Municipal Court's Information Technology Governance (ITG) Request <ul style="list-style-type: none"> <li>1. ITG 222 Request</li> <li>2. Complexity of Changing JIS/Judicial Access Browser System - <i>Charlotte Jensen</i></li> <li>3. CLJ-CMS Project Steering Committee letter to State Court Administrator</li> <li>4. Court User Workgroup (CUWG) Update – <i>Dexter Mejia</i></li> <li>5. Costs of the ITG Request Update – <i>Vicky Cullinane</i></li> </ul> </li> </ul>	<p><b>3</b></p>
<p><b>Information</b></p> <ul style="list-style-type: none"> <li>A. DMCJA Board voted at the 2014 Board Retreat not to collect Special Fund dues in 2015</li> <li>B. Letter regarding Reporting DMCJA Expenditures to Public Disclosure Commission (PDC)</li> <li>C. DMCJA Nominating Committee Members</li> <li>D. DMCJA letter thanking Washington Traffic Safety Commission for funding DUI Benchbook</li> <li>E. TCAB Letter encouraging Judges to contact local Legislators</li> <li>F. Letter regarding Reappointment to the Ethics Advisory Committee</li> </ul>	<p><b>4</b></p>
<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>A. Next Meeting: Friday, December 12, 2014, 12:30 p.m. – 3:30 p.m., AOC SeaTac Office Center</li> </ul>	
<p><b>Adjourn</b></p>	





**DMCJA Board of Governors Meeting**  
**Sunday, September 21, 2014, 9:00 AM – 12:00 PM**  
**The Davenport Hotel, Spokane, WA**

**MEETING MINUTES**

**Members Present:**

Chair, Judge Alicea-Galvan  
Judge Ahlf  
Judge Burrowes  
Judge Gehlsen  
Judge Jahns  
Judge Lambo (non-voting)  
Judge Marinella  
Judge Meyer  
Commissioner Noonan  
Judge Robertson  
Judge Smith  
Judge Staab  
Judge Steiner

**Guests:**

Ms. Debbie Breza, MCA  
Judge Clarke III, SCJA  
Judge Mary C. Logan  
Judge Walden

**AOC Staff:**

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

**Members Absent:**

Judge Garrow (non-voting)  
Judge Jasprica (non-voting)  
Judge Olwell  
Judge Ringus (non-voting)  
Judge Svaren

District and Municipal Court Judges' Association (DMCJA) President, Judge Alicea-Galvan, noted a quorum was present and called the DMCJA Board of Governors (Board) Meeting to order at 9:00 a.m.

**GENERAL BUSINESS**

Meeting Minutes

The Board motioned, seconded, and passed (M/S/P) a vote to approve the Board Meeting Minutes dated August 8, 2014.

Treasurer's Report

M/S/P a vote to approve the Treasurer's Report. M/S/P a vote to place twelve thousand five hundred dollars (\$12,500) for the Presiding Judges' Education Committee under the DMCJA Education line item. The Treasurer is still working with the Bank of America to obtain credit cards for DMCJA officers and staff.

Special Fund Report

M/S/P a vote to approve the Special Fund Report. DMCJA Vice President, Judge Marinella, reported that the DMCJA is earning six dollars (\$6.00) per month with its new Washington Federal special fund account.

JIS Status Update

Ms. Vicky Cullinane reported that the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Court User Workgroup (CUWG) has met twice in 2014 and are collaboratively working toward a statewide case management system for district and municipal courts. According to Ms. Cullinane, the two biggest challenges

of the CLJ-CMS project are (1) the staffing resources are few, and (2) the financial resources are scant. For this reason, the Judiciary must convince the Legislature to provide monies for the project during the 2015-2017 legislative cycle, which will be difficult in light of the case, *MCleary v. State*, 173 Wn.2d 477, 269 P.3d 227 (2012), for which the Washington Supreme Court has demanded the Legislature to provide millions of dollars to fund public education. Ms. Cullinane informed the Board that there will be a Judicial Information System Committee (JISC) Rule 13 Amendment, which will be available in October 2014. Judge Alicea-Galvan requested that Ms. Cullinane provide a copy of the JISC Rule 13 Amendment to the Board. Judge Walden suggested the Board invite Mr. Dexter Mejia, Administrative Office of the Courts' (AOC) Court Business Office Manager and CUWG project leader, to attend the next Board meeting and answer any questions and concerns the Board may have regarding the new CLJ-CMS project.

#### Trial Court Advocacy Board (TCAB) Update

Judge Steiner informed the Board of the purpose of TCAB, which is to advocate for the needs of all trial courts. The TCAB discussed writing a letter to encourage trial court judges to contact legislators and to let them know that they have an open invitation to contact local courts.

### **LIAISON REPORTS**

**Superior Court Judges Association (SCJA)** – Judge Clarke III, reported that the next SCJA Board meeting is September 23, 2014, which is during the 2014 Annual Fall Conference. The SCJA will discuss judges' pensions, the legislative agenda, and money for the Judicial Information System (JIS). Judge Clarke III discussed the superior court CMS project and reported that Lewis County will be the first to use the new document management system, Thurston County will be the second to use the new document management system, and Spokane Superior Court will not use the system for another five years. The goal is for all thirty-nine (39) counties to use the new system by 2018. Judge Clarke III reported that this is an expensive and time-consuming project that will benefit the superior courts.

**Board for Judicial Administration (BJA)** – Judge Lambo reported that there is no new BJA activity regarding the CLJs.

**Misdemeanor Corrections Association (MCA)** – Ms. Breza reported that the MCA Regional Training will be held on October 27, 2014. Ms. Breza further informed that the MCA 2015 Spring Conference will be held April 20-22, 2015.

### **ACTION**

#### DMCJA Correspondence Regarding Public Disclosure Commission (PDC) Conclusion

M/S/P a vote to send Judge Alicea-Galvan's draft letter correspondence to the PDC with amendments relating to (1) the Judiciary's discretion to report to the PDC, and, (2) a citation of the *Nast v. Michels*, 107 Wn.2d 300, 730 P.2d 54 (1986), decision.

### **DISCUSSION**

#### Budget for Adult Static Risk Assessment (ASRA) Oversight Committee

M/S/P a vote to make this an action item at the next Board meeting. Judge Mary C. Logan informed the Board of the ASRA Oversight Committee and amended a monetary request from five thousand dollars (\$5,000.00) to twenty-five hundred dollars (\$2500).

#### DMCJA Nominating Committee

M/S/P a vote to make this an action item in October 2014 in which the DMCJA President will draft a completed list of candidates that abides with DMCJA Bylaws.

Appeal for DMCJA to Endorse Seattle Municipal Court's Information Technology Governance (ITG) Request  
M/S/P a vote to make an action item at the next Board meeting. Ms. Cullinane was requested to create for the Board a report of costs for this ITG request. Ms. Cullinane informed that she would not be able to provide the costs of the ITG request because the Board must first approve it. Ms. Cullinane, however, did agree to provide more information regarding this ITG request at the next meeting.

State of the Court Address Survey

Judge Alicea-Galvan discussed an Address of the Court with the Board to determine whether the Board would approve a survey. The Board decided the collected information could be used to assist new judges and should be disseminated at the Judicial Conference.

**OTHER BUSINESS**

A. The next Board Meeting will be held on Friday, November 14, 2014, 12:30 PM to 3:30 PM, AOC SeaTac Office Center

**ADJOURNED** at 12:08 PM.



# District and Municipal Court Judges' Association

November 4, 2014

**President**

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

**President-Elect**

**JUDGE DAVID STEINER**  
King County District Court  
585 112th Ave. S.E.  
Bellevue, WA 98004  
(206) 477-2102

**Vice-President**

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

**Secretary/Treasurer**

**JUDGE SCOTT K. AHLF**  
Olympia Municipal Court  
900 Plum St SE  
PO Box 1967  
Olympia, WA 98507-1967  
(360) 753-8312

**Past President**

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

**Board of Governors**

**JUDGE JOSEPH M. BURROWES**  
Benton County District Court  
(509) 735-8476

**JUDGE MICHELLE K. GEHLEN**  
Bothell Municipal Court  
(425) 487-5587

**JUDGE JEFFREY J. JAHNS**  
Kitsap County District Court  
(360) 337-4972

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

**COMMISSIONER SUSAN J. NOONAN**  
King County District Court  
(206) 477-1720

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

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

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

**JUDGE TRACY A. STAAB**  
Spokane Municipal Court  
(509) 625-4400

To: President Alicea-Galvan; DMCJA Officers; DMCJA Board of Governors  
From: Scott Ahlf, DMCJA Treasurer  
Subject: Monthly Treasurer's Report for September/October 2014

Dear President Alicea-Galvan, 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 - \$100,469.23, as of Sept. 30, 2014

Bank of America Accounts:  
Investment Account - \$85,796.20, as of October 31, 2014  
Checking Account - \$6,128.00, as of October 31, 2014

## EXPENDITURES

Total 2014/2015 adopted budget:	\$239,400.00
Total expenditures to date (11-04-14):	\$ 82,546.03
Total remaining budget as of Nov. 4, 2014:	\$156,853.97

## DEPOSITS

Total deposits 2014/2015:	\$5,000.00
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## DMCJA 2014-2015 Budget

ITEM COMMITTEE	Beginning Balance	Total Costs	Ending Balance
Access to Justice Liaison	\$500.00	\$0.00	\$500.00
Audit	\$2,000.00	\$0.00	\$2,000.00
Bar Association Liaison	\$5,000.00	\$0.00	\$5,000.00
Board Meeting Expense	\$30,000.00	\$5,237.12	\$24,762.88
Bookkeeping Expense	\$3,000.00	\$1,050.00	\$1,950.00
Bylaws Committee	\$250.00	\$0.00	\$250.00
Conference Committee	\$3,500.00	\$0.00	\$3,500.00
Conference Incidental Fees For Members Spring Conference 2014	\$40,000.00	\$36,285.00	\$3,715.00
Diversity Committee	\$2,000.00	\$243.89	\$1,756.11
DMCMA Education	\$0.00	\$0.00	\$0.00
DMCMA Liaison	\$500.00	\$0.00	\$500.00
DOL Liaison Committee	\$500.00	\$0.00	\$500.00
Education Committee**	\$21,000.00	\$12,500.00	\$8,500.00
Educational Grants	\$5,000.00	\$1,000.00	\$4,000.00
Judicial Assistance Committee	\$5,000.00	\$4,423.09	\$576.91
Legislative Committee	\$6,000.00	\$658.47	\$5,341.53
Legislative Pro-Tem	\$2,500.00	\$0.00	\$2,500.00
Lobbyist Expenses	\$1,000.00	\$56.00	\$944.00
Lobbyist Contract	\$55,000.00	\$8,000.00	\$47,000.00
Long-Range Planning Committee	\$1,500.00	\$0.00	\$1,500.00
MCA Liaison	\$1,500.00	\$539.88	\$960.12
National Leadership Grants	\$5,000.00	\$4,000.00	\$1,000.00
Nominating Committee	\$400.00	\$0.00	\$400.00
President Expense	\$7,500.00	\$951.13	\$6,548.87
Reserves Committee	\$250.00	\$0.00	\$250.00
Rules Committee	\$1,000.00	\$0.00	\$1,000.00
Salary and Benefits Committee	\$2,500.00	\$0.00	\$2,500.00
SCJA Board Liaison	\$1,000.00	\$0.00	\$1,000.00
Technology/CMS Committee	\$7,500.00	\$0.00	\$7,500.00
Therapeutic Courts	\$2,500.00	\$0.00	\$2,500.00
Treasurer Expense and Bonds	\$1,000.00	\$10.00	\$990.00
Trial Court Advocacy Board	\$5,000.00	\$0.00	\$5,000.00
Judicial Community Outreach	\$4,000.00	\$0.00	\$4,000.00
Uniform Infraction Committee	\$1,000.00	\$0.00	\$1,000.00
Professional Services	\$15,000.00	\$7,591.45	\$7,408.55
<b>TOTAL</b>	<b>\$239,400.00</b>	<b>\$82,546.03</b>	<b>\$156,853.97</b>
<b>TOTAL DEPOSITS MADE</b>	<b>\$5,000.00</b>	SCJA for	JASP
<b>CREDIT CARD (balance owing)</b>	<b>\$0.00</b>		
**includes \$12,500 committed to the Presiding Judges Conference as a one time expense			



P.O. Box 1800  
Saint Paul, Minnesota 55101-0800

3452 TRN

Y ST01

**Business Statement**

Account Number: [REDACTED]

Statement Period:  
Oct 1, 2014  
through  
Oct 31, 2014

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000140357 1 AV 0.381 106481783351852 P  
THE WASHINGTON STATE DISTRICT AND  
MUNICIPAL COURT JUDGES ASSOCIATION  
PO BOX 7  
DAYTON WA 99328-0007



To Contact U.S. Bank

**24-Hour Business Solutions:** 1-800-673-3555

**Telecommunications Device for the Deaf:** 1-800-685-5065

**Internet:** usbank.com

**INFORMATION YOU SHOULD KNOW**

Effective November 9, 2014, the terms we use to describe our overdraft fees will be changing. The changes include: Overdraft Item Paid Fee will appear as Overdraft Paid Fee; Overdraft Item Returned (NSF) Fee will appear as Overdraft Returned Fee; and Extended Overdraft Charge will appear as Extended Overdraft Fee. These changes will affect all references to the fees in the Business Pricing Information brochure, Your Deposit Account Agreement brochure, Overdraft Coverage Notice and Confirmation disclosure and account statement descriptions.

**PLATINUM BUSINESS MONEY MARKET**

U.S. Bank National Association

Member FDIC

Account Number [REDACTED]

**Account Summary**

	# Items				
Beginning Balance on Oct 1		\$	100,469.23	Annual Percentage Yield Earned	0.15%
Other Deposits	1		12.80	Interest Earned this Period	\$ 12.80
<b>Ending Balance on Oct 31, 2014</b>		<b>\$</b>	<b>100,482.03</b>	Interest Paid this Year	\$ 125.40
				Number of Days in Statement Period	31

**Other Deposits**

Date	Description of Transaction	Ref Number	Amount
Oct 31	Interest Paid	3100003424	\$ 12.80
<b>Total Other Deposits</b>			<b>\$ 12.80</b>

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www.washingtonfederal.com

Combined Savings Statement

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Statement Ending Date 09/30/14  
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WA STATE DIST & MUNICIPAL COURT JUDGES'  
PO BOX 7  
DAYTON, WA 99328-0007

18512



Please direct all inquiries to (509) 382-4771  
306 E. Main Street, Dayton, WA 99328

Annual Percentage Yield Earned: 00.15%

WA State Dist & Municipal Court  
Judges' Assoc

Date	Description	Amount	Balance
09/01	Beginning Balance		\$48,545.39
09/30	Interest	+5.99	48,551.38
09/30	Ending Balance		\$48,551.38

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2. Select "Statement Preferences".
3. Select an account using the dropdown menu.
4. Choose "Electronic Only," verify your email address, and review the eStatement information provided.

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**Make a REAL difference.**



Equal Housing Lender  
MEMBER FDIC



**DMCJA Legislative Committee Meeting**  
Friday, August 8, 2014  
9:30 a.m. to 12:00 p.m.  
SeaTac, Washington

**MEETING MINUTES**

**Members Present:**

Chair, Judge Samuel G. Meyer  
Judge Stephen Brown  
Judge Douglas J. Fair  
Judge Michelle Gehlsen  
Judge Corinna Harn  
Judge David Larson  
Judge Susan Mahoney  
Judge Marilyn G. Paja  
Judge Glenn Phillips  
Judge Ketu Shah  
Judge Shelley Szambelan

**Guests:**

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

**AOC Staff:**

Ms. Sharon Harvey  
Ms. J Benway

**Members Absent:**

Judge Brett Buckley  
Judge D. Mark Eide  
Judge Janet Garrow  
Judge Donna Tucker

Judge Meyer called the meeting to order at 9:35 a.m.

The Committee discussed the following items:

**A. General Business**

**1. June 9, 2014 meeting minutes**

The June 9, 2014 Legislative Committee meeting minutes were approved as presented.

**B. DMCJA Legislative Proposals for 2015**

**1. Automated Traffic Safety Cameras**

Judge Ringus proposed that the traffic laws related to car rental companies be amended because under current law, these companies can avoid infraction liability and create a workload issue for courts. Judge Shah agreed to review the proposal and provide a report at the next meeting. If not a priority for DMCJA, perhaps another group would be interested in pursuing the issue. Melanie will check to see if city or county associations are already working on the topic.

## **2. Blood Search Warrants**

Recent legislative changes removed blood draws from the implied consent statute, which has resulted in many more instances of judges being contacted in off-work hours to approve warrants for blood draws. Many judges have commented on this practice, which is also affecting law enforcement. It was thought that because of the interest from law enforcement, perhaps another organization, such as the Washington Association of Prosecuting Attorneys (WAPA), might be working on this issue. The Committee agreed to hold off on assigning the topic until it could be ascertained if some other group has taken the lead.

## **3. CLJ Fees**

The superior courts have authority to charge certain fees that cannot be charged by courts of limited jurisdiction. Ms. Seymour proposed that the courts of limited jurisdiction seek greater parity with the superior courts with regard to fees, possibly by adopting provisions similar to those of RCW 36.18.016. Support was expressed for the concept that fees should be uniform throughout the trial courts, but there was also concern regarding potential access to justice issues. This issue was assigned to Judge Buckley.

## **4. Funding for Public Defender and Interpreter Costs**

The Committee discussed these issues and determined that seeking funds for public defender costs was not appropriate for the judiciary, as local jurisdictions have to pay those costs and those associations sought a legislative solution last session. Funding for interpreters is an issue that the BJA has been working on for a long time and is considered within their purview; the Committee would strongly support an interpreter funding proposal. The Committee will not pursue these issues, other than to express support for interpreter funding if that issue is raised by the BJA.

## **5. Courthouse Security**

The DMCJA has already made courthouse security a priority, and the DMCJA Trial Court Security Committee, Chaired by Judge Robertson, is looking at the issue. The primary concern is funding any proposals. The Committee discussed potential ideas for funding, including replacing one of the infraction assessments, or proposing grants through the state capital budget. Judge Gehlsen said that she would follow-up about this issue. Judge Szambelan offered to help if needed.

## **6. Deferred Prosecution**

The Committee noted that the proposal was moot under *In re Hammermaster*, 139 Wash.2d 211, 239, 985 P.2d 924, 938 (1999), which held, "trial may not commence in the absence of the

defendant regardless of his purported waiver of his right to be present.” Judge Meyer will respond to Judge Stewart.

#### **7. Driving While License Suspended**

A few judges proposed changes to the Driving While License Suspended (DWLS) law, which was also the subject of proposed legislation in the last session. The Committee noted that there are legal and societal aspects of the issues associated with DWLS. Judge Jahns and Judge Docter raised the question of whether a driver should be found guilty of DWLS if the underlying suspension was for failure to pay child support. It was agreed to refer this issue to WACDL and/or WAPA.

#### **8. Electronic Home Monitoring**

A few judges raised concerns about the current laws related to electronic home monitoring (EHM), specifically the lack of standards and licensing for providers of EHM services. It was noted that “EHM” may refer to a sentencing alternative or a probation requirement, which may have different legal implications. It was suggested that the DUI Workgroup would be an appropriate entity to consider this issue (although it was noted that EHM is found in other contexts as well). Judge Meyer stated that he would work with Melanie to see if any other groups are interested in this topic, and that he would follow up with Judge Hurson, who had submitted a proposal.

#### **9. Legal Financial Obligations**

The Committee was unclear with regard to what was specifically being proposed. Judge Meyer will follow up with Judge Doherty for clarification. The Committee expressed concern regarding the suggestion that judgments for legal financial obligations would be automatic for courts but not other creditors.

#### **10. Employment Security Department Subpoenas**

Judge Paja stated that current law requires subpoenas to the Employment Security Department (ESD) for employee information to be signed by a judge, although the task is purely ministerial. It is a waste of judicial resources and unlike any other subpoena provision. Judge Paja would like to work with ESD to create a model form that could be submitted directly to ESD if signed by an attorney. Judge Paja stated that she had submitted a more detailed proposal last year that she would like the committee to review.

#### **11. Issues Raised by Judge Harper (email of 7/31/2014)**

- a. Definition of Mental Health Deferred Prosecution – The Committee agreed that this is an issue. Judge Meyer will follow up with Judge Harper to see if she has any suggestions regarding potential legislation.

- b. Authority to convert fines, assessment and fees to community service or work crew – The Committee agreed that current law provides sufficient authority.
- c. Definition of Stipulated Order of Continuance – The Committee agreed this would not be an appropriate subject for legislation.

### **C. Proposed Legislation**

#### **1. Hunting Under the Influence**

The Committee had no comment on the proposed legislation, other than Judge Paja's note that "hunting" is not currently defined by statute.

#### **2. Ignition Interlock Device (IID) Proposals**

- a. **DOL Reporting** – The Department of Licensing (DOL) apparently will not note an IID restriction on a license if its imposition is discretionary, rather than mandatory, unless there was already a mandatory restriction on the license. Judge Phillips stated that he would raise this issue with the DOL Workgroup.
- b. **IID as a Mandatory Condition of Release** – Certain courts have Standards of Release that allow certain defendants to be released for certain bail amounts to return for trial at a later time. This system makes it impractical to require DUI defendants with prior offenses to require an IID be installed within five days.

#### **3. Minor in Possession of THC**

Judge Fair noted that the laws pertaining to adults between the ages of 18 and 21 in possession of tetrahydrocannabinol (THC) require a minimum jail-stay, which is rather inequitable compared to the other THC-related laws, including those pertaining to driving. The Committee suggested that this issue also be referred to WACDL and WAPA.

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

The next Committee meeting is scheduled for Friday, September 12, 2014 from 9:30 a.m. to noon at the AOC SeaTac office.

The meeting was adjourned at 11:45 a.m.



WASHINGTON  
COURTS

## DMCJA Legislative Committee Meeting

Friday, September 12, 2014

1:30 p.m. to 3:30 p.m.

SeaTac, Washington

### MEETING MINUTES

#### Members Present:

Chair, Judge Samuel G. Meyer  
Judge Stephen Brown  
Judge D. Mark Eide  
Judge David Larson  
Judge Glenn Phillips  
Judge Shelley Szambelan  
Judge Donna Tucker

#### AOC Staff:

Ms. Sharon Harvey  
Ms. J Benway

#### Members Absent:

Judge Brett Buckley  
Judge Douglas J. Fair  
Judge Janet Garrow  
Judge Michelle Gehlsen  
Judge Corinna Harn  
Judge Susan Mahoney  
Judge Marilyn G. Paja  
Judge Ketu Shah

Judge Meyer called the meeting to order at 1:33 p.m.

The Committee discussed the following items:

#### 1. General Business

The Committee reviewed the items of general business.

#### 2. DMCJA Potential Legislative Proposals for 2015

##### A. Automated Traffic Safety Cameras

Judge Meyer stated that Judge Shah was working on this item; Judge Meyer will request more information from Judge Shah for the next meeting.

##### B. Blood Search Warrants

The Committee previously determined to take no action on this item.

**C. Clear authority to convert fines, assessments and fees to community service or work crew**

The Committee previously determined to take no action on this item.

**D. CLJ Fees**

The Committee determined that Judge Buckley should continue to work on this item and bring information forward before the next meeting. The Committee discussed whether amending the superior court statute to include a phrase such as "courts of limited jurisdiction may charge these fees as appropriate" might be the best way to proceed.

**E. Funding for Public Defender and Interpreter Costs**

The Committee previously determined to take no action on this item.

**F. Courthouse Security**

The Trial Court Security Committee is looking at the issue. Judge Gehlsen previously offered to serve as a liaison to this joint Committee of superior court, municipal court, and district court judges. Judge Szambelan stated that she would advise the Legislative Committee of any court security-related rule proposals that were brought forth by the District and Municipal Court Judges' Association (DMCJA) Rules Committee.

**G. Deferred Prosecution**

The Committee previously noted that the proposal was moot under *In re Hammermaster*, 139 Wash.2d 211, 239, 985 P.2d 924, 938 (1999). Judge Meyer will respond to Judge Stewart.

**H. Definition of Mental Health Deferred Prosecution**

Judge Meyer stated that no specific standards for Mental Health Deferred Prosecutions had been proposed, so he suggested forwarding the request to Judge Finkle, Chair of the Therapeutic Courts Workgroup, for further review.

**I. Definition of Stipulated Order**

The Committee previously determined to take no action on this item.

**J. District Court Civil Jurisdiction Monetary Limits**

Judge Williams suggested raising the jurisdictional limit of courts of limited jurisdiction from \$75,000 to \$125,000. Committee consensus was that raising the jurisdictional limit was a good concept, although there was discussion concerning the correct dollar amount. Judge Eide stated

that he would draft a proposed bill for the Committee to discuss at the October meeting. Judge Tucker stated that she thought a Washington State Bar Association (WSBA) Committee was also looking at this issue, and Judge Eide stated that he would investigate further.

#### **K. Driving While License Suspended**

The Committee previously determined to refer this issue to the Washington Association of Criminal Defense Lawyers (WACDL) and/or the Washington Association of Prosecuting Attorneys (WAPA).

#### **L. Electronic Home Monitoring**

Judge Meyer stated that Senator Padden was having a work session of the Senate Law & Justice Committee in Spokane to discuss electronic home monitoring. Judge Szambelan stated that she intended to attend the work session. In addition, Judge Ringus and Mellani McAleenan will be meeting with Representative Shea, who is interested in this topic, during the Fall Judicial Conference.

#### **M. Employment Security Department Subpoenas**

The Committee reviewed information that Judge Paja had previously provided but decided to wait to discuss the issue until Judge Paja could be present.

#### **N. Legal Financial Obligations**

Judge Meyer clarified the proposal, which involves judgments for legal financial obligations due to courts of limited jurisdiction being automatically set for execution in superior court. The Committee was opposed to the idea.

#### **O. Minor in Possession of THC**

The Committee agreed that this issue of tetrahydrocannabinol (THC) should be referred to WACDL and/or WAPA.

#### **P. Practice Concerning Court-Ordered Performance Bonds/Conditions of Release**

The Committee discussed how efforts in the past to reform the state's bond system had been unsuccessful. The consensus was not to move forward on this issue at this time.

### **3. Proposed Legislation for Committee Review**

#### **A. Hunting Under the Influence**

The Committee previously determined it had no comment on the proposed legislation.

#### **B. Ignition Interlock Device Circumvention**

Judge Phillips will raise this issue with the Impaired Driving Workgroup, of which he is a part.

#### **C. Parks Discover Pass Fine Split**

Judge Meyer stated that he and Judge Brown had a phone meeting with representatives from the State Parks Department and the Washington State Association of Counties. The Parks Department is willing to propose that 25% of the fines from Discover Pass violations stay with the local jurisdiction, rather than 100% of the money going to the state. Judge Brown stated that a 25% split would help cover the costs for his court and other small courts in rural counties that are impacted by this issue. Although the Committee would like to see a greater share of the funds stay local, the Committee agreed it was in support of the proposal.

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

- Judge Brown stated that Governor Inslee had formed a "Justice Reinvestment Task Force" that Judge Logan will participate in. It is anticipated that the Task Force will bring forth legislative recommendations related to sentencing and probation during the next legislative session.
- Judge Phillips stated that Representative Goodman was going to reconvene the Impaired Driving Workgroup. Judge Phillips, Judge Larson and Judge Eide will participate in the Workgroup.

The next Committee meeting is scheduled for Friday, October 10, 2014 from 9:30 a.m. to noon at the AOC SeaTac office.

The meeting was adjourned at 2:50 p.m.

# CLJ FEE PARITY

DMCJA LEGISLATIVE PROPOSAL 2014

PROPOSAL: Allow CLJs to recoup same fees and costs as Superior Court clerk.

DISCUSSION: District Courts generally have the authority to recoup the same fees and costs as Superior Court (RCW 3.62.060 for civil cases, RCW 10.01.160 for criminal cases). The exception is the \$125 jury demand fees for defendants who are convicted after jury trial (limited to Superior Court by RCW 10.46.190). Municipal courts, to include Seattle Municipal Court, are authorized to recover the "costs in civil and criminal actions as imposed by district court (RCW 3.50.100 – Municipal courts, RCW 35.20.030 – Seattle Municipal Court).

There is no reason to differentiate between court levels in the imposition of fees and costs. DMCJA has consistently argued for parity in the non jurisdictional authority of all trial courts.

RECOMMENDATION: I recommend that the DMCJA Legislative Committee forward to the DMCJA Board for consideration a legislative proposal to authorize the imposition of jury demand fees for all courts of limited jurisdiction and amend the municipal court statutes to authorize the imposition of "fees" as well as costs. To accomplish this, the following changes are recommended:

1. RCW 10.01.160 (2) "Courts of limited jurisdiction are authorized to impose jury demand fees as set forth in RCW 10.46.190".
2. RCW 3.50.100 (1) "Costs and fees in civil and criminal actions may be imposed as provided in district court."
3. RCW 35.20.030 "Costs and fees in civil and criminal cases may be taxed as provided in district court."

ANALYSIS: Brett Buckley

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

NEW SECTION. Sec. 1. RCW 10.01.160 is amended to read as follows:

(1) The court may require a defendant to pay costs. Costs may be imposed only upon a convicted defendant, except for costs imposed upon a defendant's entry into a deferred prosecution program, costs imposed upon a defendant for pretrial supervision, or costs imposed upon a defendant for preparing and serving a warrant for failure to appear.

(2) Costs shall be limited to expenses specially incurred by the state in prosecuting the defendant or in administering the deferred prosecution program under chapter 10.05 RCW or pretrial supervision. They cannot include expenses inherent in providing a constitutionally guaranteed jury trial or expenditures in connection with the maintenance and operation of government agencies that must be made by the public irrespective of

specific violations of law. Courts of limited jurisdiction are authorized to impose jury fees as set forth in RCW 10.46.190 for superior courts. Expenses incurred for serving of warrants for failure to appear and jury fees under RCW 10.46.190 may be included in costs the court may require a defendant to pay. Costs for administering a deferred prosecution may not exceed two hundred fifty dollars. Costs for administering a pretrial supervision may not exceed one hundred fifty dollars. Costs for preparing and serving a warrant for failure to appear may not exceed one hundred dollars. Costs of incarceration imposed on a defendant convicted of a misdemeanor or a gross misdemeanor may not exceed the actual cost of incarceration. In no case may the court require the offender to pay more than one hundred dollars per day for the cost of incarceration. Payment of other court-ordered financial obligations, including all legal financial obligations and costs of supervision take precedence over the payment of the cost of incarceration ordered by the court. All funds received from defendants for the cost of incarceration in the county or city jail must be remitted for criminal justice purposes to the county or city that is responsible for the defendant's jail costs. Costs imposed constitute a judgment against a defendant and survive a dismissal of the underlying action against the defendant. However, if the defendant is acquitted on the underlying action, the costs for preparing and serving a warrant for failure to appear do not survive the acquittal, and the judgment that such costs would otherwise constitute shall be vacated.

(3) The court shall not order a defendant to pay costs unless the defendant is or will be able to pay them. In determining the amount and method of payment of costs, the court shall take account of the financial resources of the defendant and the nature of the burden that payment of costs will impose.

(4) A defendant who has been ordered to pay costs and who is not in contumacious default in the payment thereof may at any time petition the sentencing court for remission of the payment of costs or of any unpaid portion thereof. If it appears to the satisfaction of the court that payment of the amount due will impose manifest hardship on the defendant or the defendant's immediate family, the court may remit all or part of the amount due in costs, or modify the method of payment under RCW 10.01.170.

(5) Except for direct costs relating to evaluating and reporting to the court, prosecutor, or defense counsel regarding a defendant's competency to stand trial as provided in RCW 10.77.060, this section shall not apply to costs related to medical or mental health treatment or services a defendant receives while in custody of the secretary of the department of social and health services or other governmental units. This section shall not prevent the secretary of the department of social and health services or other governmental units from imposing liability and seeking reimbursement from a defendant committed to an appropriate facility as provided in RCW 10.77.084 while criminal proceedings are stayed. This section shall also not prevent governmental units from imposing liability on defendants for costs related to providing medical or mental health treatment while the defendant is in the governmental unit's custody. Medical or mental health treatment and services a defendant receives at a state hospital or other facility are not a cost of prosecution and shall be recoverable under RCW 10.77.250 and .70.48.130, chapter 43.20B RCW, and any other applicable statute.

NEW SECTION.     **Sec. 2.**     RCW 3.50.100 is amended to read as follows:

(1) Costs and fees in civil and criminal actions may be imposed as provided in district court. All fees, costs, fines, forfeitures and other money imposed by any municipal court for the violation of any municipal or town ordinances shall be collected by the court clerk and, together with any other noninterest revenues received by the clerk, shall be deposited with the city or town treasurer as a part of the general fund of the city or town, or deposited in such other fund of the city or town, or deposited in such other funds as may be designated by the laws of the state of Washington.

(2) Except as provided in RCW 9A.88.120 and 10.99.080, the city treasurer shall remit monthly thirty-two percent of the noninterest money received under this section, other than for parking infractions, and certain costs to the state treasurer. "Certain costs" as used in this subsection, means those costs awarded to prevailing parties in civil actions under RCW 4.84.010 or 36.18.040, or those costs awarded against convicted defendants in criminal actions under RCW 10.01.160, 10.46.190, or 36.18.040, or other similar statutes if such costs are specifically designated as costs by the court and are awarded for the specific reimbursement of costs incurred by the state, county, city, or town in the prosecution of the case, including the fees of defense counsel. Money remitted under this subsection to the state treasurer shall be deposited in the state general fund.

(3) The balance of the noninterest money received under this section shall be retained by the city and deposited as provided by law.

(4) Penalties, fines, bail forfeitures, fees, and costs may accrue interest at the rate of twelve percent per annum, upon assignment to a collection agency. Interest may accrue only while the case is in collection status.

(5) Interest retained by the court on penalties, fines, bail forfeitures, fees, and costs shall be split twenty-five percent to the state treasurer for deposit in the state general fund, twenty-five percent to the state treasurer for deposit in the judicial information system account as provided in RCW 2.68.020, twenty-five percent to the city general fund, and twenty-five percent to the city general fund to fund local courts.

NEW SECTION.     **Sec. 3.**     RCW 35.20.030 is amended to read as follows:

The municipal court shall have jurisdiction to try violations of all city ordinances and all other actions brought to enforce or recover license penalties or forfeitures declared or given by any such ordinances. It is empowered to forfeit cash bail or bail bonds and issue execution thereon, to hear and determine all causes, civil or criminal, arising under such ordinances, and to pronounce judgment in accordance therewith: PROVIDED, That for a violation of the criminal provisions of an ordinance no greater punishment shall be imposed than a fine of five thousand dollars or imprisonment in the city jail for up to three hundred sixty-four days, or both such fine and imprisonment, but the punishment for any criminal ordinance shall be the same as the punishment provided in state law for the same crime. All civil and criminal proceedings in municipal court, and judgments rendered therein, shall be subject to review in the superior court by writ of review or on appeal: PROVIDED, That an appeal from the court's determination or order in a traffic infraction proceeding may be taken only in accordance with RCW 46.63.090(5). Costs and fees in civil and criminal cases may be taxed as provided in district courts. A municipal court participating in the program established by the

administrative office of the courts pursuant to RCW 2.56.160 shall have jurisdiction to take recognizance, approve bail, and arraign defendants held within its jurisdiction on warrants issued by any court of limited jurisdiction participating in the program.

**DISTRICT COURT CIVIL JURISDICTION  
MONETARY LIMITS**

*The message below regarding District Court Civil Jurisdiction Monetary Limits is from Judge Eide.*

As to the issue:

I talked with Judge Marcine Anderson, KCDC who is Chair of a subcommittee looking at the jurisdictional amount for District Court. She is on a Bar Ass'n committee, 'Escalating Costs of Litigation Task Force.'

The committee is looking to push for an increase in jurisdiction amount to \$100,00 for a couple reasons:

1. Most auto insurance policies have a \$100K/\$300K limit;
2. Bar seems happy with the speed and lesser costs of litigation in District Court.

But has one concern: generally there is but one judge to hear civil cases (this is largely true even in King County where specific judges are assigned in 3 divisions to hear civil cases. Apparently they would like a larger field to "pick" from. I'm not sure why an affidavit of prejudice might not solve this or what DMCJA could do about this (that would be appropriate).

Judge Anderson doesn't think anyone on the Task Force would be opposed to a higher limit (\$125K or \$150K) and was going to feel folks out about it. She has not provided any feedback on her feelers as yet.

The Task Force is also looking in to jurisdictional changes to give primary or exclusive jurisdiction to District court on other matters (most notably landlord/tenant, e.g. evictions), though there is less support on the task force for this but some support from superior court.

Sub Committee members are:

Judge Marcine Anderson, KCDC

Judge Alisha Nikata (Wenatchee/Yakima?)

Judge Wilson, Spokane District

Linda Gallagher, King County Prosecutor's Office, Civil Division.

Please pass along or tell me where to send this email to and forgive the typos.

D. Mark Eide  
Judge, KCDC  
206.477-2050

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

NEW SECTION.    **Sec. 1.**    RCW 3.66.020 is amended to read as follows:

If the value of the claim of each claimant or the amount at issue does not exceed ~~seventy-five~~ one-hundred thousand dollars, exclusive of interest, costs, and attorneys' fees, the district court shall have jurisdiction and cognizance of the following civil actions and proceedings:

- (1) Actions arising on contract for the recovery of money;
- (2) Actions for damages for injuries to the person, or for taking or detaining personal property, or for injuring personal property, or for an injury to real property when no issue raised by the answer involves the plaintiff's title to or possession of the same and actions to recover the possession of personal property;
- (3) Actions for a penalty;

(4) Actions upon a bond conditioned for the payment of money, when the amount claimed does not exceed fifty thousand dollars, though the penalty of the bond exceeds that sum, the judgment to be given for the sum actually due, not exceeding the amount claimed in the complaint;

(5) Actions on an undertaking or surety bond taken by the court;

(6) Actions for damages for fraud in the sale, purchase, or exchange of personal property;

(7) Proceedings to take and enter judgment on confession of a defendant;

(8) Proceedings to issue writs of attachment, garnishment and replevin upon goods, chattels, moneys, and effects;

(9) Actions arising under the provisions of chapter 19.190 RCW;

(10) Proceedings to civilly enforce any money judgment entered in any municipal court or municipal department of a district court organized under the laws of this state; and

(11) All other actions and proceedings of which jurisdiction is specially conferred by statute, when the title to, or right of possession of, real property is not involved.

**EMPLOYMENT SECURITY DEPARTMENT  
SUBBPOENAS**

**Hinchcliffe, Shannon**

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**From:** Marilyn Paja [MPaja@co.kitsap.wa.us]  
**Sent:** Wednesday, July 24, 2013 11:06 AM  
**To:** shinchcliff@courts.wa.gov; Judge Samuel Meyer (Mayers@co.thurston.wa.us)  
**Cc:** Maury Baker  
**Subject:** Leg meeting on 8-9 - proposal for legislation

Judge Meyer and Shannon, I will be on vacation on August 9. Depending on my travel status, I might be able to call in, but I am uncertain. Sorry.

At the last meeting I mentioned my request for a modification of RCW 50.13.070 concerning subpoenas to the Department of Employment Security. Here is a synopsis of that request:

Current Statute

RCW 50.13.070

Availability of records or information to parties to judicial or administrative proceedings — Discovery proceedings — Subpoenas.

RCW 50.13.070

Availability of records or information to parties to judicial or administrative proceedings — Discovery proceedings — Subpoenas.

Information or records deemed private and confidential under this chapter shall be available to parties to judicial or formal administrative proceedings only upon a finding by the presiding officer that the need for the information or records in the proceeding outweighs any reasons for the privacy and confidentiality of the information or records. Information or records deemed private and confidential under this chapter shall not be available in discovery proceedings unless the court in which the action has been filed has made the finding specified above. A judicial or administrative subpoena directed to the employment security department must contain this finding. A subpoena for records or information held by the department may be directed to and served upon any employee of the department, but the department may specify by rule which employee shall produce the records or information in compliance with the subpoena. [1977 ex.s. c 153 § 7.]

**PROPOSED AMENDMENT TO RCW 50.13.070** *Proposed new language is in italics*

Availability of records or information to parties to judicial or administrative proceedings — Discovery proceedings — Subpoenas.

Information or records deemed private and confidential under this chapter shall be available to parties to judicial or formal administrative proceedings only upon *an affidavit by a lawyer licensed to practice law in the State of Washington* or a finding by the presiding officer that the need for the information or records in the proceeding outweighs any reasons for the privacy and confidentiality of the information or records. Information or records deemed private and confidential under this chapter shall not be available in discovery proceedings unless *there is an affidavit by a lawyer licensed to practice law in the State of Washington* or the court in which the action has been filed has made the finding specified above. A judicial or administrative subpoena directed to the employment security department must contain this finding. A subpoena for records or information held by the department may be directed to and served upon any employee of the department, but the department may specify by rule which employee shall produce the records or information in compliance with the subpoena.

*A subpoena issued pursuant to affidavit of an lawyer licensed to practice law in the State of Washington shall lapse by its terms within one year of the date of issuance. A copy of any subpoena issued shall be simultaneously mailed or delivered to the person whose records or information is being sought, and an affidavit or mailing or other delivery shall accompany the subpoena directed to the department. Any controversy of the subpoena shall be heard in the judicial or administrative forum or court upon which the subpoena was issued.*

*Any subpoena issued pursuant to this section shall be in substantially the following form:*

*INSERT FORM SUGGESTED BY THE DEPARTMENT OF EMPLOYMENT SECURITY (We can provide a starting point as to the format, but Employment Security might have specific requests that would help their data entry and compliance.)*

Why Needed? Our District Courts have thousands of these subpoena requests made by attorneys each year. Over the past 3-5 years, there has been a huge increase in this ex parte request to the court. The volume of requests is so large that judicial review is limited to simple confirmation that the affidavit of the attorney complies with the language of the statute. For example, in one relatively small

District Court outside of the urban counties, at least 2 hours of judicial time per week is spent signing these subpoenas. This is not a good use of limited judicial resources. The form of the subpoena varies by the attorney making the request, including the time that the subpoena is effective as well as data provided to the department. There is no requirement that the individual whose records are being sought receive a copy of the subpoena. Very few, if any, requests for subpoena are made by pro se litigants; those would still require judicial issuance. The accuracy of the affidavit of a lawyer is subject to ethical review by the Washington State Bar Association, and collection attorneys are further subject to review under the strict requirements of federal and state collections statutes, as well as the State Consumer Protection Act. Finally, the proposed amendment would benefit the department: a) a standardized form could be provided that meets the department's needs, b) the attorney-issued subpoena would terminate by its own terms within one year of issuance, and c) notice to an affected individual would be required, and the controversy procedure to the underlying court or administrative proceeding would be clarified.

Cooperation expected from: Washington Collectors Association (contact: Kevin Underwood). If the DMCJA Leg Committee chooses to move forward with this proposal, then I would suggest that the proposed statutory language and supporting statement be circulated to the WCA for input/editing; and also that contact be made with the NW Justice Project and/or Columbia Legal Services for input/editing. Contact should be made with the Department of Employment Security before the bill is dropped as well. There may be other positives that can come from this proposal for all concerned.



BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

NEW SECTION. ~~Sec. 1~~ RCW 50.13.070 is amended to read as follows:

Information or records deemed private and confidential under this chapter shall be available to parties to judicial or formal administrative proceedings only upon an affidavit by a lawyer licensed to practice law in the State of Washington or a finding by the presiding officer that the need for the information or records in the proceeding outweighs any reasons for the privacy and confidentiality of the information or records. Information or records deemed private and confidential under this chapter shall not be available in discovery proceedings unless an affidavit by a lawyer licensed to practice law in the State of Washington or the court in which the action has been filed has

made the finding specified above. A judicial or administrative subpoena directed to the employment security department must contain this finding. A subpoena for records or information held by the department may be directed to and served upon any employee of the department, but the department may specify by rule which employee shall produce the records or information in compliance with the subpoena.

A subpoena issued pursuant to an affidavit by a lawyer licensed to practice law in the State of Washington shall lapse by its terms within one year of the date of issuance. A copy of any subpoena issued shall be simultaneously mailed or delivered to the person whose records or information is being sought, and an affidavit of mailing or other delivery shall accompany the subpoena directed to the department. Any controversion of the subpoena shall be heard in the judicial or administrative forum or court through which the subpoena was issued.

Any subpoena issued pursuant to this section shall be in substantially the following form:

[INSERT FORM AGREED-TO BY THE DEPARTMENT OF EMPLOYMENT SECURITY]



## DMCJA Rules Committee

Tuesday, June 10, 2014 (7:30 a.m. – 8:25 a.m.)  
Semiahmoo, Washington

### MEETING MINUTES

#### Members:

Chair, Judge Garrow  
Vice Chair, Judge Dacca  
Judge Buttorff  
Judge S. Buzzard  
Judge Fraser  
Judge Grant  
Judge Harmon  
Judge Robertson  
Judge Szambelan  
Judge Williams  
Ms. Linda Hagert, DMCMA Liaison

#### AOC Staff:

Ms. J Krebs

Judge Garrow called the meeting to order at 7:34 a.m.

The Committee discussed the following items:

#### 1. March 2014 meeting minutes

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

#### 2. Discuss potential amendment to CrRLJ 3.2(o), given the passage of SHB 6413 (DUI)

Judge Garrow stated that SHB 6143, which has an effective date of June 12, 2014, modifies RCW 10.31.100 to require law enforcement officers to keep DUI offenders in custody until release by a judicial officer when the officer has probable cause to believe that the person has violated RCW 46.61.502 or 46.61.504 and the police officer has knowledge that the person has a prior offense within ten years. This language potentially creates a conflict with CrRLJ 3.2(o), regarding Bail in Criminal Offense Cases--Mandatory Appearance. The Committee discussed amending the rule language to accommodate statutory changes. The Committee recommends that a comment be added to CrRLJ 3.2(o) to clarify that for a second or subsequent DUI offense, the provisions of RCW 10.31.100(14) apply. Judge Garrow stated that she would draft a proposed comment to that effect.

#### 3. Updates on proposed rule amendments

- **GR 31.1** – The Supreme Court adopted a rule governing access to court administrative records, but it has not yet become effective. A workgroup is examining best practices for implementation of the rule, which is similar to the Public Records Act without the financial penalties for nondisclosure.

- **GR 15** – the Judicial Information System Committee’s Data Dissemination Committee proposed changes to GR 15 that have met with a rather controversial response, particularly from the media. The Supreme Court will host a public hearing on the rule changes on June 30. DMCJA provided comments on the proposal.
- **CrRLJ 2.2, 3.2 and 3.2.1** – The Supreme Court adopted the DMCJA-proposed changes to the rules related to search warrants and probable cause in courts of limited jurisdiction. Despite the Committee’s best efforts, the language of the superior court rules and rules for courts of limited jurisdiction are not identical, but are substantially the same.
- **IRLJ 3.5** – The DMCJA Board accepted the Rules Committee’s recommendation not to act on a proposal to amend IRLJ 3.5.
- **CrRLJ 2.1** – The WSBA recently voted to recommend that the citizen complaint procedures of CrRLJ 2.1(c), but no other action appears to have been taken.

#### **4. Plan for Upcoming Year: Rule Adoption, Amendment & Repeal Ideas**

Judge Garrow stated that the Committee was typically reactive, responding to proposals that are brought to it, but the Committee could be more proactive and suggest changes to certain rules or recommend clean-up measures. The potential areas for review are the civil, criminal, infractions, general and administrative rules. Judge Dacca, Judge Williams and Judge Buttorff agreed to review the civil rules and make suggestions to the Committee. They tentatively agreed to provide a memo with the results of their review during the Committee’s October meeting. Judge Fraser, Judge Garrow and possibly Judge Buzzard agreed to review the criminal rules, and Judge Buttorff, Judge Harmon and Judge Grant agreed to review the infraction rules for courts of limited jurisdiction.

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

The Committee reviewed a chart of proposed meeting dates for the next year. Committee members agreed that Wednesday appeared to be the best date to meet. The next meeting was scheduled for Wednesday, July 16, 2014 at noon. This meeting will be cancelled if no items are referred from the DMCJA Board.

There being no further business, the meeting was adjourned.





### SO MANY CASES, SO LITTLE TIME...

- 87% of low-income Washington households have a civil legal problem in any given year (about 1.1 million matters)
  - Nearly half (55%) concern housing, family law, or employment
    - Next tier: consumer, public services, public benefits, health
  - Low-income households receive no attorney assistance with their legal problems in 88% of civil matters
- NJP has about 130 attorneys on staff
  - Provide some level of assistance in 12,606 cases per year (directly helping 27,000 people.)

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### Driver's License Reinstatement RELICENSING

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### THE NUMBERS TELL THE STORY

- About 300,000 adults in Washington have their drivers licenses suspended due to unpaid traffic fines.
- Translates to 6% of the adult population.
- An estimated 100,000 cases filed in Washington each year
- Most of these cases result from failure to pay a traffic fine or appear in court.
- Since 2007, DWLS 3 cases have comprised one-third of all misdemeanor prosecutions statewide.

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THE STORY CONTINUED...

- Arrest & convictions cost more than \$100 Million annually excluding incarceration costs.
- Many stakeholders have identified driver's license suspension as the #1 barrier to employment for unemployed individuals
- These suspensions fall most heavily on low-income people and racial and ethnic minorities.

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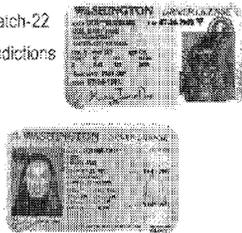
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SYSTEMIC BARRIERS

- Resolving "can't work, can't pay" catch-22
- Coordination between multiple jurisdictions
- Availability of community service
- Availability of judicial remedies



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COLLECTION AGENCY ABUSES

- Don't take into account ability to pay
- Common offer 10% down, at least \$100.00 per month.
- For individuals with high debt, can translate to impossible terms i.e. \$1000.00 down; \$125.00 monthly payments.
- Miss a payment, person must pay 50% of balance.
- Receive better deal with the help of an attorney.

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### ABUSES CONTINUED

- Collection agencies bundle court fines with other debt including medical debt.
- Default on license if default on paying other debt.
- Clients are given conflicting and inaccurate information.
- Often have to speak to several individuals-leads to inconsistent information.
- Courts are unaware of what is happening with the cases.

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### WASHINGTON RELICENSING PROGRAMS

- King County
  - About 3,000 fewer DWLS 3 cases/yr. (84% reduction in first year of program)
  - Drivers who complete the program 2.3 times more likely to regain license
  - Saved \$300,000 in prosecution and defense costs
  - Saved 1220 jail days, received \$2.00 in benefits for every \$1.00 spent
- Spokane
  - Reduced DWLS 3 caseload by 35%
  - Recovered \$1,000,000 more in fines in 2010-2011 than otherwise would have
- Other local programs
  - Seattle, Clark County, Cowlitz County, and City of Tukwila.
  - DWLS 3 diversion only: Knappton County, Klickitat County, Vancouver.

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### OREGON'S STATEWIDE RELICENSING PROGRAM

- Administered by the Oregon Department of Revenue (DOR)
- County Level Courts participate, can opt out. Only a few counties have opted out.
- Driver contacts DOR and makes an initial down payment toward overdue fines.
- DOR agent sets up payment plan based on ability to pay.
- Can be as low as \$10.00 per month.
- Courts reserve the right to request that payments be increased or decreased and to recall debt if they wish.
- DOR notifies all courts to release hold on licenses.
- DOR monitors compliance.
- DOR notifies court of delinquency.
- No interest is charged but a collection fee is assessed to cover DOR costs.

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## SUMMITS




www.washingtonlawhelp.org

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**Did You Know?** Most Getting Your Driver's License Exam?

...and that you may need a driver's license to get to the library or to work?

**How to Get Help:**

**Text CRIME to 477477**

or

Call 206-462-7477

or

Visit [www.washingtonlawhelp.org](http://www.washingtonlawhelp.org)



**Self-Help Packet**

**CRIME**

**CRIME**

**CRIME**

**550 individuals have texted in for help as of 9/30/14**

www.washingtonlawhelp.org

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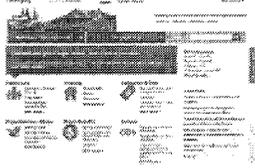
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## OTHER RESOURCES

- CLEAR Hotline 889-201-1014
- Our website: Self-help packets, videos and publications covering many common civil legal issues: [www.washingtonlawhelp.org](http://www.washingtonlawhelp.org)
- Our YouTube Channel: [www.youtube.com/user/NWJusticeProject](http://www.youtube.com/user/NWJusticeProject)



www.washingtonlawhelp.org

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CITATIONS

See Dept. of Licensing press release, Aug. 22, 2011, available on-line at <http://www.dol.wa.gov/about/news/2011/20110822/pressreleases.html>.

U.S. Census Bureau, "Washington Census Facts," available on-line at <http://quickfacts.census.gov/qfd/index/53000.html>.

Washington State Office of Public Defense, "Driving While License Suspended and Degree Survey of Courts of Limited Jurisdiction," at p. 3 (2006), available on-line at [http://www.opd.wa.gov/ozonahome/html/0006\\_2006\\_DWL\\_SDSurvey.pdf](http://www.opd.wa.gov/ozonahome/html/0006_2006_DWL_SDSurvey.pdf).

Task Force on Race and the Criminal Justice System, *Preliminary Report on Race and Washington's Criminal Justice System*, 35 Seattle U. L. Rev. 623, 669 (2012).

John B. Mitchell & Kelly Kusch, "Of Drivers' Licenses and Debtor's Prison," 4 SEATTLE J. FOR SDC, Juvl. 439, 443 (2005).

Diverting and Reclaiming Medication Could Save \$1 Billion per Year, Reducing the Need For and Cost of Appointed Counsel by Robert C. Bortchowitz, December 2010.

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**From:** Garrow, Janet [<mailto:Janet.Garrow@kingcounty.gov>]  
**Sent:** Monday, August 25, 2014 4:18 PM  
**To:** Veronica Alicea-Galvan  
**Cc:** Jennifer Benway ([Jennifer.Benway@courts.wa.gov](mailto:Jennifer.Benway@courts.wa.gov))  
**Subject:** FW: Criminal Rules Cleanup

Dear Judge Alicea-Galvan

The SCJA is proposing an amendment to CrR 3.2 and CrR 6.2.  
Does the DMCJA Board wish to have the Rules Committee review these proposed amendments and provide comments to the Board and possibly amendments to CLJ rules?  
Thanks, Janet

**From:** Cozza, Sam [<mailto:SCozza@spokanecounty.org>]  
**Sent:** Monday, August 25, 2014 4:09 PM  
**To:** [scjacriminal@listserv.courts.wa.gov](mailto:scjacriminal@listserv.courts.wa.gov); Anne Watson ([anne.watson@courts.wa.gov](mailto:anne.watson@courts.wa.gov))  
**Cc:** Garrow, Janet; 'Sullins, Nan'; Ramsdell, Jeffrey; Clarke, Harold  
**Subject:** Criminal Rules Cleanup

Dear Members of the SCJA Criminal Law & Rules Committee:

Please find attached a proposed rule change to the CrR which I believe is required by the recent State v. Barton decision from the Supreme Court. Also, a rule change updating an obsolete reference.

If you would take a look and forward ("Reply All") your comments, approval or rejection to me by Sept. 10, these can be forwarded to the SCJA for approval and submission to the Supreme Court.

Thanks,  
Sam

*Judge Salvatore F. Cozza*  
*SCJA Criminal Law & Rules Committee*

CrR 3.2 RELEASE OF ACCUSED

If the court does not find, or a court has not previously found, probable cause, the accused shall be released without conditions.

(a) Presumption of Release in Noncapital Cases.

Any person, other than a person charged with a capital offense, shall at the preliminary appearance or reappearance pursuant to rule 3.2.1 or CrRLJ 3.2.1 be ordered released on the accused's personal recognizance pending trial unless:

(1) the court determines that such recognizance will not reasonably assure the accused's appearance, when required, or

(2) there is shown a likely danger that the accused:

(a) will commit a violent crime, or

(b) will seek to intimidate witnesses, or otherwise unlawfully interfere with the administration of justice.

For the purpose of this rule, "violent crimes" are not limited to crimes defined as violent offenses in RCW 9.94A.030. In making the determination herein, the court shall, on the available information, consider the relevant facts including, but not limited to, those in subsections (c) and (e) of this rule.

(b) Showing of Likely Failure to Appear-Least Restrictive Conditions of Release. If the court determines that the accused is not likely to appear if released on personal recognizance, the court shall impose the least restrictive of the following conditions that will reasonably assure that the accused will be present for later hearings, or, if no single condition gives that assurance, any combination of the following conditions:

(1) Place the accused in the custody of a designated person or organization agreeing to supervise the accused;

(2) Place restrictions on the travel, association, or place of abode of the accused during the period of release;

(3) Require the execution of an unsecured bond in a specified amount;

~~(4) Require the execution of a bond in a specified amount and the deposit in the registry of the court in cash or other security as directed, of a sum not to exceed 10 percent of the amount of the bond, such deposit to be returned upon the performance of the conditions of release or forfeited for violation of any condition of release;~~

~~(5)~~ (4) Require the execution of a bond with sufficient solvent sureties, or the deposit of cash in lieu thereof;

~~(6)~~ (5) Require the accused to return to custody during

specified hours or to be placed on electronic monitoring, if available; or

~~(7)~~ (6) Impose any condition other than detention deemed reasonably necessary to assure appearance as required. If the court determines that the accused must post a secured or unsecured bond, the court shall consider, on the available information, the accused's financial resources for the purposes of setting a bond that will reasonably assure the accused's appearance.

(Remainder of rule unchanged)

*Comment: Rule changed to comply with State v. Barton, ---Wn2d --- (7/31/14)*

#### RULE 6.2 JURORS' ORIENTATION

All jurors will be given a general orientation when they report for duty.

(a) Juror Handbook. A copy of the Jurors Handbook to Washington Courts prepared by the Superior Court Judges' Association of the State of Washington and the ~~Washington State Magistrates Association~~ District and Municipal Court Judges' Association shall be provided to all petit jurors by the court in which they are to serve.

(b) Juror Information Sheet. Prior to the commencement of a petit jurors term of service, a juror information sheet shall be furnished to the juror by the court in which the person is to serve. The format of the information sheet shall be consistent with recommendations of the Administrator for the Courts.

*Comment: cleaning up an obsolete reference with the current name.*

**From:** Bender, Johanna [<mailto:Johanna.Bender@kingcounty.gov>]

**Sent:** Monday, September 29, 2014 3:05 PM

**To:** Veronica Alicea-Galvan; [willie.gregory@seattle.gov](mailto:willie.gregory@seattle.gov)

**Subject:** Request for sponsorship of the Judicial Institute

Judge Alicea-Galvan and Judge Gregory-

On behalf of the Judicial Institute, I am writing to ask that the DMCJA formally support the 2015 Judicial Institute. As you are aware the Judicial Institute is a collaborative effort amongst judges, minority bar associations, and the Initiative for Diversity to mentor and train diverse candidates for the judiciary.

As a supporting organization of the Judicial Institute, we ask that you:

- assist in distributing project announcements to your members and network; and
- provide financial sponsorship.

As a supporting organization, the DMCJA will be listed in marketing materials.

Last year, the DMCJA Diversity Committee made a financial contribution, and we hope you will continue to enable this important and successful project.

Warm regards,

Johanna Bender  
Judge, King County District Court  
516 Third Ave., Suite E326  
Seattle, WA 98104  
(206) 477-1680





District and Municipal Court Judges' Association  
PO Box 41170  
Olympia, WA 98504-1170

Dear Judge Brown,

**You help establish justice every day.**

Through your participation in the legal community, you help ensure that our state has a thriving justice system. As a result, people with legal dilemmas can access their rights and reach lawful resolutions to their problems. You help connect people to justice.

Our friends and neighbors who are less fortunate, however, need extra help to connect to justice. **The most recent Washington Civil Legal Needs study found that 87% of our state's 300,000 low-income households—families without the resources to afford a lawyer—will face a pressing civil legal issue this year.** These people may lose their homes, their jobs, their medical care, their chance to escape violence, or their ability to create a better future for themselves, all due to civil legal crises that might easily be resolved if they had the help of an attorney.

**Most people in legal crisis would have no idea how to participate effectively in the justice system without a little help, and low-income individuals are no different.** In fact, it's the people who already struggle against disadvantages like poverty or disability who need champions like you the most.

**Today we're asking you to extend your gift of connecting people to justice by supporting civil legal aid.** Legal aid providers offer services to low-income people who are searching for help because they can't do it on their own. Unfortunately, legal aid providers in Washington are in great need of both expert volunteers and financial provision right now. As traditional resources like Interest on Lawyers Trust Accounts (IOLTA) funds linger near an all-time low, civil legal aid providers need your support now more than ever.

There's no time to lose. **Support civil legal aid by giving to the Campaign for Equal Justice.** In doing so, you join us and thousands of other like-minded people in Washington state as we make justice through the law accessible to our friends and neighbors in need.

Thank you!

Justice Gerry Alexander, Ret.  
Co-Chair

Lucy Lee Helm  
Co-Chair

CAMPAIGN for  
**EQUAL JUSTICE**





**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.



# PROPOSED GENERAL RULE 35

## Trial Court Security

*Preamble – General Rule 35 relates to trial court security. The rule establishes an organizational structure by which trial court jurisdictions, city or county, create a professional environment that acknowledges the physical risks associated with administering justice for citizens who are often distressed. The structure outlined below will position trial courts to advocate for enhanced trial court security. The court rule is proposed by the Trial Court Security Committee and supported by trial court judges and administrator associations.*

### A) ~~Standing~~ Court Security Committee

Each trial court ~~shall~~should form and maintain a 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~~should adopt a Court Security Plan and thereafter revise the Plan as may be necessary. The Presiding Judge for each court ~~shall~~should convene a Court Security Committee meeting and invite representatives from the following:

- 1) Judiciary
- 2) Court Clerical Staff
- 3) Prosecuting Authority's Office
- 4) Public Defender's Office
- 5) Executive Branch
- 6) Law Enforcement
- 7) Any existing Court Security Unit
- 8) Facilities/Maintenance Department
- 9) Any other agency of government housed in the same building
- 10) Any other person the presiding judge deems appropriate

### B) Court Security Plan

Each Court Security Committee ~~shall~~should create a Court Security Plan for each courthouse location. Every Court Security Plan ~~shall~~should endeavor to meet or exceed the minimum standards contained in the most current Minimum Security Standards Resolution (MSSR) adopted by the ~~Board for Judicial Administration~~Trial Court Advocacy Board. Should the Court Security Plan fail to meet the MSSR, the security plan ~~shall~~should state why the minimum standards were not met. The Court Administrator ~~shall~~should 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) Routine security operations, including security screening for persons entering the court, secure storage of weapons not permitted in the courthouse, parking, landscaping, interior and exterior lighting, interior and exterior doors, intrusion and detection alarms, window security, protocol for building access for first responders, and provision of building floor plans for first responders
- 2) Written or oral threats or declarations of intent to inflict pain or injury upon court employees or others involved in the court system
- 3) Physical layout of court facility and escape routes
- 4) Threats – in court or by other means (telephone, email, website, etc.)
- 5) Bomb threat
- 6) Hostage situation
- 7) Weapons in the court facility
- 8) Active shooter
- 9) Escaped prisoner
- 10) High risk trial plan
- 11) Routine security operations
- 12) Techniques in remaining calm and avoiding panic during a stressful or potentially dangerous incident
- 13) Threat and security incident response techniques – including how to defuse potentially dangerous situations
- 14) Personal safety techniques in and around the court facility
- 15) Irrate and abusive individuals
- 16) Threats made away from the court facility

### **C) Security Drills**

It is recommended that each court hold security drills as determined by the Court Security Committee. 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~~should include practice responses for all security incidents identified in the security plan.

### **D) Incident Reports**

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

“Incident” is defined as a threat to or assault against the court or court community, including court personnel, litigants, attorneys, witnesses, jurors or others using the courthouse. It also includes any event or threatening situation that disrupts the court or compromises the safety of the court or the court community.

### Comment

Adequate courthouse security is fundamental to the administration of justice in our courts. Every citizen must feel safe to bring an action in a court; to respond to a summons to a court, or to view the proceedings in a court. While many jurisdictions have instituted adequate security precautions in their courts, this rule is intended to foster adequate courthouse security in all Washington courts.

This rule does not require that a court meet the MSSR, rather the rule ~~requires~~requests that each Court Security Committee (CSC) attempt to meet the standards, and if the standards are not met, document why. If the Court Security Plan itself does not meet the MSSR, the Plan should state the reasons the CSC has not met the MSSR. If the CSC security plan would meet the MSSR but the security plan is not fully implemented, for instance, for lack of funding, then the Court Security Plan should document the reason or reasons for lack of full implementation.

The AOC provides an online incident report portal that automatically populates a statewide security incident log. The rule requires trial courts to submit incidents for statewide collection with the intent that the incidents will be useful to inform CSCs and capture underlying data to strategize possible funding requests.





## Static Risk Assessment Committee: Superior Court Judges' Association District and Municipal Court Judges' Association

October 23, 2014

Judge Veronica Alicea-Galvan, President of DMCJA  
Judge Jeff Ramsdell, President of SCJA

RE: Committee Authority, Budget, Reporting, and Communication

Dear Judge Alicea-Galvan and Judge Ramsdell,

The undersigned are co-chairs of the Adult Static Risk Assessment (ASRA) Oversight Committee. We provide this letter on behalf of our committee in our continuing effort to inform the associations with the scope, interests, and direction we continue to make to support our trial courts.

In addition, this letter is part of our request for a nominal budget and stronger connection with our judges' associations. We believe this committee is uniquely positioned and staffed to provide much needed input on criminal justice sentencing reform.

In 2011, the SCJA and DMCJA jointly requested state funding through the Supreme Court Budget process for the purpose of automating a risk-based scoring tool to assist trial courts in decisions regarding bail, conditions of release, etc. The ASRA is an actuarially based calculation that was designed and validated by the Washington State Institute for Public Policy. The ASRA is an automated version of an actuarial based, validated, static risk tool that categorizes risk to reoffend (particularly violent re-offense) in offenders at any stage of their offending career, misdemeanor or felony.

As a result of the trial courts' request, the Administrative Office of the Courts (AOC) was directed to automate the assessment and make it available to court users. As of April of 2012, the ASRA has been available to court users with proper security permission.

The ASRA design team was initially resourced as an AOC technology project. Those resources were significantly reduced by AOC upon successful automation and implementation of ASRA. Currently our committee is staffed by one AOC employee who divides her time and energy with other AOC assigned projects and tasks related to trial court support. The responsibility and assignment of our committee includes oversight of the implementation of ASRA, "marketing" or educating courts on the use

of the tool, and updating ASRA to reflect current trends and data. Interestingly, the authority to create our committee was not document but, clearly, this committee is critical to the continued use and possible expansion of risk assessment tools since the design team disbanded. To date, committee expenses are minimal and related to travel. These expenses have been paid by AOC.

The interests and expertise of the committee have expanded to include a broader examination of criminal justice reform, especially in light of recent mandates from State government. Our committee supports a system of sentencing and supervision reform that includes consideration of risk, needs, and responsivity principles. Members of our committee attended Justice Reinvestment Initiative meetings and a training on "Smarter Sentencing". As we all know, most other jurisdictions in our country have adopted the use of risk, needs, and responsivity assessments at the trial court level. Again, we strongly believe this committee is well positioned in this regard. However, in order to participate, we ask for recognition and support from the respective judges' associations, a budget, and a more structured means of communication with the boards. Our anticipated participation and assistance is not short sighted, rather we propose to expand the directives and goals of the committee to assist trial courts on a continuing basis (see enclosed charter).

The recent efforts to reform criminal justice sentencing have, at best, weak ties to our judges' associations. The ASRA committee includes representatives from the Superior Court, Courts of Limited Jurisdiction, Misdemeanant Corrections, and research.

As mentioned above, our expenses have been minimal, but those minimal expenses have come under AOC scrutiny because the committee is not a recognized committee of AOC. Our committee has increased exposure to other criminal justice reform efforts and legislative activity which will require a travel budget. The request of this committee to SCJA and DMCJA is for \$2,500 per year. If approved, the treasurer of one association would manage the account and any unspent funds would be subject to refund at the close of the fiscal year, similar to the structure used by other committees with joint membership. We are truly committed to representing our courts and judges and, if this request is granted, we assure the limited resources will be used wisely and responsibly.

Thank you for your consideration.



## **Static Risk Assessment Committee: Superior Court Judges' Association District and Municipal Court Judges' Association**

### **Purpose**

The Adult Static Risk Assessment (ASRA) Oversight Committee is responsible for providing court-level input on implementation and future development of the Adult Static Risk Assessment (ASRA) application. The Committee will make recommendations on how to sustain, improve, and evaluate the application. The Committee will track trends in criminal processing (sentencing and supervision) and participate in policy or funding developments related to Evidence Based Sentencing, based on the Risk, Needs, and Responsivity principles.

The ASRA provides one element of a system of Evidence Based Sentencing and Supervision. The Committee will advocate for development of compatible systems of offender management through assessment (risk and needs), case management, recidivism studies, development of evidence based interventions, and quality assurance. The ASRA Oversight Committee will work with the trial court judge and administrator associations and the Trial Court Advocacy Board to promote further developments of assessment, intervention, and evaluation.

As the ASRA was designed, it is an automated application that categorizes risk level information, specific to risk of violence and re-offense. Additional assessments that focus on risk domains that are under development could possibly be added as optional domains in future releases of the ASRA risk tool. The courts will work through the Oversight Committee to coordinate recommended modifications or additions to the application in accordance with the JIS governance rules.

Successful implementation of ASRA includes components of research, evaluation, and quality assurance. The Oversight Committee membership includes a research associate who will use the committee as an advisory group to target areas of implementation and methods to evaluate changes in practices after applying risk assessment.

### **Objectives**

The oversight committee will advise implementation and future development issues associated with the ASRA. The future objectives of this project are:

1. Monitor implementation as courts begin using the application
2. Respond to change requests from court users
3. Determine the most direct way to accomplish change requests
4. Define scope of research and evaluation of application data
5. Recommend development of additional domains
6. Oversee re-validation of application
7. Evaluate assessments to determine contribution to disparate impact in the justice system, and if so, how impact can be avoided or corrected
8. Propose and coordinate education to courts about ASRA and Evidence-Based Sentencing

### **Membership**

- Member representatives from both the SCJA and DMCJA
- AOC Trial Court Services Staff
- Liaison from ISD to advise on future assessment and technical development
- Research Association to conduct ongoing evaluation of implementation and quality assurance
- Staff from pre-trial departments, Misdemeanor Corrections Association
- Other as determined necessary by the co-chairs

### **Terms**

The terms are for two years and are renewable. The meetings will be every other month unless the co-chairs determine more frequent meetings are necessary. The associations select their representatives and the budget is provided by both the SCJA and DMCJA.

The Committee Charter will be reviewed at least every other year, or as directed by a chair.

### **Leadership**

The ASRA oversight committee will have co-chairs, one selected by the SCJA and the other selected by the DMCJA. The governance and development apply to the Superior Court and Courts of Limited Jurisdiction. The application can be used by both trial courts and the leadership from both organizations should influence the future and implementation of the application.

**Approved by:**

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Judge James Dixon

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Date

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Judge Mary Logan

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Date





**TRIAL COURT  
ADVOCACY BOARD**

*There is no strength without unity - Ni neart go cur le cheile*

October 22, 2014

Judge Veronica Alicea-Galvan  
Des Moines Municipal Court  
President of DMCJA

RE: TCAB budget

Dear Judge Alicea-Galvan,

Please accept this letter as a formal request to the treasurer of the District and Municipal Court Judges' Association to submit payment of \$5,000 to the Superior Court Judges' Association for expenses related to the Trial Court Advocacy Board (TCAB). As you know, the amount contributed by both associations to TCAB was already approved, but consolidating funds in one account will provide a clear process for expenses to be paid. Expense vouchers will be submitted to the Superior Court Judges' Association treasurer for payment.

The treasurer of the Superior Court Judges' Association is Judge Marilyn Haan in Cowlitz County Superior Court. The address is 312 SW 1<sup>st</sup> Avenue, Floor 2 in Kelso, WA 98626-1739.

Please let me know if you have any questions.

Thanks,

Judge Charles Snyder  
Chair of TCAB





**WASHINGTON  
COURTS**

# Judicial College

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Judge John P. Erlick  
King County Superior Court

Judge Shelley Szambelan  
Spokane Municipal Court

**Assistant Deans**

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Yakima County Superior Court

Judge Margaret Vail Ross  
Pierce County District Court

**Deans Emeritus**

Judge Jeffrey J. Jahns  
Kitsap County District Court

Judge Annette S. Plese  
Spokane County Superior Court

**Administrative Office of the Courts**

Ms. Stephanie A. Apgar  
Court Education Professional

Ms. Jesse B. Walker  
Court Education Professional

Mr. Phil Zitzelman  
Court Education Professional

August 20, 2014

Honorable Veronica Alicea-Galvan, President  
District and Municipal Court Judges' Association  
Des Moines Municipal Court  
21630 11<sup>th</sup> Avenue S, Suite C  
Des Moines, WA 98198-6317

Re: DMCJA Annual Donation to the Judicial College

Dear Judge Alicea-Galvan:

On behalf of the Judicial College Education Committee, we respectfully request continued support from the District and Municipal Court Judges' Association for the Judicial College.

Traditionally, both the DMCJA and the SCJA co-host and sponsor the reception on Thursday evening and provide funding toward the social events offered to participants throughout the week.

We greatly appreciate the DMCJA Board's approval of an annual \$1,000 donation in sponsorship of the Association Reception, and a \$500 donation toward our social events, with the understanding that the SCJA provides an equal amount annually. We have simultaneously contacted Judge Jeffrey Ramsdell, SCJA President, with our request.

Your investment in the Judicial College fosters collegiality within the newest members of our judiciary and is of utmost value. Thank you for considering our request, please contact us with any questions or concerns.

Sincerely,

Judge Ruth E. Reukauf  
Yakima County Superior Court

Judge Margaret Vail Ross  
Pierce County District Court

cc: Hon. John P. Erlick  
Hon. Shelley Szambelan  
Ms. Stephanie A. Apgar  
Ms. Sharon Harvey  
Ms. Jesse B. Walker  
Mr. Phil Zitzelman

JBW





October 1, 2014

Honorable Veronica Alicea-Galvan  
Washington District and Municipal Court Judges  
Association  
PO Box 41170  
Olympia, WA 98504-1170

Dear Judge Alicea-Galvan:

In the Y, we believe understanding how our democratic systems work is critical to the success of our communities now, and in the future. We believe engagement in our community is essential in order to advocate for change and hold elected leaders accountable. And, we believe all young people should have the power and knowledge to exercise their rights as citizens.

It is because of these beliefs that we have set some very significant goals around increasing access for students across the state and your support is more critical now than ever. Beginning in 2015, Youth & Government will invest in a new full time staff person to support students, teachers, and volunteers in Eastern Washington.

For 65 years the Youth Legislature and Mock Trial programs have been fostering the growth and development of Washington teens. Together we can ensure that the generations to come can find their voice and understand the power they have to make our communities stronger, more sustainable and thriving places to live.

Thank you for the ongoing support of Washington's Judges! **I hope you will continue your support with a contribution of \$2500 to our 2015 Annual Campaign.**

Sincerely,

Sarah Clinton  
Executive Director  
YMCA Youth & Government

CC: Judge Robert Lewis, Mock Trial Program Chair  
Michelle Pardee

Youth & Government  
Mail PO Box 193, Olympia, WA 98507  
Physical 921 Lakeridge Way SW, Olympia, WA 98502  
P 360.357.3475 F 360.753.4615 youthandgovernment.org

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WASHINGTON COURTS

District and Municipal Court Judges' Association

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Skagit County District Court
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Mount Vernon, WA 98273-0340
(360) 336-9319

President-Elect JUDGE VERONICA ALICEA-GALVAN
Des Moines Municipal Court
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Des Moines, WA 98198
(206) 878-4597

Vice-President JUDGE DAVID STEINER
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Spokane County District Court
Public Safety Building
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Ruston/Milton Municipal Courts
(253) 759-8545

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Benton County District Court
(509) 7535-8476

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

JUDGE MARY C. LOGAN
Spokane Municipal Court
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Bellingham Municipal Court
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JUDGE HEIDI SMITH
Okanogan County District Court
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TO: District and Municipal Court Judges, Commissioners, and Magistrates
DMCJA Associate Members

FROM: Judge David A. Svaren, DMCJA President
Judge G. Scott Marinella, DMCJA Secretary-Treasurer

RE: 2014 DMCJA DUES

According to the Bylaws of the District and Municipal Court Judges' Association (DMCJA), annual dues will be assessed for members. The DMCJA Taxpayer Identification Number (TIN) is 91-1303223.

Payment of dues is prerequisite to participation in DMCJA governance and receipt of benefits associated with membership in good standing.

CHECK ONE

Judge

- 3/4 to Full-time District or Municipal Court Judge \$750
1/4 to 3/4 Time District or Municipal Court Judge \$375
Less than 1/4 Time District or Municipal Court Judge \$187

Commissioner/Magistrate (80 percent of the judge rate, based on FTE)

- 3/4 to Full-time District or Municipal Court Comm./Magistrate \$600
1/4 to 3/4 Time District or Municipal Court Comm./Magistrate \$300
Less than 1/4 Time District or Municipal Court Comm./Magistrate \$150

Associate Member

- Associate Member (retired or former member only) \$25

MAKE CHECK PAYABLE TO "DMCJA"

Please provide the following information to ensure proper posting:

Name

Court

Address

To maintain your membership in good standing, please remit this form and your payment by February 15, 2014.

Send to: Judge G. Scott Marinella
Columbia County District Court
535 Cameron St
Dayton, WA 99328





**WASHINGTON  
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Okanogan County District Court  
(509) 422-7170

November 19, 2013

**TO:** DMCJA Membership  
**FROM:** Judge David A. Svaren, President  
Judge G. Scott Marinella, Secretary-Treasurer  
**RE:** ASSOCIATION DUES

The 2014 District and Municipal Court Judges' Association (DMCJA) Dues notice is enclosed. Dues are payable by **February 15, 2014**. Please remember that, to be a member in good standing, association dues must be paid.

The DMCJA is a statutorily-created, professional Association of Washington State's limited jurisdiction court judicial officers. The Association is charged at RCW 3.70.040 with duties related to the operation and administration of limited jurisdiction courts.

The Association relies on dues and special fund assessments to carry out its statutory duties. Most activities are paid for out of Association dues. The special fund is used for expenses that cannot be paid out of government funds, but this fee will not be assessed this year.

Membership in good standing will be certified prior to the 2014 Spring Conference business meeting. As of May 1, 2014, any member who has not paid Association dues is not entitled to "any rights and privileges of active membership." (DMCJA Bylaws, Article IV, Section 3). Only those members who have paid dues will be allowed to run for Association office and/or vote. Standing will also be considered in making committee assignments and appointing representatives to outside groups.

The DMCJA encourages all its members to support the justice system by donating to the Campaign for Equal Justice/Law Fund and the Washington Judges' Foundation. An information form is enclosed for your convenience.

Enclosures:  
DMCJA Dues Notice  
Charitable Organizations Notice

N:\Programs & Organizations\DMCJA\Dues Notices\Dues Cover 2014.docx



RULE 13 ELECTRONIC LOCAL COURT RECORD SYSTEMS

- (a) An "electronic court record system" is any electronic court records technology system that is the source of statewide court data identified in the JIS Data Standards for Alternative Electronic Court Record Systems.

**Comment:** The JIS Data Standards for Alternative Electronic Court Record Systems define "Statewide court data" as "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."

- (b) All electronic court record systems must receive the approval of the Judicial Information System Committee. Notice of the proposed development must be provided to the Judicial Information System Committee and the Administrative Office of the Courts 12 months prior to the purchase or acquisition of software or services.
- (c) Alternative electronic court record systems must comply with the JIS Data Standards for Alternative Electronic Court Record Systems. These standards must be met in order for a court with an alternative electronic court record system to continue to receive Judicial Information Systems (JIS) account funding or equipment and services funded by the account.

~~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.~~



## 8. NEW COURT OR COUNTY CLERK FACILITIES

### COMMENT

*This policy section reflects the notion that relocation decisions are made locally and therefore the local court should be responsible for their impacts.*

*Relocation requires coordination and advance planning with the AOC. The AOC requires eight weeks in advance notice so that appropriate connectivity can be established.*

- 8.1 The JIS will not pay for the cost to relocate equipment and wiring.
- 8.2 The JIS will provide standard category 5 wire to courts needing such wire.
- 8.3 The JIS will be responsible for any required relocation of network connections.
- 8.4 The JIS does not provide equipment for additional new locations of existing JIS courts.

## 9. SUPPLIES

### COMMENT

*Historically, the JIS has supplied standard form paper and ribbons for printers dedicated to printing reports from JIS. The JIS has not supplied or paid for forms unique to a court, or for supplies related to laser printers which may be used for non-JIS purposes.*

- 9.1 The JIS will supply standard form printer paper and ribbons for impact and dot matrix printers in the courts.
- 9.2 The JIS does not supply or cover the cost of special forms.
- 9.3 The JIS will not supply or cover the cost of toner, paper, or photo conductors for either court owned or JIS-owned laser printers.
- 9.4 The JIS will not replace batteries in laptops supplied to the courts.

## 10. JIS APPLICATIONS

### 10.1 Requests for JIS Application Service

- 10.1.1 Routine requests involving application access, use, security, or data quality must be submitted through AOC Customer Services and will be managed by AOC.

**10.1.2** Requests involving application enhancements or replacement, legislative or court rule mandates, and non-emergency data requests must be submitted through the IT Governance Portal and follow the IT Governance Framework and JIS IT Governance Policy, approved by the JISC.

**10.2 Alternative Custom Local Systems, Interfaces, Reports and Services**

**10.2.1** The JIS provides case management automation to courts and clerks and provides statewide access to the JIS database. To implement this, the JISC selects and provides equipment and services. The JISC plans for, implements, and supports case management applications that provide baseline functionality to the courts of Washington State. The JISC acknowledges that some courts and clerks desire alternative services and/or applications to meet their local needs. Courts and clerks that implement alternative applications or services are responsible for the costs of acquiring, developing, implementing, and maintaining such systems.

**10.2.2** For those courts and clerks that do not use the state-provided solutions as chosen by the Judicial Information Systems Committee, Judicial Information Systems account funds may not be allocated for (a) the costs to meet the data collection and exchange standards developed by the Administrative Office of the Courts and the Judicial Information Systems Committee, and (b) the costs to acquire, develop, implement or maintain alternative court case management systems.

**10.2.3** Access to JIS systems will only be through AOC-supported data exchange methods. Courts may create their own custom user interfaces, reports or services (including data exchanges) consistent with the standard JIS application programming interfaces (API's) for business services or the JIS enterprise data warehouse.

**10.2.4** Custom extensions developed to meet local needs do not require JIS Committee approval and will receive no JIS support.

# JIS Data Standards for Alternative Electronic Court Record Systems

**Effective Date: October 24, 2014**

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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, 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 an Alternative Electronic Court Record System. Juvenile Departments are included in the scope as each is a division within a Superior Court. It does not include the Supreme Court and Court of Appeals courts as their systems are, by statute, fully supported by the AOC.

This standard does not apply to Superior and CLJ courts using the statewide case management system, as they are already subject to existing JIS policies, standards, guidelines, and business and data rules that encompass the data requirements identified in Appendix ‘B.’

## 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.

“Alternative Electronic Court Record System” is any 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 an Alternative Electronic Court Record System. There are six sections:

- Section ‘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 Alternative Electronic Court Record System to the statewide JIS.
- Section ‘C’, Common Process: provides guidance to provide consistency and quality in the content of the shared data identified in subsection ‘B’ - Shared Data.
- Section ‘D’, Security: identifies the AOC security standards that apply for data sharing and access to the statewide JIS.
- Section ‘E’, Technical: provides the technical requirements that are required for the exchange of data between systems.

- Section 'F', Responsibilities: provides information on what is expected to be performed by the 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 an Alternative Electronic 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 an alternative system.

1. A court that implements an Alternative Electronic Court 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 an Alternative Electronic Court 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
  - e) GR 34 for the waiver of court and clerk's fees and charges in civil matters on the basis of indigency

3. A court that implements an Alternative Electronic Court 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 any Alternative Electronic Court Record System database are able to complete necessary transactions and provide synchronized information to users.

A court that implements an Alternative Electronic Court Record System shall 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. All data elements which have been marked as "Baseline" with a 'B' in columns corresponding to the court level, in Appendix 'A' shall be effective as of the approval date of the standard. The implementation of the shared data (court applicability and timing) shall be governed by the Implementation Plan for the JIS Data Standards for Alternative Electronic Court Record Systems.

Detailed business and technical requirements for the shared data elements listed in Appendix 'A' will be provided in a separated Procedure and Guideline Document.

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 Alternative Electronic 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 Electronic Contact
	<b>Court Level</b>	Superior, Juvenile, and CLJ

<b>(2)</b>	<b>Title</b>	Case Filing and Update
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	<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 Index Information Citation Case Relationship Process Control Number
	<b>Court Level</b>	Superior, Juvenile, and CLJ

(3)	<b>Title</b>	Case Participation
	<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
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(6)	<b>Title</b>	Warrant Information
	<b>Requirement:</b>	Order Issuing Warrant and status processing update though 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
	<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, and 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:

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). Therefore the codes standards apply to the data that is being shared.

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) **One Day** – data shall be provided no later than one business day after being entered into the alternative system. In instances where state statute or other mandates require data be entered into the JIS sooner, those mandates shall prevail (see general standards).

- b) **Two Day**— data shall be provided within two business days after the event occurred and was entered into the alternative system. This category is used to get most all case information that is not required to be current except for the court of origination.
- c) **Monthly** – data for the previous month shall be provided by the 10th day of the following month. This category is used generally for statistical data that is not used for operational decision making (caseload statistics).

Time Standards Table

Id	Event	Time category
1	Case initiation 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.	One Day
3	Case filings and updates for non-well-identified individuals. Accounting Case Detail associated with these cases.	Two Day
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 Detention Daily Population	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 when sending data to the JIS. 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:**

The Shared Data Standards above identify the data that must be provided. The data quality standards apply to the data that is shared. Data that is shared must be consistent with the data from the alternative system.

Courts that operate an Alternative Electronic Court Record Systems shall work with AOC to ensure that data has:

- a) **Uniqueness:** No entity exists more than once within the data set. What this means is that if a case at a court exists, that case will have a unique identification. For example, a case should not have two different identifications (case numbers), making it appear that there are two instead of one.
- b) **Accuracy:** The degree with which data correctly represents the “real-life” objects they are intended to model. Accuracy measures the degree to which the computerized records reflect the authoritative court records. For example, the computerized record should show a guilty finding when the Order for Judgment and sentence is ‘Guilty.’
- 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:** Alternative Electronic Court Record 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 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):** Alternative Electronic 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. 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 an Alternative Electronic 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 an Alternative Electronic Court 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 an alternative system, the services provided by the AOC and those provided by a 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 an Alternative Electronic 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. Disaster recovery planning and testing is performed to ensure that a court can sustain business continuity in the event of a disaster that impairs its Alternative Electronic Court Record System and integration linkages with the statewide system.
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. The AOC currently provides audit records for JIS systems to track the identity of a person changing or accessing JIS data and the date and time it was changed/access. The JIS audit trails are used periodically as evidence in court cases for unauthorized data access. The alternative systems are expected to have a similar capability for tracking changes and data access.
5. A court shall use the codes list provided by the AOC. The data sent to the AOC via data entry or data exchange shall conform to the standard codes values defined for those methods. Translation for the alternative system to the standard code is expected to be performed by the originating court.

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 courts in a technical advisory role in service usage.
5. The AOC shall publish code lists for the courts based on the AOC and court Service level Agreement (SLA) prior to the codes becoming effective.
6. The AOC shall be responsible to notify in advance of making any changes to any data exchange service which would require courts to make any corresponding revisions to their systems, and to work with the affected courts to minimize any such potential impact.

Shared Responsibilities: -

1. The Information Technology Governance (ITG) process shall be used for governing changes in data elements (new, revised, codes changes, etc.), data exchange transport methods (message content, format, security, etc.), or other items that impact the client side (court) technology components.
2. The AOC and the court will work cooperatively on processes for identifying, correcting, and monitoring data quality as specified in subsection B.4 issues.
3. The AOC and the court will coordinate disaster recovery testing for the integration components between the two systems.
4. Changes that are required by legislative mandate, court rule, or other authority must be completed based on the effective date imposed by the originating authority. Changes that are originated from a source other than law/rule shall be made effective in a reasonable time frame as agreed to between the parties involved. If an agreement cannot be made, the JISC shall determine the effective date of the change.

## **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

The table below provides the standards for the data to be shared. The following is a description of each column:

**Shared Data** – The Name of the Shared Data group. This name can be used to cross reference back to subsection B.1 in the “Shared Data” cell. This provides a business name for the group of data elements to be shared.

**Element Number** – A sequential Number assigned to each individual data element.

**Element Name** – the business related name for the shared data element.

**Definition** – The definition for either the Share Data group or the Data Element.

**Standards Requirement** – By Court Level if the data element is required – ‘B’ –Baseline, ‘F’ – Future, NA – Not Applicable

**Sup** – Superior

**CLJ** – Court of Limited Jurisdiction

**Juv** – Juvenile Department

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Accounting Summary		Accounting Summary provides the total debit and credit amounts for a given court, BARS Account Number, Case Classification Code, Jurisdiction Code, and Accounting Date. One record is needed for each court, BARS Account Number, Case Classification Code, Jurisdiction Code every accounting date (365 days a year).	B	B	NA
1	Court Code	Code that identifies the court.	B	B	NA
2	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
3	Case Classification Code	Standard statewide code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	NA
4	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA
5	Accounting Date	Date data in which the accounting information was effective.	B	B	NA
6	Debit Amount	The total debit amount for the court, jurisdiction, account, and accounting date.	B	B	NA
7	Credit Amount	The total credit amount for the court, jurisdiction, account, and accounting date.	B	B	NA
<b>Accounting Case Detail</b>		Accounting Case Detail provides the most granular level of financial information for a case. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions throughout the life of a case.	B	B	NA
8	Court Code	Code that identifies the court.	B	B	NA
9	Transaction Identifier	Court-defined unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify the transaction.	B	B	NA
10	Case Identifier	Court defined unique case identifier.	B	B	NA

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
11	Person Identifier	The statewide identifier for the person for which the transaction applies. If the transaction is not associated with a person, then this can be blank.	B	B	NA
12	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	NA
13	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA
14	Accounting Date	Date data in which the accounting transaction was effective.	B	B	NA
15	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA
16	Accounting Amount	The dollar amount allocated to the BARS account for the transaction.	B	B	NA
17	Primary Law Number	The statewide standard law number, when available, for which the transaction applies.	B	B	NA
18	Cost Fee Code	The statewide standard cost fee code, when available, for which the transaction applies.	B	B	NA
19	Transaction Code	A standard code that specifies the transaction that was made.	B	B	NA
20	Adjustment Reason Code	A code which identifies the reason for an adjustment.	B	B	NA

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
	<b>Address</b>	Address provides information on a person's location or contact. The address type (location) can be various types (residence, mailing, other correspondence, confidential, etc.).	B	B	B
21	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	B
22	Address Type Code	A code which specifies the address type.	B	B	B
23	Address Line 1 Text	The first line of the address per US postal standards.	B	B	B
24	Address Line 2 Text	The second line of the address per US postal standards.	B	B	B
25	Address Line 3 Text	The third line of the address per US postal standards.	B	B	B
26	Address City Name	The legal name of the city or location.	B	B	B
27	Address Postal Code	The US zip code, Canadian Postal Code or other similar routing number.	B	B	B
28	Address State Code	The state code for the location.	B	B	B
29	Address County Code	The Washington state county code for the location.	B	B	B
30	Address Country Code	The location country code.	B	B	B
31	Address Begin Date	The first date that the address is applicable for the person.	B	B	B
32	Address End Date	The last date that the address is applicable for the person.	B	B	B
33	Address Status Code	A code which designates the status of the address (undeliverable, returned, or other etc.).	B	B	B

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
	<b>Case Association</b>	A case association is the relationship of one case to another related case. Examples are CLJ case and the associated superior court case when appealed, A probable cause hearing/case and the actual legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B
34	Case Association Identifier	A unique identifier provided by the data originator for identifying all related cases. Each case in the association will have the same identifier value.	B	F	B
35	Case Identifier	Court defined unique case identifier.	B	F	B
36	Case Association Type Code	A code that identifies the type of associations (linked, consolidated, etc.).	B	F	B
37	Case Association Role Type Code	A code that specifies the role of the case in the association (primary, secondary, etc.).	B	F	B
	<b>Case</b>	A case is the primary business item that is used to manage and track status for issues filed in a court.	B	B	B
38	Case Identifier	Court defined unique case identifier.	B	B	B
39	Court Code	A code that uniquely identifies a court. The code is unique statewide.	B	B	B

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
40	Case Number	A court-assigned number that is used for externally identifying a case. The case number is unique within a court code.	B	B	B
41	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	B
42	Law Enforcement Agency Code	A code that identifies the law enforcement agency that originated the case.	B	B	B
43	Case Filing Date	The date in which the case was filed in the court.	B	B	B
44	Case Title Text	The court case title.	B	B	B
45	Case Security Status Code	A code which specifies the security level (confidential, sealed, public, etc.).	B	B	B
<b>Case Status</b>		Case status provides information on the different stages of a case through its lifecycle (resolution, completion, closure, etc.).	B	B	B
46	Case Identifier	Court defined unique case identifier.	B	B	B
47	Case Status Type Code	A code identifying the type of case status (resolution, completion, closure, etc.).	B	B	B
48	Case Status Code	A code identifying the case status for the type.	B	B	B
49	Case Status Date	The date associated with the case status.	B	B	B
<b>Charge</b>		An allegation as to a violation of law.	B	B	B

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
50	Person Identifier	The statewide identifier for the person for which the charge applies.	B	B	B
51	Case Identifier	Court defined unique case identifier.	B	B	B
52	Charge Identifier	A unique identifier for the charge provided by the court.	B	Y	B
53	Charge Information Number	A sequential number assigned to the charging document. Court case types this data element is non applicable.	B	NA	NA
54	Charge Information Date	The date from the charging document.	B	B	B
55	Charge Count Number	A sequentially assigned number, starting at one for each charge count.	B	B	B
56	Charge Violation Date	The date in which the offense, citation, violation etc. occurred.	B	B	B
57	Charge Primary Local Law Number	The law number as recorded in the local system for the primary charge.	B	B	B
58	Charge Primary Standard Law Number	The statewide equivalent (if any) for the charge primary local law number.	F	F	F
59	Charge Primary Result Code	A code which specifies the outcome as decided by the court, related to the primary charge.	B	B	B
60	Charge Primary Result Reason Code	A code which specifies the reason for the primary charge result code (example, Alford plea for a guilty result).	F	B	F
61	Charge Primary Result Date	The date of the primary charge result finding.	B	B	B

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
62	Charge Special Allegation Law Number	The law number of any special allegation (deadly weapon, sexual motivation, etc.) for the charge.	Y	F	Y
63	Charge Special Allegation Result Code	A code which specifies the outcome as decided by the court, related to the special allegation.	B	F	Y
64	Charge Special Allegation Result Date	The date of the special allegation.	F	F	F
65	Charge Modifier Law Number	The law number of any inchoate modifier (attempted, conspiracy, etc., etc.) for the charge.	B	F	B
66	Charge Definition Law Number	The law number for any definitional laws cited in the charging document for the charge count.	B	F	B
67	Charge Domestic Violence Code	A code which specifies domestic violence applicability for the charge count.	B	B	B
68	Charge Arraignment Date	The date on which the defendant was arraigned on the charge.	B	B	B
69	Charge Plea Type Code	A code that specifies the plea provided by the defendant for the charge.	B	B	B
70	Charge Plea Date	The date on which the plea was made.	B	B	B
71	Charge Sentence Date	The date on which sentencing, if any, was made on the charge.	B	B	B
72	Charge Sentence Judicial Official Identifier	The identifier of the judicial officer who made the sentencing.	B	B	B
73	Charge Same Course of Conduct Code	A code used for juvenile cases to indicate if the charge was committed during the same course of conduct as related to other charges.	NA	NA	B

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
74	Charge Juvenile Disposition Offense Category Code	A code which specifies the offense severity for juvenile offender cases.	NA	NA	B
<b>Citation</b>		A document issued to a person that contains the alleged violation of law.	NA	B	NA
75	Case Identifier	Court defined unique case identifier.	NA	B	NA
76	Citation Date	The date that the citation was issued.	NA	B	NA
77	Originating Agency Code	A code which identifies the agency that originated the citation.	NA	B	NA
78	Originating Agency Number	The number assigned to the citation as provided by the originating agency. The originating agency number can be different or the same as the case number filed by the court.	NA	B	NA
79	Citation Amount	The fine dollar amount from the citation.	NA	B	NA
80	Citation Accident Code	A code that indicates if an accident was involved.	NA	B	NA
81	Citation Speed Zone Count	A number that specifies the speed limit at the location of the citation.	NA	B	NA
82	Citation Vehicle Speed Count	A number that specifies the vehicle speed as written on the citation.	NA	B	NA
83	Citation Blood Alcohol Content Type Code	A code that specifies the blood alcohol percentage testing method.	NA	B	NA
84	Citation Blood Alcohol Content Percent	The blood alcohol percent.	NA	B	NA
85	Citation THC Type Code	A code that specifies the THC testing method.	NA	B	NA

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
86	Citation THC Level Count	The THC level as tested.	NA	B	NA
87	Vehicle License Number	The vehicle license plate number.	NA	B	NA
88	Vehicle License State Code	The vehicle license plate number state code.	NA	B	NA
<b>Condition</b>		An item that must be satisfied to resolve the issues on a case (charges, judgments, and other orders).	F	B	B
89	Condition Identifier	A unique identifier for the condition provided by the court.	F	B	B
90	Document Number	The number or identifier from the source document that imposed the condition. This has the same value as a corresponding entry for a Significant Document Index entry.	F	F	F
91	Case Identifier	Court defined unique case identifier.	F	B	B
92	Person Identifier	The statewide identifier for the person for whom the address applies.	F	B	B
93	Official Identifier	The statewide identifier for the official who imposed the condition.	F	B	B
94	Condition Date	The date that the condition was imposed.	F	B	B
95	Condition Type Code	The type of condition imposed (fine, jail, class, etc.).	F	B	B
96	Condition Amount	An amount, if applicable.	F	B	B
97	Condition Time Count	The amount of time for the condition, if applicable. The time is measured based on the time unit code.	F	B	B
98	Condition Time Unit Code	The time units (hour, day, month, etc.) that is for the condition time unit count.	F	B	B
99	Condition Review Date	The next date on which the condition is scheduled for review.	F	B	B

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
100	Condition Completion Date	The date on which the condition was completed.	F	B	B
101	Condition Completion Code	A code specifying the type of completion (completed, not completed, paid, etc.).	F	B	B
<b>Detention Episode Population</b>		Detention population tracks the status of a detainee for each day they are considered part of a facilities population. There is one record for each record per detainee per day.	NA	NA	B
102	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B
103	Case Identifier	Court defined unique case identifier.	NA	NA	B
104	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B
105	Detention Population Episode Reporting Date	The calendar date for which the detention population applies.	NA	NA	B
106	Detention Population Reporting Time	The time in which the detention population was measured.	NA	NA	B
107	Detention Population Code	A code identifying the population status for the person in the facility (in facility, temporary leave, furlough, etc.).	NA	NA	B
<b>Detention Episode Summary</b>		Detention Episode contains the information for a detention episode. There is one record for each episode as measured from initial intake to final release.	NA	NA	B
108	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B
109	Case Identifier	Court-defined unique case identifier.	NA	NA	B
110	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
111	Detention Episode Intake Code	A code that identifies the intake decision (screen, release, hold, etc.).	NA	NA	B
112	Detention Episode Intake Date	The date of the intake decision.	NA	NA	B
113	Detention Episode Intake Time	The time of the intake decision.	NA	NA	B
114	Detention Episode Admission Reason Code	A code that identifies the reason decision (screen, release, hold, etc.).	NA	NA	B
115	Detention Episode Admission Date	The date of the admission decision.	NA	NA	B
116	Detention Episode Admission Time	The time of the admission decision.	NA	NA	B
117	Detention Episode Primary Charge Code	A code that identifies the charge decision (screen, release, hold, etc.).	NA	NA	B
118	Detention Episode Primary Charge Severity Code	A code that identifies the severity decision (screen, release, hold, etc.).	NA	NA	B
119	Detention Episode Release Reason Code	A code that identifies the reason decision (screen, release, hold, etc.).	NA	NA	B
120	Detention Episode Release Date	The date of the release decision.	NA	NA	B
121	Detention Episode Release Time	The time of the release decision.	NA	NA	B
122	Detention Episode Time Served Hours Count	The count of the hours served.	NA	NA	B
<b>Electronic Contact</b>		Electronic Contact provides a record of electronic contact methods and locations (email, web page, etc.).	F	F	F
123	Electronic Contact Identifier	Unique identifier for the Electronic Contact as provided by the court.	F	F	F
124	Person Identifier	The statewide identifier for the person for which the address applies.	F	F	F

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
124	Electronic Contact Type Code	A code that identifies the electronic contact type (email, webpage, etc.).	F	F	F
126	Electronic Contact Address Text	The electronic contact address.	F	F	F
127	Electronic Contact Begin Date	The start date for the electronic contact.	F	F	F
128	Electronic Contact End Date	The end date for the electronic contact.	F	F	F
<b>Failure To Appear</b>		Failure To Appear provides a record for each failure to appear.	NA	B	NA
129	FTA Identifier	Unique identifier for the FTA as provided by the court.	NA	B	NA
130	Case Identifier	Court-defined unique case identifier.	NA	B	NA
131	Person Identifier	The statewide identifier for the person for whom the address applies.	NA	B	NA
132	FTA Order Date	The date on which the FTA was ordered.	NA	B	NA
133	FTA Issuance Date	The date on which the FTA was issued.	NA	B	NA
134	FTA Adjudication Date	The date the FTA was adjudicated.	NA	B	NA
<b>Official</b>		Official provides a record for each official that is used in other records provided. See Significant Document Index Information.	B	B	B
135	Official Identifier	Statewide identifier of an official.	B	B	B
136	Official Name	Official name.	B	B	B
137	Organization Identifier	The unique identifier for the organization to which the official belongs (court, LEA, etc.).	B	B	B
138	Official Title	The title for the official when applicable.	B	B	B
139	Official Type Code	A code which specifies the type of official (judge, law enforcement officer, attorney, etc.).	B	B	B

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
140	Official Sub Type Code	A code which further qualifies the official type.	B	B	B
141	Official Status Code	The status of the official. (active, inactive, etc.).	B	B	B
142	Official Begin Date	The start date for the official.	B	B	B
143	Official End Date	The end date for the official.	B	B	B
<b>Organization</b>		Organization provides a record for each organization that is used in other records provided. See Office.	B	B	B
144	Organization Identifier	A statewide unique identifier for the organization.	B	B	B
145	Organization Name	The organization name.	B	B	B
146	Organization Type Code	A code that identifies the type of organization (court, LEA, etc.).	B	B	B
147	Organization Sub Type Code	A code that identifies the sub-type within the type.	B	B	B
148	Organization Status Code	The status of the organization when applicable.	B	B	B
149	Organization Begin Date	The organization begin effective date.	B	B	B
150	Organization End Date	The organization end effective date.	B	B	B
<b>Participant</b>		Participant provides a record of each participant on a case.	B	B	B
151	Participant Identifier	A unique identifier for the participant.	B	B	B
152	Case Identifier	Court-defined unique case identifier.	B	B	B
153	Person Identifier	The statewide identifier for the person to which the address applies.	B	B	B
154	Participant Type Code	A code for the role of the person on the case (defendant, petitioner, etc.).	B	B	B
155	Participant Status Code	The status of the participant on the case.	B	B	B
156	Participant Begin Date	The participant begin effective date.	B	B	B
157	Participant End Date	The participant end effective date.	B	B	B

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
158	Participant Security Code	A code that identifies the security status for the participant (open, confidential, etc.).	F	F	F
<b>Participant Association</b>		Participant Association provides a record for the association between participants on a case, when applicable.	B	B	B
159	Participant Association Identifier	An identifier in each record used to associate participants.	B	B	B
160	Participant Association Type Code	A code which specifies the type of association between one or more parties (family relationship, victim, etc.).	B	B	B
161	Case Identifier	The unique identifier for the case.	B	B	B
162	Participant Identifier	The unique identifier for the participant.	B	B	B
163	Participant Association Role Code	A code that identifies the role of the participant in the participant association.	B	B	B
164	Participant Association Begin Date	The participant association begin.	B	B	B
165	Participant Association End Date	The participant association end.	B	B	B
<b>Person</b>		Information for an individual for a person that is a participant on a case or person that is associated to a person on a case.	B	B	B
166	Person Identifier	The statewide identifier for the person.	B	B	B
167	Person First Name	The person's first name.	B	B	B
168	Person Last Name	The person's last name.	B	B	B
169	Person Middle Name	The person's middle name.	B	B	B
170	Person Birth Date	The person's date of birth.	B	B	B
171	Person Death Date	The person's date of death.	B	B	B
172	Person Gender Code	A code that identifies the person's gender.	B	B	B

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CUJ	Juv
173	Person Race Code	A code that identifies the person's race.	B	B	B
174	Person Ethnicity Code	The code of that identifies the person's ethnicity.	B	B	B
175	Person Criminal Identification Number	The identification provided by Washington State Patrol.	B	B	B
176	Person Driver License Number	The driver's license number.	B	B	B
177	Person Driver License State Code	A code for the state code that issued the driver's license.	B	B	B
178	Person Driver License Expire Date	The driver's license expiration date.	B	B	B
179	Person Department Of Corrections Number	The identification number provided by the Department of Corrections.	B	B	B
180	Person Juvenile Number	The identification number used for juveniles in Washington State.	B	B	B
181	Person FBI Number	The identification number provided by the Federal Bureau of investigation.	B	B	B
182	Person Height Inch Count	The person's height in inches.	B	B	B
183	Person Weight Count	The person's weight in pounds.	B	B	B
184	Person Eye Color Code	A code which specifies the person's eye color.	B	B	B
185	Person Hair Color Code	A code which specifies the person's hair color.	B	B	B
186	Person Physical Description Text	A textual description of the person including identifying characters, scars, marks, and tattoos.	B	B	B
187	Person Language Code	The standard code that identifies the person's primary language when interpretation is needed.	B	B	B
	<b>Person Association</b>	Person Association provide a linkage of one person record to another. These associations can be other records: alias, facility relationship etc.	B	B	B
188	Person Association Identifier	An identifier in each record used to associate persons.	B	B	B

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
189	Person Association Type	A code which specifies the type of association between one or more parties (alias, family relationship, etc.).	B	B	B
190	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B
191	Person Association Role Code	A code for the role of the person in the relationship (true name, alias, parent, child, etc.).	B	B	B
192	Person Association Begin Date	The person association begin effective date.	B	B	B
193	Person Association End Date	The person association end effective date.	B	B	B
<b>Phone</b>		Phone provides a record of phone number contacts for a person.	B	B	B
194	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B
195	Phone Type Code	A code that identifies the phone number type (home, cell, etc.).	B	B	B
196	Phone Number	The phone number.	B	B	B
197	Phone Begin Date	The phone number begin effective date.	B	B	B
198	Phone End Date	The phone end effective date.	B	B	B
<b>Proceeding</b>		Proceeding provides a record hearings for a case.	B #6	B	NA
199	Proceeding Identifier	A unique identifier provided by the court for the proceeding.	B	B	NA
200	Case Identifier	Court-defined unique case identifier.	B	B	NA
201	Proceeding Type Code	A code that identifies the type of proceeding.	B	B	NA
202	Proceeding Schedule Date	The scheduled proceeding date.	B	B	NA
203	Proceeding Schedule Time	The scheduled proceeding time.	F	B	NA

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
204	Proceeding Schedule Official Identifier	The identifier of the official scheduled to hear the proceeding.	B	B	NA
205	Proceeding Actual Date	The actual date of the proceeding.	F	B	NA
206	Proceeding Actual Official Identifier	The official that heard the proceeding.	F	B	NA
207	Proceeding Status Code	A code that identifies the status (scheduled, held, etc.).	F	B	NA
208	Proceeding Status Date	The date associated with the proceeding status code.	F	B	NA
209	Proceeding Status Reason Code	A code that further qualifies the proceeding status when applicable (not held reason, etc.).	F	B	NA
<b>Process Control Number</b>		Process Control Number provides a record of each process control number assigned by Washington State Patrol (WSP).	B	B	NA
210	Case Identifier	Court defined unique case identifier.	B	B	NA
211	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	NA
212	Process Control Number	The process control number (PCN) assigned by WSP.	B	B	NA
213	Process Control Number Date	The date the PCN number was assigned.	B	B	NA

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
<b>Significant Document Index Information</b>		Significant documents will include all documents in which information needs to be shared outside of a court. These, in general are document that provide original filings, decisions, etc. Examples would be criminal complaints, petitions, orders, stipulations or other agreements. This does not mean document images; it is the significant data contained in the documents.	B	B	B
214	Case Identifier	Court-defined unique case identifier.	B	B	B
215	Document Identifier	A unique identifier assigned by the court.	B	B	B
216	Document Type Code	The document type (judgment and sentence, order, etc.).	B	B	B
217	Document File Date	The document file.	B	B	B
218	Document Decision Code	A code that type of decision when applicable.	B	B	B
219	Document Decision Date	The document decision date.	B	B	B
220	Document Expiration Date	The document expiration date.	B	B	B
221	Document Termination Date	The document decision termination date (used for domestic violence or other applicable orders).	B	B	B
222	Document Authorizing Official Identifier	The identifier of the official that authorized the document.	B	B	B
<b>Significant Document Party</b>		Significant Document Party provides a record that provides additional information related to the parties for which a document applies. This is used for protection orders to identify the protected and restrained persons. It can also be used to record information for other documents when applicable.	B	B	B

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
223	Case Identifier	Court-defined unique case identifier.	B	B	B
224	Document Identifier	A unique identifier assigned by the court.	B	B	B
225	Document Party Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B
226	Document Party Decision Code	A code that specifies the role of the party (protects, restrains, etc.)	B	B	B
<b>Warrant Information</b>		Warrant information provides a record for each warrant.	B	B	NA
227	Case Identifier	Court defined unique case identifier.	B	B	NA
228	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	NA
229	Warrant Order Date	The date the warrant was ordered.	B	B	NA
230	Warrant Issuance Date	The date the warrant was issued.	B	B	NA
231	Warrant Cancelled Date	The date the warrant was cancelled, when applicable.	F	B	NA
232	Warrant Recalled Date	The date the warrant was recalled, when applicable.	F	B	NA
233	Warrant Quashed Date	The date the warrant was quashed, when applicable.	F	B	NA
234	Return Adjudication Date	The date the adjudication was returned to the Department of Licensing (DOL), when applicable.	F	B	NA
235	Warrant Type Code	A code that specifies the warrant type (Bench, Administrative, etc.).	F	B	NA
236	Warrant Service Date	The date that the warrant was served, when applicable.	F	B	NA

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
237	Warrant Expire Date	The warrant expiration date.	F	B	NA
238	Warrant Bail Amount	The bail amount on the warrant.	F	B	NA
239	Warrant Fee Amount	The fee amount on the warrant.	F	B	NA

# Implementation Plan – JIS Data Standards for Alternative Electronic Court Record Systems

**Effective Date: October 24, 2014**

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## **PURPOSE**

The purpose of this document is to provide an Implementation Plan for the JIS Data Standards for Alternative Electronic Court Record Systems.

## **AUTHORITY**

The JIS Data Standards for Alternative Electronic Court Record Systems, as approved on October 24, 2014 by the Judicial Information System Committee (JISC), specifies that this Implementation Plan shall be followed.

## **BACKGROUND**

JISC Rule 13 requires that courts must request approval from the JISC to leave the centralized JIS and to use an Alternative Electronic Court Record System. Some courts are already using an alternative system and some courts might be contemplating moving to an alternative system.

The standard contains the requirements and responsibilities for trial courts to interface their Alternative Electronic Court Record System 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.

## **PURPOSE**

The purpose of this document is to specify a phased implementation plan for the standards so that trial courts not currently using JIS as their primary case management system can meet the requirements of the standard.

## **IMPLEMENTATION REQUIREMENTS**

The JISC recognizes and acknowledges that some courts have not used JIS as their primary case management system for many years, so the implementation plan addresses both courts that are currently using other case management systems, and courts that may use other case management systems in the future.

### **A. TRIAL COURTS USING JIS AS THEIR PRIMARY SYSTEM AS OF APRIL 4, 2014**

Trial courts using JIS as their primary case management system on or after April 4<sup>th</sup>, 2014 shall provide all data specified as baseline for their court level in the JIS Data Standards for Alternative Electronic Court Record Systems on the date they stop using JIS as their primary case management system. Baseline data, by court level, is identified in Appendix 'B' Share data Elements.

**B. TRIAL COURTS NOT USING JIS AS THEIR PRIMARY SYSTEM AS OF APRIL 4, 2014**

Trial courts not using JIS as their primary case management system as of April 4, 2014, shall meet the following implementation requirement (Seattle Municipal, Spokane Municipal, and Pierce Superior):

Courts shall continue to enter data into JIS at the same level entered as of April 4, 2014. A high level analysis of the alignment with the shared data standard as of June 2013 is contained in Appendix 'A'.

## APPENDIX 'A'

### ANALYSIS OF COURT ALIGNMENT TO SHARED DATA STANDARDS

Court Name	Seattle Municipal	Spokane Municipal	Pierce Superior
Accounting Summary	No	Old Only	Yes
Accounting Detail	No	Old Only	Yes
Party Information	Partial	Partial	Partial
Case Filing and Update	Criminal	Yes	Yes
Case Participation	Partial	Partial	Partial
Case Charge	Partial	Partial	Partial
Case Order	Yes	Partial	Partial
Warrant	No	Partial	Yes
Failure to Appear	No	Partial	Yes
Proceeding	No	Partial	No
Case Status	Partial	Partial	Yes
Judgment	No	Partial	Yes
Sentence	No	Partial	Yes
Compliance Monitoring	No	Partial	NA
Case Association	NA	NA	Yes

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## APPENDIX 'B' SHARED DATA ELEMENTS

The table below provides the standards for the data to be shared. The following is a description of each column:

**Shared Data** – The Name of the Shared Data group. This name can be used to cross reference back to subsection B.1 In the "Shared Data" cell. This provides a business name for the group of data elements to be shared.

**Element Number** – A sequential Number assigned to each individual data element.

**Element Name** – the business-related name for the shared data element.

**Definition** – The definition for either the Shared Data group or the Data Element.

**Standards Requirement** – By Court Level if the data element is required – 'B' –Baseline, ' F' – Future, NA – Not Applicable

Sup – Superior

CLJ – Court of Limited Jurisdiction

Juv – Juvenile Department

**Supported by Current Application Support** – Identifies if the data element is currently supported by a JIS application for the court level using a 'Y' – Yes, and 'N' – No, NA – Not Applicable

Sup – Superior

CLJ – Court of Limited Jurisdiction

Juv – Juvenile Department

**Supported by Current Exchange Support** – Identifies which data element is supported by a data exchange using a 'Y' – Yes, and 'N' – No, NA – Not Applicable

Sup – Superior

CLJ – Court of Limited Jurisdiction

Juv – Juvenile Department



**APPENDIX 'B' SHARED DATA ELEMENTS**

Shared Data/ Element Number	Element Name	Definition etc.), case type, and cause code.	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
4	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA	Y	Y	NA	N	N	NA
5	Accounting Date	Date data in which the accounting information was effective.	B	B	NA	Y	Y	NA	N	N	NA
6	Debit Amount	The total debit amount for the court, jurisdiction, account, and accounting date.	B	B	NA	Y	Y	NA	N	N	NA
7	Credit Amount	The total credit amount for the court, jurisdiction, account, and accounting date.	B	B	NA	Y	Y	NA	N	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLU	Juv	Sup	CLU	Juv	Sup	CLU	Juv
	Accounting Case Detail	Accounting Case Detail provides the most granular level of financial information for a case. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions throughout the life of a case.	B	B	NA	Y	Y	NA	N	N	NA
8	Court Code	Code that identifies the court.	B	B	NA	Y	Y	NA	N	N	NA
9	Transaction Identifier	Court-defined unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify the transaction.	B	B	NA	Y	Y	NA	N	N	NA
10	Case Identifier	Court defined unique case identifier.	B	B	NA	Y	Y	NA	N	N	NA
11	Person Identifier	The statewide identifier for the person for which the transaction applies. If the transaction is not associated with a person, then this can be blank.	B	B	NA	Y	Y	NA	N	N	NA

**APPENDIX 'B' SHARED DATA ELEMENTS**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CUJ	Juv	Sup	CLJ	Juv
12	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	NA	Y	Y	NA	N	N	NA
13	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA	Y	Y	NA	N	N	NA
14	Accounting Date	Date data in which the accounting transaction was effective.	B	B	NA	Y	Y	NA	N	N	NA
15	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA	Y	Y	NA	N	N	NA
16	Accounting Amount	The dollar amount allocated to the BARS account for the transaction.	B	B	NA	Y	Y	NA	N	N	NA
17	Primary Law Number	The statewide standard law number, when available, for which the transaction applies.	B	B	NA	Y	Y	NA	N	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
18	Cost Fee Code	The statewide standard cost fee code, when available, for which the transaction applies.	B	B	NA	Y	Y	NA	N	N	NA
19	Transaction Code	A standard code that specifies the transaction that was made.	B	B	NA	Y	Y	NA	N	N	NA
20	Adjustment Reason Code	A code which identifies the reason for an adjustment.	B	B	NA	Y	Y	NA	N	N	NA
Address		Address provides information on a person's location or contact. The address type (location) can be various types (residence, mailing, other correspondence, confidential, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
	21	Person Identifier	B	B	B	Y	Y	Y	Y	Y	Y
	22	Address Type Code	B	B	B	Y	Y	Y	Y	Y	Y
23	Address Line 1 Text	The first line of the address per US postal standards.	B	B	B	Y	Y	Y	Y	Y	Y

**APPENDIX 'B' SHARED DATA ELEMENTS**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
24	Address Line 2 Text	The second line of the address per US postal standards.	B	B	B	Y	Y	Y	Y	Y	Y
25	Address Line 3 Text	The third line of the address per US postal standards.	B	B	B	Y	Y	Y	Y	Y	Y
26	Address City Name	The legal name of the city or location.	B	B	B	Y	Y	Y	Y	Y	Y
27	Address Postal Code	The US zip code, Canadian Postal Code or other similar routing number.	B	B	B	Y	Y	Y	Y	Y	Y
28	Address State Code	The state code for the location.	B	B	B	Y	Y	Y	Y	Y	Y
29	Address County Code	The Washington state county code for the location.	B	B	B	Y	Y	Y	Y	Y	Y
30	Address Country Code	The location country code.	B	B	B	Y	Y	Y	Y	Y	Y
31	Address Begin Date	The first date that the address is applicable for the person.	B	B	B	Y	Y	Y	Y	Y	Y
32	Address End Date	The last date that the address is applicable for the person.	B	B	B	Y	Y	Y	Y	Y	Y

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
33	Address Status Code	A code which designates the status of the address (undeliverable, returned, or other etc.).	B	B	B	Y	Y	Y	Y	Y	Y
Case Association		A case association is the relationship of one case to another related case. Examples are CLJ case and the associated superior court case when appealed, A probable cause hearing/case and the actual legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B	Y	N	Y	Y	N	N
34	Case Association Identifier	A unique identifier provided by the data originator for identifying all related cases. Each case in the association will have the same identifier value.	B	F	B	Y	N	Y	N	Y	Y

**APPENDIX 'B' SHARED DATA ELEMENTS**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CU	Juv	Sup	CU	Juv	Sup	CU	Juv
35	Case Identifier	Court defined unique case identifier.	B	F	B	Y	N	Y	Y	N	Y
36	Case Association Type Code	A code that identifies the type of associations (linked, consolidated, etc.).	B	F	B	Y	N	Y	Y	N	Y
37	Case Association Role Type Code	A code that specifies the role of the case in the association (primary, secondary, etc.).	B	F	B	Y	N	Y	Y	N	Y
<b>Case</b>											
38	Case Identifier	Court defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
39	Court Code	A code that uniquely identifies a court. The code is unique statewide.	B	B	B	Y	Y	Y	Y	N	N
40	Case Number	A court-assigned number that is used for externally identifying a case. The case number is unique within a court code.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
41	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	B	Y	Y	Y	Y	N	N
42	Law Enforcement Agency Code	A code that identifies the law enforcement agency that originated the case.	B	B	B	Y	Y	Y	Y	N	N
43	Case Filing Date	The date in which the case was filed in the court.	B	B	B	Y	Y	Y	Y	N	N
44	Case Title Text	The court case title.	B	B	B	Y	Y	Y	Y	N	N
45	Case Security Status Code	A code which specifies the security level (confidential, sealed, public, etc.).	B	B	B	Y	Y	Y	Y	N	N
<b>Case Status</b>		Case status provides information on the different stages of a case through its lifecycle (resolution, completion, closure, etc.).	B	B	B	Y	Y	Y	Y	N	Y
46	Case Identifier	Court defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N

**APPENDIX 'B' SHARED DATA ELEMENTS**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		Supported by Current JIS Applications		Supported in Current Data Exchange	
			Sup	CLJ Juv	Sup	CLJ Juv	Sup	CLJ Juv
47	Case Status Type Code	A code identifying the type of case status (resolution, completion, closure, etc.).	B	B B	Y	Y Y	Y	N N
48	Case Status Code	A code identifying the case status for the type.	B	B B	Y	Y Y	Y	N N
49	Case Status Date	The date associated with the case status.	B	B B	Y	Y Y	Y	N N
Charge		An allegation as to a violation of law.	B	B B	Y	Y Y	Y	N N
50	Person Identifier	The statewide identifier for the person for which the charge applies.	B	B B	Y	Y Y	Y	N N
51	Case Identifier	Court defined unique case identifier.	B	B B	Y	Y Y	Y	N N
52	Charge Identifier	A unique identifier for the charge provided by the court.	B	Y B	Y	Y N	Y	N N
53	Charge Information Number	A sequential number assigned to the charging document. Court case types this data element is non applicable.	B	NA NA	Y	NA NA	Y	NA NA
54	Charge Information Date	The date from the charging document.	B	B B	Y	Y Y	Y	N N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		Supported by Current JIS Applications			Supported in Current Data Exchange			
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
55	Charge Count Number	A sequentially assigned number, starting at one for each charge count.	B	B	B	Y	Y	Y	Y	N	N
56	Charge Violation Date	The date in which the offense, citation, violation etc. occurred.	B	B	B	Y	Y	Y	Y	N	N
57	Charge Primary Local Law Number	The law number as recorded in the local system for the primary charge.	B	B	B	Y	Y	Y	Y	N	N
58	Charge Primary Standard Law Number	The statewide equivalent (if any) for the charge primary local law number.	F	F	F	Y	Y	Y	Y	N	N
59	Charge Primary Result Code	A code which specifies the outcome as decided by the court, related to the primary charge.	B	B	B	Y	Y	Y	Y	N	N
60	Charge Primary Result Reason Code	A code which specifies the reason for the primary charge result code (example, Alford plea for a guilty result).	F	F	F	N	Y	N	N	N	N
61	Charge Primary Result Date	The date of the primary charge result finding.	B	B	B	Y	Y	Y	Y	N	N

**APPENDIX 'B' SHARED DATA ELEMENTS**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
62	Charge Special Allegation Law Number	The law number of any special allegation (deadly weapon, sexual motivation, etc.) for the charge.	Y	F	Y	Y	Y	Y	Y	N	N
63	Charge Special Allegation Result Code	A code which specifies the outcome as decided by the court, related to the special allegation.	B	F	Y	Y	N	Y	Y	N	Y
64	Charge Special Allegation Result Date	The date of the special allegation.	F	F	F	Y	N	Y	Y	N	N
65	Charge Modifier Law Number	The law number of any inchoate modifier (attempted, conspiracy, etc., etc.) for the charge.	B	F	B	Y	N	Y	Y	N	N
66	Charge Definition Law Number	The law number for any definitional laws cited in the charging document for the charge count.	B	F	B	Y	N	Y	Y	N	N
67	Charge Domestic Violence Code	A code which specifies domestic violence applicability for the charge count.	B	B	B	Y	Y	Y	Y	N	N
68	Charge Arraignment Date	The date on which the defendant was arraigned on the charge.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
69	Charge Plea Type Code	A code that specifies the plea provided by the defendant for the charge.	B	B	B	Y	Y	Y	Y	N	N
70	Charge Plea Date	The date on which the plea was made.	B	B	B	Y	Y	Y	Y	N	N
71	Charge Sentence Date	The date on which sentencing, if any, was made on the charge.	B	B	B	Y	Y	Y	Y	N	N
72	Charge Sentence Judicial Official Identifier	The identifier of the judicial officer who made the sentencing.	B	B	B	Y	Y	Y	Y	N	N
73	Charge Same Course of Conduct Code	A code used for juvenile cases to indicate if the charge was committed during the same course of conduct as related to other charges.	NA	NA	B	N	N	Y	N	N	Y
74	Charge Juvenile Disposition Offense Category Code	A code which specifies the offense severity for juvenile offender cases.	NA	NA	B	N	N	Y	N	N	Y
Citation		A document issued to a person that contains the alleged violation of law.	NA	B	NA	NA	B	NA	NA	N	NA

**APPENDIX 'B' SHARED DATA ELEMENTS**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange				
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv		
75	Case Identifier	Court defined unique case identifier.	NA	B	NA	NA	Y	NA	NA	NA	NA	N	NA
76	Citation Date	The date that the citation was issued.	NA	B	NA	NA	Y	NA	NA	NA	NA	N	NA
77	Originating Agency Code	A code which identifies the agency that originated the citation.	NA	B	NA	NA	Y	NA	NA	NA	NA	N	NA
78	Originating Agency Number	The number assigned to the citation as provided by the originating agency. The originating agency number can be different or the same as the case number filed by the court.	NA	B	NA	NA	Y	NA	NA	NA	NA	N	NA
79	Citation Amount	The fine dollar amount from the citation.	NA	B	NA	NA	Y	NA	NA	NA	NA	N	NA
80	Citation Accident Code	A code that indicates if an accident was involved.	NA	B	NA	NA	Y	NA	NA	NA	NA	N	NA
81	Citation Speed Zone Count	A number that specifies the speed limit at the location of the citation.	NA	B	NA	NA	Y	NA	NA	NA	NA	N	NA
82	Citation Vehicle Speed Count	A number that specifies the vehicle speed as written on the citation.	NA	B	NA	NA	Y	NA	NA	NA	NA	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLI	Juv	Sup	CLI	Juv	Sup	CLI	Juv
83	Citation Blood Alcohol Content Type Code	A code that specifies the blood alcohol percentage testing method.	NA	B	NA	NA	Y	NA	NA	N	NA
84	Citation Blood Alcohol Content Percent	The blood alcohol percent.	NA	B	NA	NA	Y	NA	NA	N	NA
85	Citation THC Type Code	A code that specifies the THC testing method.	NA	B	NA	NA	Y	NA	NA	N	NA
86	Citation THC Level Count	The THC level as tested.	NA	B	NA	NA	Y	NA	NA	N	NA
87	Vehicle License Number	The vehicle license plate number.	NA	B	NA	NA	Y	NA	NA	N	NA
88	Vehicle License State Code	The vehicle license plate number state code.	NA	B	NA	NA	Y	NA	NA	N	NA
	<b>Condition</b>	An item that must be satisfied to resolve the issues on a case (charges, judgments, and other orders).	F	B	B	N	Y	Y	N	N	N
89	Condition Identifier	A unique identifier for the condition provided by the court.	F	B	B	N	Y	Y	N	N	N
90	Document Number	The number or identifier from the source document that imposed the condition. This has the same value as a corresponding entry for a Significant Document Index entry.	F	F	F	N	N	N	N	N	N

**APPENDIX 'B' SHARED DATA ELEMENTS**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
91	Case Identifier	Court defined unique case identifier.	F	B	B	N	Y	Y	N	N	N
92	Person Identifier	The statewide identifier for the person for whom the address applies.	F	B	B	N	Y	Y	N	N	N
93	Official Identifier	The statewide identifier for the official who imposed the condition.	F	B	B	N	Y	Y	N	N	N
94	Condition Date	The date that the condition was imposed.	F	B	B	N	Y	Y	N	N	N
95	Condition Type Code	The type of condition imposed (fine, jail, class, etc.).	F	B	B	N	Y	Y	N	N	N
96	Condition Amount	An amount, if applicable.	F	B	B	N	Y	Y	N	N	N
97	Condition Time Count	The amount of time for the condition, if applicable. The time is measured based on the time unit code.	F	B	B	N	Y	Y	N	N	N
98	Condition Time Unit Code	The time units (hour, day, month, etc.) that is for the condition time unit count.	F	B	B	N	Y	Y	N	N	N
99	Condition Review Date	The next date on which the condition is scheduled for review.	F	B	B	N	Y	Y	N	N	N
100	Condition Completion Date	The date on which the condition was completed.	F	B	B	N	Y	Y	N	N	N
101	Condition Completion Code	A code specifying the type of completion (completed, not completed, paid, etc.).	F	B	B	N	Y	Y	N	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLI	Juv	Sup	CLI	Juv	Sup	CLI	Juv
Detention Episode Population		Detention population tracks the status of a detainee for each day they are considered part of a facilities population. There is one record for each record per detainee per day.	NA	NA	B	NA	NA	Y	NA	NA	N
	102	Detention Facility Code	NA	NA	B	NA	NA	Y	NA	NA	N
	103	Case Identifier	NA	NA	B	NA	NA	Y	NA	NA	N
	104	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B	NA	NA	Y	NA	N
	105	Detention Population Episode Reporting Date	The calendar date for which the detention population applies.	NA	NA	B	NA	NA	Y	NA	N
	106	Detention Population Reporting Time	The time in which the detention population was measured.	NA	NA	B	NA	NA	Y	NA	N
	107	Detention Population Code	A code identifying the population status for the person in the facility (in facility, temporary leave, furlough, etc.).	NA	NA	B	NA	NA	Y	NA	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange			
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv	
	Detention Episode Summary	Detention Episode contains the information for a detention episode. There is one record for each episode as measured from initial intake to final release.	NA	NA	B	NA	NA	Y	NA	NA	N	N
108	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B	NA	NA	Y	NA	NA	NA	N
109	Case Identifier	Court-defined unique case identifier.	NA	NA	B	NA	NA	Y	NA	NA	NA	N
110	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B	NA	NA	Y	NA	NA	NA	N
111	Detention Episode Intake Code	A code that identifies the intake decision (screen, release, hold, etc.).	NA	NA	B	NA	NA	Y	NA	NA	NA	N
112	Detention Episode Intake Date	The date of the intake decision.	NA	NA	B	NA	NA	Y	NA	NA	NA	N
113	Detention Episode Intake Time	The time of the intake decision.	NA	NA	B	NA	NA	Y	NA	NA	NA	N
114	Detention Episode Admission Reason Code	A code that identifies the reason decision (screen, release, hold, etc.).	NA	NA	B	NA	NA	Y	NA	NA	NA	N
115	Detention Episode Admission Date	The date of the admission decision.	NA	NA	B	NA	NA	Y	NA	NA	NA	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CUJ	Juv	Sup	CUJ	Juv	Sup	CUJ	Juv
116	Detention Episode Admission Time	The time of the admission decision.	NA	NA	B	NA	NA	Y	NA	NA	N
117	Detention Episode Primary Charge Code	A code that identifies the charge decision (screen, release, hold, etc.)	NA	NA	B	NA	NA	Y	NA	NA	N
118	Detention Episode Primary Charge Severity Code	A code that identifies the severity decision (screen, release, hold, etc.)	NA	NA	B	NA	NA	Y	NA	NA	N
119	Detention Episode Release Reason Code	A code that identifies the reason decision (screen, release, hold, etc.)	NA	NA	B	NA	NA	Y	NA	NA	N
120	Detention Episode Release Date	The date of the release decision.	NA	NA	B	NA	NA	Y	NA	NA	N
121	Detention Episode Release Time	The time of the release decision.	NA	NA	B	NA	NA	Y	NA	NA	N
122	Detention Episode Time Served Hours Count	The count of the hours served.	NA	NA	B	NA	NA	Y	NA	NA	N
Electronic Contact		Electronic Contact provides a record of electronic contact methods and locations (email, web page, etc.).	F	F	F	F	F	Y	Y	N	N
	123	Electronic Contact Identifier	F	F	F	F	F	Y	Y	N	N

**APPENDIX 'B' SHARED DATA ELEMENTS**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
124	Person Identifier	The statewide identifier for the person for which the address applies.	F	F	F	Y	Y	Y	N	N	N
124	Electronic Contact Type Code	A code that identifies the electronic contact type (email, webpage, etc.).	F	F	F	Y	Y	Y	N	N	N
126	Electronic Contact Address Text	The electronic contact address.	F	F	F	Y	Y	Y	N	N	N
127	Electronic Contact Begin Date	The start date for the electronic contact.	F	F	F	Y	Y	Y	N	N	N
128	Electronic Contact End Date	The end date for the electronic contact.	F	F	F	Y	Y	Y	N	N	N
Failure To Appear		Failure To Appear provides a record for each failure to appear.	NA	B	NA	NA	Y	NA	NA	N	NA
129	FTA Identifier	Unique identifier for the FTA as provided by the court.	NA	B	NA	NA	Y	NA	NA	N	NA
130	Case Identifier	Court-defined unique case identifier.	NA	B	NA	NA	Y	NA	NA	N	NA
131	Person Identifier	The statewide identifier for the person for whom the address applies.	NA	B	NA	NA	Y	NA	NA	N	NA
132	FTA Order Date	The date on which the FTA was ordered.	NA	B	NA	NA	Y	NA	NA	N	NA
133	FTA Issuance Date	The date on which the FTA was issued.	NA	B	NA	NA	Y	NA	NA	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLI	Juv	Sup	CLI	Juv	Sup	CLI	Juv
134	FTA Adjudication Date	The date the FTA was adjudicated.	NA	B	NA	NA	Y	NA	NA	N	NA
	<b>Official</b>	Official provides a record for each official that is used in other records provided. See Significant Document Index Information.	B	B	B	Y	Y	Y	N	N	N
135	Official Identifier	Statewide identifier of an official.	B	B	B	NA	Y	NA	N	N	N
136	Official Name	Official name.	B	B	B	Y	Y	Y	N	N	N
137	Organization Identifier	The unique identifier for the organization to which the official belongs (court, LEA, etc.).	B	B	B	NA	Y	NA	N	N	N
138	Official Title	The title for the official when applicable.	B	B	B	Y	Y	Y	N	N	N
139	Official Type Code	A code which specifies the type of official (judge, law enforcement officer, attorney, etc.).	B	B	B	NA	Y	NA	N	N	N
140	Official Sub Type Code	A code which further qualifies the official type.	B	B	B	Y	Y	Y	N	N	N
141	Official Status Code	The status of the official. (active, inactive, etc.).	B	B	B	NA	Y	NA	N	N	N
142	Official Begin Date	The start date for the official.	B	B	B	Y	Y	Y	N	N	N
143	Official End Date	The end date for the official.	B	B	B	NA	Y	NA	N	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
			B	B	B	Y	Y	Y	N	N	N
144	Organization Identifier	A statewide unique identifier for the organization.	B	B	B	NA	Y	NA	N	N	N
145	Organization Name	The organization name.	B	B	B	Y	Y	Y	N	N	N
146	Organization Type Code	A code that identifies the type of organization (court, LEA, etc.).	B	B	B	NA	Y	NA	N	N	N
147	Organization Sub Type Code	A code that identifies the sub-type within the type.	B	B	B	Y	Y	Y	N	N	N
148	Organization Status Code	The status of the organization when applicable.	B	B	B	NA	Y	NA	N	N	N
149	Organization Begin Date	The organization begin effective date.	B	B	B	Y	Y	Y	N	N	N
150	Organization End Date	The organization end effective date.	B	B	B	NA	Y	NA	N	N	N
		Participant provides a record of each participant on a case.	B	B	B	Y	Y	Y	Y	N	N
151	Participant Identifier	A unique identifier for the participant.	B	B	B	Y	Y	Y	Y	N	N
152	Case Identifier	Court-defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
153	Person Identifier	The statewide identifier for the person to which the address applies.	B	B	B	Y	Y	Y	Y	N	N
154	Participant Type Code	A code for the role of the person on the case (defendant, petitioner, etc.).	B	B	B	Y	Y	Y	Y	N	N
155	Participant Status Code	The status of the participant on the case.	B	B	B	Y	Y	Y	Y	N	N
156	Participant Begin Date	The participant begin effective date.	B	B	B	Y	Y	Y	Y	N	N
157	Participant End Date	The participant end effective date.	B	B	B	Y	Y	Y	Y	N	N
158	Participant Security Code	A code that identifies the security status for the participant (open, confidential, etc.).	F	F	F	N	N	N	N	N	N
Participant Association		Participant Association provides a record for the association between participants on a case, when applicable.	B	B	B	Y	Y	Y	Y	N	N
159	Participant Association Identifier	An identifier in each record used to associate participants.	B	B	B	Y	Y	Y	Y	N	N
160	Participant Association Type Code	A code which specifies the type of association between one or more parties (family relationship, victim, etc.).	B	B	B	Y	Y	Y	Y	N	N

**APPENDIX 'B' SHARED DATA ELEMENTS**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
161	Case Identifier	The unique identifier for the case.	B	B	B	Y	Y	Y	N	N	N
162	Participant Identifier	The unique identifier for the participant.	B	B	B	Y	Y	Y	N	N	N
163	Participant Association Role Code	A code that identifies the role of the participant in the participant association.	B	B	B	Y	Y	Y	N	N	N
164	Participant Association Begin Date	The participant association begin.	B	B	B	Y	Y	Y	N	N	N
165	Participant Association End Date	The participant association end.	B	B	B	Y	Y	Y	N	N	N
Person		Information for an individual for a person that is a participant on a case or person that is associated to a person on a case.	B	B	B	Y	Y	Y	Y	Y	Y
	166	Person Identifier	B	B	B	Y	Y	Y	Y	Y	Y
	167	Person First Name	B	B	B	Y	Y	Y	Y	Y	Y
	168	Person Last Name	B	B	B	Y	Y	Y	Y	Y	Y
	169	Person Middle Name	B	B	B	Y	Y	Y	Y	Y	Y
170	Person Birth Date	The person's date of birth.	B	B	B	Y	Y	Y	Y	Y	Y
171	Person Death Date	The person's date of death.	B	B	B	Y	Y	Y	Y	Y	Y
172	Person Gender Code	A code that identifies the person's gender.	B	B	B	Y	Y	Y	Y	Y	Y

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
173	Person Race Code	A code that identifies the person's race.	B	B	B	Y	Y	Y	Y	Y	Y
174	Person Ethnicity Code	The code of that identifies the person's ethnicity.	B	B	B	Y	Y	Y	Y	Y	Y
175	Person Criminal Identification Number	The identification provided by Washington State Patrol.	B	B	B	Y	Y	Y	Y	Y	Y
176	Person Driver License Number	The driver's license number.	B	B	B	Y	Y	Y	Y	Y	Y
177	Person Driver License State Code	A code for the state code that issued the driver's license.	B	B	B	Y	Y	Y	Y	Y	Y
178	Person Driver License Expire Date	The driver's license expiration date.	B	B	B	Y	Y	Y	Y	Y	Y
179	Person Department Of Corrections Number	The identification number provided by the Department of Corrections.	B	B	B	Y	Y	Y	Y	Y	Y
180	Person Juvenile Number	The identification number used for juveniles in Washington State.	B	B	B	Y	Y	Y	Y	Y	Y
181	Person FBI Number	The identification number provided by the Federal Bureau of Investigation.	B	B	B	Y	Y	Y	Y	Y	Y
182	Person Height Inch Count	The person's height in inches.	B	B	B	Y	Y	Y	Y	Y	Y
183	Person Weight Count	The person's weight in pounds.	B	B	B	Y	Y	Y	Y	Y	Y
184	Person Eye Color Code	A code which specifies the person's eye color.	B	B	B	Y	Y	Y	Y	Y	Y
185	Person Hair Color Code	A code which specifies the person's hair color.	B	B	B	Y	Y	Y	Y	Y	Y

**APPENDIX 'B' SHARED DATA ELEMENTS**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CU	Juv	Sup	CU	Juv	Sup	CU	Juv
186	Person Physical Description Text	A textual description of the person including identifying characters, scars, marks, and tattoos.	B	B	B	Y	Y	Y	Y	Y	Y
187	Person Language Code	The standard code that identifies the person's primary language when interpretation is needed.	B	B	B	Y	Y	Y	Y	Y	Y
Person Association		Person Association provide a linkage of one person record to another. These associations can be other records: alias, facility relationship etc.	B	B	B	Y	Y	Y	Y	Y	Y
	188	Person Association Identifier	B	B	B	Y	Y	Y	Y	Y	Y
189	Person Association Type	A code which specifies the type of association between one or more parties (alias, family relationship, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
190	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B	Y	Y	Y	Y	Y	Y
191	Person Association Role Code	A code for the role of the person in the relationship (true name, alias, parent, child, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
192	Person Association Begin Date	The person association begin effective date.	B	B	B	Y	Y	Y	Y	Y	Y

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLI	Juv	Sup	CLI	Juv	Sup	CLI	Juv
193	Person Association End Date	The person association end effective date.	B	B	B	Y	Y	Y	Y	Y	Y
	Phone	Phone provides a record of phone number contacts for a person.	B	B	B	Y	Y	Y	Y	Y	Y
194	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B	Y	Y	Y	Y	Y	Y
195	Phone Type Code	A code that identifies the phone number type (home, cell, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
196	Phone Number	The phone number.	B	B	B	Y	Y	Y	Y	Y	Y
197	Phone Begin Date	The phone number begin effective date.	B	B	B	Y	Y	Y	Y	Y	Y
198	Phone End Date	The phone end effective date.	B	B	B	Y	Y	Y	Y	Y	Y
	Proceeding	Proceeding provides a record hearings for a case.	B	B	NA	Y	Y	NA	Y	N	NA
199	Proceeding Identifier	A unique identifier provided by the court for the proceeding.	B	B	NA	N	Y	NA	N	N	NA
200	Case Identifier	Court-defined unique case identifier.	B	B	NA	Y	Y	NA	Y	N	NA
201	Proceeding Type Code	A code that identifies the type of proceeding.	B	B	NA	Y	Y	NA	Y	N	NA
202	Proceeding Schedule Date	The scheduled proceeding date.	B	B	NA	Y	Y	NA	Y	N	NA

**APPENDIX 'B' SHARED DATA ELEMENTS**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
203	Proceeding Schedule Time	The scheduled proceeding time.	F	B	NA	N	Y	NA	N	N	NA
204	Proceeding Schedule Official Identifier	The identifier of the official scheduled to hear the proceeding.	B	B	NA	Y	Y	NA	Y	N	NA
205	Proceeding Actual Date	The actual date of the proceeding.	F	B	NA	N	Y	NA	N	N	NA
206	Proceeding Actual Official Identifier	The official that heard the proceeding.	F	B	NA	N	Y	NA	N	N	NA
207	Proceeding Status Code	A code that identifies the status (scheduled, held, etc.).	F	B	NA	N	Y	NA	N	N	NA
208	Proceeding Status Date	The date associated with the proceeding status code.	F	B	NA	N	Y	NA	N	N	NA
209	Proceeding Status Reason Code	A code that further qualifies the proceeding status when applicable (not held reason, etc.).	F	B	NA	N	Y	NA	N	N	NA
<b>Process Control Number</b>		Process Control Number provides a record of each process control number assigned by Washington State Patrol (WSP).	B	B	NA	Y	Y	NA	Y	N	NA
210	Case Identifier	Court defined unique case identifier.	B	B	NA	Y	Y	NA	Y	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLU	Juv	Sup	CLU	Juv	Sup	CLU	Juv
211	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	NA	Y	Y	NA	Y	N	NA
212	Process Control Number	The process control number (PCN) assigned by WSP.	B	B	NA	Y	Y	NA	Y	N	NA
213	Process Control Number Date	The date the PCN number was assigned.	B	B	NA	Y	Y	NA	Y	N	NA
Significant Document Index Information		Significant documents will include all documents in which information needs to be shared outside of a court. These, in general are document that provide original filings, decisions, etc. Examples would be criminal complaints, petitions, orders, stipulations or other agreements. This does not mean document images; it is the significant data contained in the documents.									
	214	Case Identifier	B	B	B	Y	Y	Y	Y	Y	N
215	Document Identifier	A unique identifier assigned by the court.	B	B	B	Y	Y	Y	Y	Y	N

**APPENDIX 'B' SHARED DATA ELEMENTS**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current Applications			Supported in Current Data Exchange			
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv	
216	Document Type Code	The document type (judgment and sentence, order, etc.).	B	B	B	Y	Y	Y	Y	N	N	N
217	Document File Date	The document file.	B	B	B	Y	Y	Y	Y	N	N	N
218	Document Decision Code	A code that type of decision when applicable.	B	B	B	Y	Y	Y	Y	N	N	N
219	Document Decision Date	The document decision date.	B	B	B	Y	Y	Y	Y	N	N	N
220	Document Expiration Date	The document expiration date.	B	B	B	Y	Y	Y	Y	N	N	N
221	Document Termination Date	The document decision termination date (used for domestic violence or other applicable orders).	B	B	B	Y	Y	Y	Y	N	N	N
222	Document Authorizing Official Identifier	The identifier of the official that authorized the document.	B	B	B	Y	Y	Y	Y	N	N	N
	Significant Document Party	Significant Document Party provides a record that provides additional information related to the parties for which a document applies. This is used for protection orders to identify the protected and restrained persons. It can also be used to record information for other documents when applicable.	B	B	B	Y	Y	Y	Y	N	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
223	Case Identifier	Court-defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
224	Document Identifier	A unique identifier assigned by the court.	B	B	B	Y	Y	Y	Y	N	N
225	Document Party Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B	Y	Y	Y	Y	N	N
226	Document Party Decision Code	A code that specifies the role of the party (protects, restrains, etc.)	B	B	B	Y	Y	Y	Y	N	N
Warrant Information		Warrant information provides a record for each warrant.	B	B	NA	Y	Y	NA	Y	N	N
	227	Case Identifier	B	B	NA	Y	Y	NA	Y	N	N
228	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	NA	Y	Y	NA	Y	N	N
229	Warrant Order Date	The date the warrant was ordered.	B	B	NA	Y	Y	NA	Y	N	N
230	Warrant Issuance Date	The date the warrant was issued.	B	B	NA	Y	Y	NA	Y	N	N
231	Warrant Cancelled Date	The date the warrant was cancelled, when applicable.	F	B	NA	N	Y	NA	N	N	N

**APPENDIX 'B' SHARED DATA ELEMENTS**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange			
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv	
232	Warrant Recalled Date	The date the warrant was recalled, when applicable.	F	B	NA	N	Y	NA	N	N	N	N
233	Warrant Quashed Date	The date the warrant was quashed, when applicable.	F	B	NA	N	Y	NA	N	N	N	N
234	Return Adjudication Date	The date the adjudication was returned to the Department of Licensing (DOL), when applicable.	F	B	NA	N	Y	NA	N	N	N	N
235	Warrant Type Code	A code that specifies the warrant type (Bench, Administrative, etc.)	F	B	NA	N	Y	NA	N	N	N	N
236	Warrant Service Date	The date that the warrant was served, when applicable.	F	B	NA	N	Y	NA	N	N	N	N
237	Warrant Expire Date	The warrant expiration date.	F	B	NA	N	Y	NA	N	N	N	N
238	Warrant Bail Amount	The bail amount on the warrant.	F	B	NA	N	Y	NA	N	N	N	N
239	Warrant Fee Amount	The fee amount on the warrant.	F	B	NA	N	Y	NA	N	N	N	N





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- AOC Resources
- Court Resources
- Court News
- Directories & Contacts
- Education
- Governance
- Judicial Info System (JIS)
- Judges' Resources
- Legal Resources
- Organizations
- Help
- Maintenance Utilities

# Request Summary

Home | **Initiate Request** | My Requests | Other Requests | Reports | Resources

## 222 - Hyperlink to SMC Electronic Case File Portal from JABS

[History]

### Request Status Summary

**Request Status** Awaiting Endorsement

### Request Detail

<b>Requestor Name:</b> Williams, Yolande	<b>Request Type:</b> Change or Enhancement
<b>Origination Date:</b> 08/05/2014	<b>Which Systems are affected?:</b> Judicial Access Browser System (JABS)
<b>Requestor Email:</b> yolande.williams@seattle.gov	<b>Business Area:</b> Court Case Management
<b>Requestor Phone:</b> 206.684.5614	<b>Communities Impacted:</b> CLJ Judges CLJ Managers
	<b>Impact if not Resolved:</b> Medium
	<b>Request Attachments</b> JABSEnhancementRequest_07222014.pdf

**Recommended Endorser:**  
District and Municipal Court Judges' Association

### What is the Business Problem or Opportunity

This request is submitted on behalf of Yolande Williams at Seattle Municipal Court. Currently, JABS includes limited information on Seattle Municipal Court (SMC) cases. I would like to propose an enhancement that adds an embedded hyperlink to the SMC case number in JABS. The hyperlink will connect JABS users to SMC's online electronic case file portal where all publically accessible case information including case file documents are available. As an example, see the hyperlink below for SMC case 597068:

<https://web6.seattle.gov/Courts/ECFFPortal/default.aspx?tab=CaseInfo&CaseNumber=597068>

See attached letter (JABSEnhancementRequest\_07222014.pdf) for a more detailed description of request.

### Expected Benefit:

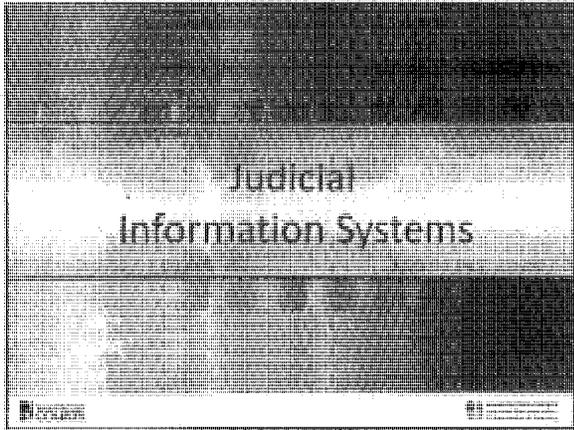
This enhancement will provide real-time access to SMC case information for judicial officers and other JABS users.

Site Map | eService Center | Search



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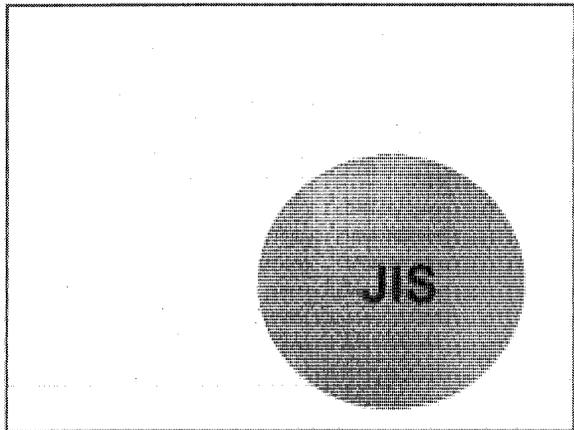
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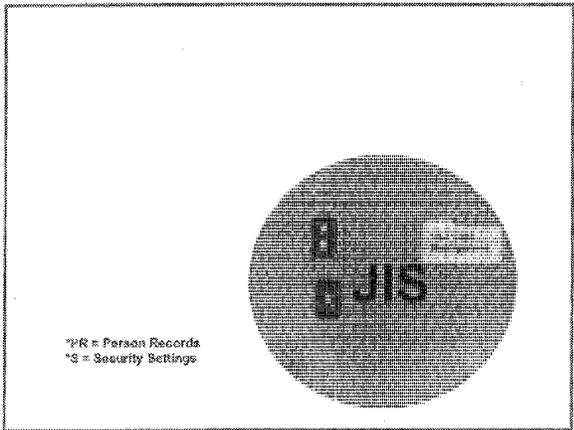
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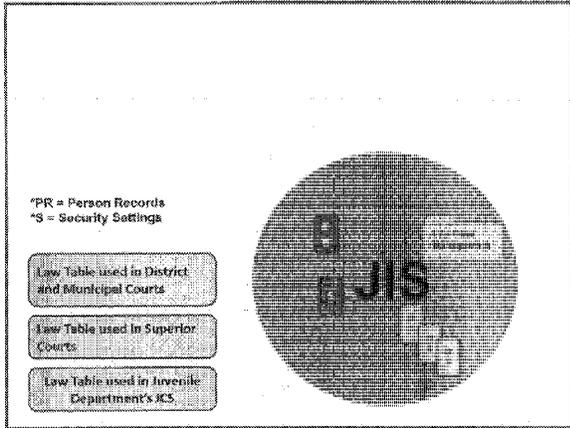
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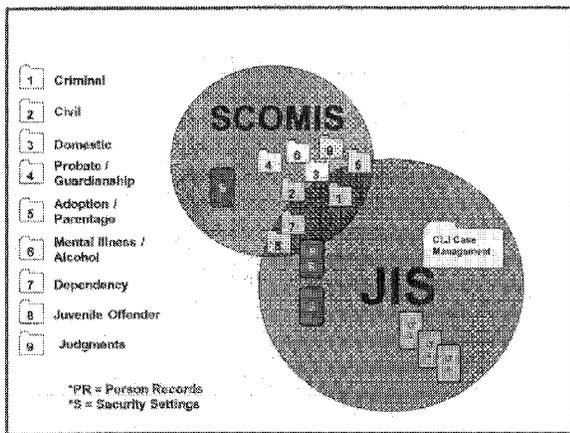
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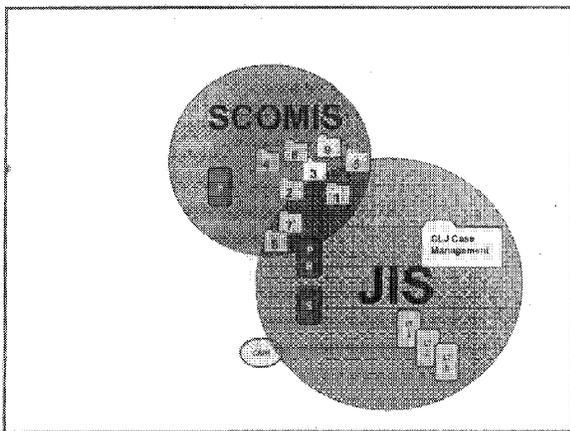
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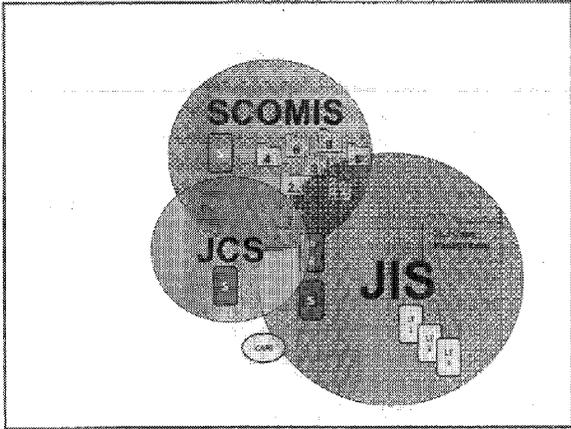
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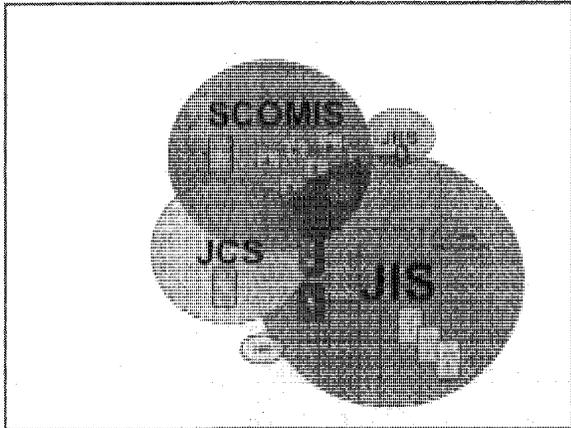
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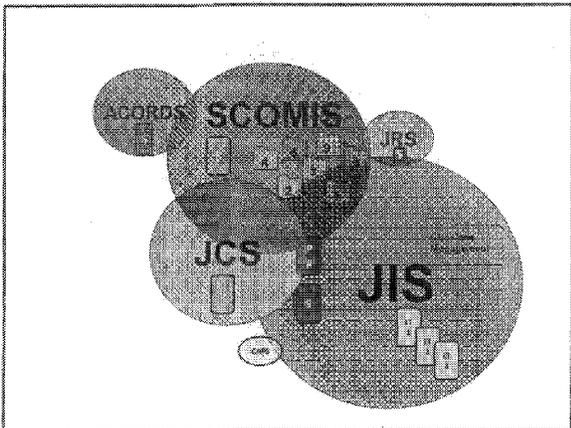
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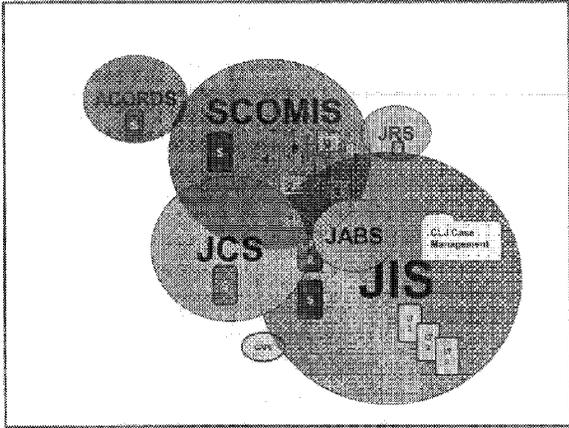
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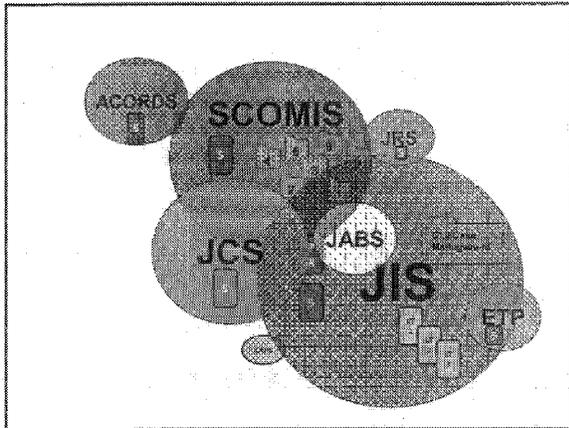
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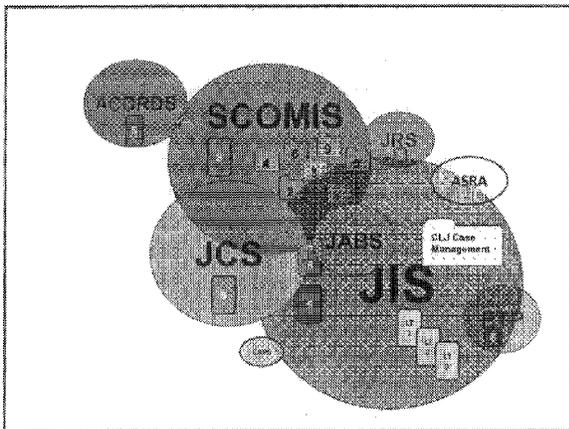
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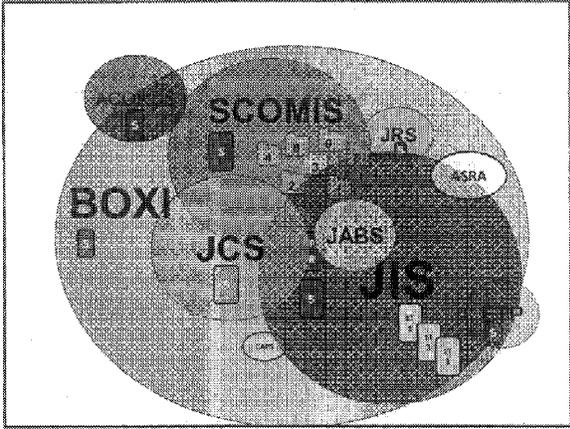
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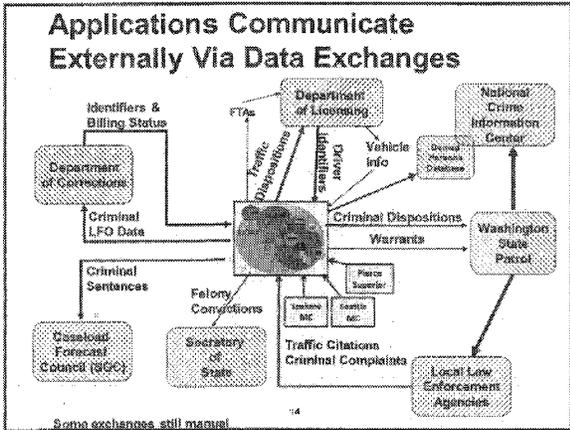
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**Questions?**

Charlotte S. Jensen  
 Court Business Information Coordination  
 360.705.5213  
 Charlotte.Jensen@courts.wa.gov

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October 23, 2014

Ms. Callie Dietz, State Court Administrator  
Administrative Office of the Courts  
PO Box 41170  
Olympia, WA 98504-1170

Re: AOC Resource Priorities

Dear Ms. Dietz:

As members of the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project Steering Committee, we appreciate the critical need to replace the aging technology systems and the limited resources available at the Administrative Office of the Courts (AOC) to do so. Steering Committee members were nominated by our statewide associations and confirmed by the Judicial Information System Committee (JISC) to "serve as the business and strategic decision-making team that speaks for the Washington State District and Municipal Courts with a unified voice and vision." We have a duty to address issues, risk, and challenges to the success of the project.

The undersigned strongly believe it is not in the best interests of the project or a wise use of public resources to devote scarce AOC resources to enhance the legacy Judicial Information System (JIS) applications used by the Courts of Limited Jurisdiction. When resources are limited, it is incumbent upon us as good stewards of the public trust to make tough choices and to set priorities. Our priority is to develop requirements and implement a new solution for the courts of limited jurisdiction. It makes no sense to paint the house while we're tearing it down.

Therefore, we request the following:

- Effective immediately, AOC should institute a moratorium on analyzing or implementing requests for new JIS codes that are not required by legal mandates or AOC operational requirements;
- AOC should refer any code request to the Court User Work Group to determine whether the request should be included in business requirements for the CLJ-CMS;
- AOC should place an immediate moratorium on analyzing or implementing requests to enhance JIS legacy systems;
- AOC should refer any request to change or enhance a legacy application to the Court User Work Group to determine whether the request should be included in business requirements for the CLJ-CMS.

Ms. Callie Dietz  
October 23, 2014  
Page 2

We strongly believe these measures are critical to the success of the CLJ-CMS project. Instituting them will help focus the energy and resources of AOC and the court community energy on the timely development and implementation of future-oriented solutions.

Sincerely,



Ms. Lynne Campeau, Chair  
District and Municipal Court Managers' Association



Mr. Larry Barker  
Misdemeanant Corrections Association



Ms. Aimee Vance  
District and Municipal Court Managers' Association



Ms. Cynthia Marr  
District and Municipal Court Managers' Association



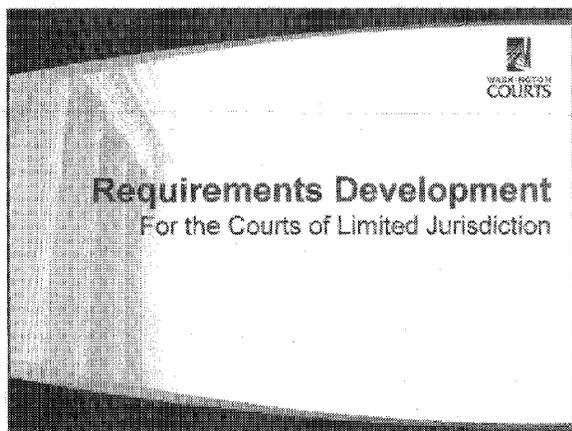
Ms. Melanie Vanek  
Misdemeanant Corrections Association



Judge Glenn Phillips  
District and Municipal Court Judges' Association



Judge Kimberly Walden  
District and Municipal Court Judges' Association



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### COTS Key Concepts

- Pre-built software
- Configuration over customization
- Use out-of-the-box capabilities
- Understand the gaps between business process and standard software capabilities
- Less costly to standardize processes than customize software for many variations in business practice

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### What is a Requirement?

- A requirement is a statement that identifies a necessary attribute, capability, characteristic, or quality of a system, for it to have value and utility to a customer, organization, internal user, or other stakeholder.

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**Why Develop Requirements?**

- Capture and communicate the needs of the business
- Get direct input from stakeholders
- Clarifying the what and why of your business
- Describe the future state of court business
- Develop criteria for evaluating CMS products

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**Requirements Approach**

**Step 1: Baseline the Current State Processes**

- Identify, describe and capture:
  - Primary set of business processes
  - Underlying drivers – why do you do it a particular way?
  - Variations in practices
  - Opportunities to standardize statewide
  - Efficiencies and deficiencies of current business processes

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**Requirements Approach**

**Step 2: Define the Future State**

- Develop/clarify the desired future state of court business
- Identify streamlining opportunities
- Address “squeaky wheel”
- Discuss trends
- Standardize when possible

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### Step 1: Current State

- Consolidate requirements from past CMS efforts
- Validate existing requirements with CUWG
  - Establish appropriate level of detail
  - Update requirements as necessary
  - Note statewide vs. local practices
  - Inventory and validate reports

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### Step 2: Future State

- Describe the desired future state of court business:
  - Realistic and achievable short-term and long-term targets
  - Identify trends (e.g., document management, e-filing, etc.)
- Adjust current state processes to meet tomorrow's business needs

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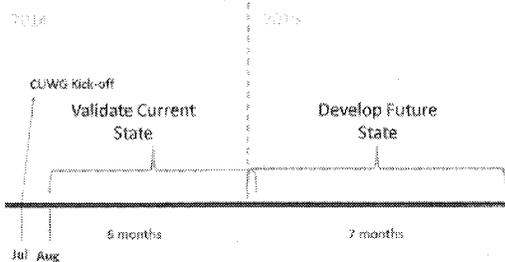
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### Timeline



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### Beyond Requirements Development

- Evaluation and Acquisition
- Gap Analysis – comparison of requirements with the software's out-of-the box capabilities
- System Configuration – requirements will drive the system's out-of-the box functions and behavior

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### Beyond Requirements Development

The image contains two line graphs side-by-side. The left graph is titled 'Typical outcome' and has 'Time' on the x-axis. It shows a curve that rises through a phase labeled 'Implementation', reaches a peak, then descends through a phase labeled 'Adaptability', reaches a low point, rises slightly through a phase labeled 'Life Support', and then descends again through a phase labeled 'Maintenance'. The right graph is titled 'Ideal outcome' and also has 'Time' on the x-axis. It shows a curve that rises through a phase labeled 'Improvement' and then continues to rise steadily through a phase labeled 'Continuous Process Improvement'.

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The image shows a presentation slide. In the top right corner, there is a logo for 'WASHINGTON COURTS' which includes a small square icon with a stylized 'W' and the text 'WASHINGTON COURTS' below it. The main body of the slide is white and contains the text 'Questions?' in a large, bold, black font. The slide is shown at an angle, suggesting it is part of a presentation.

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## **Analysis of IT Governance Request #027 – SMC AOC Data Exchange Solution**

### **Request:**

Currently, Seattle Municipal Court (SMC) sends its Criminal Cases and dispositions to the AOC, which allows other State courts the ability to retrieve SMC Case history within the appropriate AOC systems. Since SMC staff utilizes a separate case management system, Municipal Court Information System (MCIS), they must perform defendant research in both MCIS and the appropriate state systems such as Judicial Access Browser System (JABS) and Judicial Information System (JIS) in order to gather defendant criminal history.

Currently, SMC infractions are not submitted to the AOC, though SMC does send them to the Department of Licensing and the Washington State Patrol. The Court desires to work with the AOC to develop a data exchange, which would expand the current SMC/AOC data exchange to include infractions and develop a new data exchange with the AOC that would allow for the retrieval of SMC defendant criminal history.

Additional information was provided by Sam Kurle of SMC. Meeting the needs of the CLJ's to see SMC's active data that maps to JIS data could be accomplished by SMC working with AOC staff to do a mapping exercise to identify the data.

In order to meet the needs of the SMC, AOC will investigate providing an interface with JAB's for SMC to use (they have offered to assist AOC if needed with the JAVA). SMC needs to investigate using their application to interface with the new JABS web service.

### **Summary of Analysis:**

SMC needs to have seamless interaction to the application within MCIS, i.e. no logon is needed to access JABS; it is done through the MCIS application. This would have to be approved by the AOC Security Architect, or a security solution would have to be developed. Once logged on to SMC application query information will be passed to the JABS application and returned to the MCIS graphical user interface (GUI). The other CLJ's want to see everything about an SMC case that they currently see on a JIS case; currently SMC only sends domestic violence and closed cases to JIS. They want to see open cases from SMC. AOC currently receives a nightly load of closed cases from SMC with limited data. AOC can enhance the existing nightly SMC process to meet the expanded data needs of the other CLJ courts. This is not really a data exchange in a true sense. They are two separate one way information requests. One is for court staff submitting a query for information from AOC in real time. The other is doing a nightly batch load of SMC data to AOC. AOC would not be sending any data to another system; instead AOC would be enhancing the AOC database with SMC data that is being viewed through the use of existing AOC court applications.

### **Sizing:**

The following estimate is based upon the best available information and does not include cost or effort estimates for on-going maintenance of the enhancement. This analysis was approved by the Administrative Office of the Court's (AOC) Operations Control Board on March 31st, 2011.

This enhancement would be accomplished by AOC's internal resources. The systems affected by the change would be: JIS and JABS. If this request is recommended by the court level user group, this request will proceed to the Judicial Information Systems Committee for authorization.

AOC estimates that this project would take 6 – 12 months to complete, depending on the final solution design. This is an estimate of the duration of the project from the date work would begin on the project until final implementation.

Group	Hours	Tasks
Court Education	60	Possible documentation and training changes
Business Analysis	20	Confirmation of business needs
Architecture	50	Produce solution design and oversight
Maintenance (COBOL, Natural, Java)	800	Develop solution*
Data Warehouse	40	Analysis of SMC and AOC data compatibility
Quality Assurance	320	Testing *
Project Management	137	Manage project *
<b>Total</b>	<b>1427 hours (+/- 40%)</b>	
<b>* Development time is dependent on reusability of existing code. Estimate assumes little reusability of code.</b>		

*ISD staff costs average \$76 per hour. Contractor staff generally costs \$120 - \$150 per hour.*

**Business Impacts:**

The benefit to SMC would be a reduction in defendant research times by not being required to examine data in two separate systems. The benefit to the non-SMC courts would be the availability of more detailed SMC data.

**Proposed Solution:**

In order to meet SMC needs, AOC will develop and implement a secure pass through of login and data request from the MCIS view only GUI to the JABS application.

In order to meet the CLJ needs, AOC will enhance the existing nightly SMC process to meet the expanded data needs of the other CLJ courts. An analysis of the data is required and a joint data mapping effort between SMC and AOC analysts to determine the compatibility and quantity of the data involved. A new process will be developed and implemented to load data into the production database tables instead of the existing archive tables. The existing programs/processes that currently do a nightly load to archive tables will now load production tables instead. AOC will reuse as much of the current process/code as possible to shorten the development of the new process once the SMC data has been mapped to AOC production tables.

**Assumptions:**

1. We can repurpose existing programs to shorten development.

**Risks:**

1. Availability of AOC and SMC IT staff could significantly impact the duration of this project.



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

M/S/P to approve the Project Steering Committee Charter for the Courts of Limited Jurisdiction Case Management System.

M/S/P to approve the Courts of Limited Jurisdiction Case Management System Project User Work Group Charter with an amendment to have one non-voting DMCJA member from a court that has not expressed an intent to use the statewide case management system provided by the Administrative Office of the Courts (AOC).

**ACTION**

A. Reserves Committee Recommendations (March & April 2014):

1. Recommendation for the current account with Bank of America to be closed and the funds be put in a new account at US Bank. This should be done in conjunction with the incoming Special Funds Custodian in June 2014.

M/S/P to approve the Reserves Committee Recommendations.

2. Because there are no specific expenditures on the horizon, do not collect Special Fund dues in 2015.

✱ M/S/P to approve not collecting Special Fund dues in 2015 because there are no specific expenditures on the horizon.

3. Recommendation for the new custodian to look at options in order to best maximize return on the Special Fund monies and make recommendations to the Board of Governors.

M/S/P to approve the recommendation for the new custodian to look at options that best maximize the return on the Special Fund monies and make recommendations to the Board of Governors.

B. 2014 – 2015 DMCJA Budget Adoption

M/S/P to approve the 2014 and 2015 DMCJA Budget Adoption recommendations. There were a few notable changes. For instance, the Trial Court Advocacy Board (TCAB) has been added as a Line Item with a funding amount of five thousand dollars (\$5,000.00). The Technology Committee has been renamed the Technology/CMS Committee. The Technology/CMS Committee now has a budget of seventy-five hundred dollars (\$7500.00). The Regional Courts Committee/System Improvement Committee has a budget of zero dollars (\$0.00). The District and Municipal Court Management Association (DMCMA) Education Line Item now has a budget of zero dollars (\$0.00). The National Leadership Grants Line Item has a budget of five thousand dollars (\$5,000.00).





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COURTS

# District and Municipal Court Judges' Association

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JUDGE VERONICA ALICEA-GALVAN  
Des Moines Municipal Court  
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**Vice-President**

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**Secretary/Treasurer**

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**Past President**

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**Board of Governors**

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COMMISSIONER SUSAN J. NOONAN  
King County District Court  
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JUDGE KELLEY C. OLWELL  
Yakima Municipal Court  
(509) 575-3050

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

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

JUDGE TRACY A. STAAB  
Spokane Municipal Court  
(509) 625-4400

October 2, 2014

Mr. Tony Perkins  
Lead Political Finance Specialist  
Washington State Public Disclosure Commission  
711 Capitol Way #206  
P.O. Box 40908  
Olympia, WA 98504-0908

**Re: Reporting of DMCJA Expenditures**

Dear Mr. Perkins:

This letter addresses whether the District and Municipal Court Judges' Association is required to report reimbursements made to local governments for expenses for securing pro tem judges when member judges are reporting to the Legislature. The Association does not agree that these constitute "lobbying" but are activities engaged in by the judges consistent with the DMCJA's legislative mandate to report to the Legislature on matters concerning courts of limited jurisdiction. See RCW 3.70.040.

The Association recognizes the public interest in the transparency and disclosure of financial activities which underlies the Public Disclosure Act (PDA). The Association has previously been told that testimony of elected judges need not be reported under prior RCW 42.17.160 (1), (10). Although the Association reserves its right to challenge any allegation of non-compliance with the PDA, we are willing to identify these expenditures in its reports which are made as an employer of a registered lobbyist.

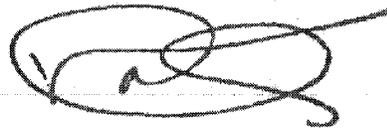
As you know, the Association employs Melanie Stewart as a registered lobbyist on its behalf. Although the expenditures made for pro tem services by member jurisdictions are not associated with Ms. Stewart's lobbying activities, the Association believes that the form for a lobbyist employee has an appropriate line to disclose any expenditures for these pro tem reimbursements. Ms. Stewart files Form L-2 to itemize her expenses. We do not believe that it is appropriate for Ms. Stewart to report these since she is not involved in

Mr. Tony Perkins  
October 2, 2014  
Page 2

making the expenditures to reimburse member jurisdictions when judges testify. It seems more appropriate for the Association to report these items on line 7 of Form L-3 as "lobbying-related expenditures" which most closely approximates what these reimbursements could be considered. The expenditures are not made directly to legislators or to member judges who are providing the testimony before the Legislature. Thus, we do not believe they are "expert witness" related expenditures which might be reported on line 2 of Form L-2 on Ms. Stewart's reports.

The Washington Supreme Court held the Public Disclosure Act does not apply to the judicial branch of government in *Nast v. Michels*, 107 Wn. 2d 300, 306-307, 730 P.2d 54, 58 (1986), which was affirmed by *City of Federal Way v. Koenig*, 167 Wn.2d 341, 347-348, 217 P.2d 1172, 1175 (2009). By agreeing to disclose the reimbursements for pro tem expenses to local jurisdictions, the Association reserves all rights to contest whether the DMCJA or its elected judge members are subject to reporting or registration requirements under the PDA and applicable regulations. The Association's agreement to make these disclosures is without admission of any kind, is solely discretionary, and is in recognition of the importance of ensuring the transparency of association activities. We thank you for your interest in promoting the shared goal of transparency for the legislative process and the public interest.

Very truly yours,



Judge Veronica Alicea-Galvan  
President, Washington District & Municipal  
Court Judges Association

# 2014-2015 District and Municipal Court Judges' Association Nominating Committee

Listserv Address: [DMCJANC@listserv.courts.wa.gov](mailto:DMCJANC@listserv.courts.wa.gov)

## Members

**Judge David A. Svaren, Chair**  
Skagit County District Court  
600 S 3<sup>rd</sup> St, PO Box 340  
Mount Vernon, WA 98273-0340  
360-336-9319  
[dsvaren@co.skagit.wa.us](mailto:dsvaren@co.skagit.wa.us)

**Judge James M. B. Buzzard**  
Centralia Municipal Court  
118 W Maple St  
Centralia, WA 98531-4320  
360-330-7667  
[james.buzzard@mail.courts.wa.gov](mailto:james.buzzard@mail.courts.wa.gov)

**Judge Franklin L. Dacca**  
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**Judge James N. Docter**  
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[james.docter@ci.bremerton.wa.us](mailto:james.docter@ci.bremerton.wa.us)

**Judge Ray D. Lutes**  
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509-243-2029  
[ray.lutes@mail.courts.wa.gov](mailto:ray.lutes@mail.courts.wa.gov)

**Judge Glenn M. Phillips**  
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**Judge Linda S. Portnoy**  
Lake Forest Park Municipal Ct  
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Lake Forest Park, WA 98155  
206-957-2872  
[lportnoy@ci.lake-forest-park.wa.us](mailto:lportnoy@ci.lake-forest-park.wa.us)

**Judge Heidi E. Smith**  
Okanogan County District Court  
149 N 3rd Ave, Rm 306  
Okanogan, WA 98840  
509-422-7170  
[hsmith@co.okanogan.wa.us](mailto:hsmith@co.okanogan.wa.us)

**Judge Gregory J. Tripp**  
Spokane District Court  
Public Safety Bldg  
1100 W Mallon Ave  
Spokane, WA 99260-0150  
509-477-2915  
[gtripp@spokanecounty.org](mailto:gtripp@spokanecounty.org)

**AOC Staff**  
Sharon Harvey  
Admin. Office of the Courts  
PO Box 41170  
Olympia, WA 98504-1170  
360-705-5282  
[sharon.harvey@courts.wa.gov](mailto:sharon.harvey@courts.wa.gov)

## Charges

1. The Nominating Committee shall annually select not more than two candidates for Vice-President, Secretary/Treasurer, President-Elect, and three Board member-at-large positions. The Board member-at-large positions shall be for three-year terms.
2. The report of the Nominating Committee shall be submitted to the Board at its March meeting. The names of the nominees will be published in the written notice of the Spring Conference and in the Minutes of the Board's March meeting. Nominations for all offices except President may be made by the members at the Spring Conference.
3. The Nominating Committee shall make nominations for other vacancies on the Board.

## Budget

Budget: \$400

Updated 10/20/2014

N:\Programs & Organizations\DMCJA\Committees\14-15 COMMITTEE ROSTERS.doc





WASHINGTON  
COURTS

# District and Municipal Court Judges' Association

*President*

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

October 17, 2014

*President-Elect*

**JUDGE DAVID STEINER**  
King County District Court  
585 112<sup>th</sup> Ave SE  
Bellevue, WA 98004  
(206) 477-2102

Ms. Shelley Baldwin  
Impaired Driving Program Manager  
Washington Traffic Safety Commission  
621 8th Avenue SE, Suite 409  
Olympia, WA 98501

*Vice-President*

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

Dear Ms. Baldwin:

*Secretary/Treasurer*

**JUDGE SCOTT K. AHLF**  
Olympia Municipal Court  
900 Plum St SE  
PO Box 1967  
Olympia, WA 98507-1967  
(360) 753-8312

The District and Municipal Court Judges' Association (DMCJA) would like to thank the Washington Traffic Safety Commission (WTSC) for its continued support of the Driving Under the Influence (DUI) Benchbook. The DUI Benchbook is a wonderful resource for our judicial officers, and in the ever changing landscape of our DUI laws, a necessary tool in the justice arsenal. The first DUI Benchbook was funded by the WTSC in 2004. The funding of this resource guide allows the Benchbook to be updated, reorganized, and expanded to assure the materials meet the daily needs of the trial court judges addressing DUI and felony DUI cases. Our Association sincerely hopes that WTSC will continue to provide this wonderful resource to assist our trial court judges and the communities they serve. Thank you once again for your continuing support.

*Past President*

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

*Board of Governors*

**JUDGE JOSEPH M. BURROWES**  
Benton County District Court  
(509) 735-8476

**JUDGE MICHELLE K. GEHLEN**  
Bothell Municipal Court  
(425) 487-5587

**JUDGE JEFFREY J. JAHNS**  
Kitsap County District Court  
(360) 337-4972

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

**COMMISSIONER SUSAN J. NOONAN**  
King County District Court  
(206) 477-1720

**JUDGE KELLEY C. OLWELL**  
Yakima Municipal Court  
(509) 875-3050

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

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

**JUDGE TRACY A. STAAB**  
Spokane Municipal Court  
(509) 625-4400

Sincerely,

Judge Veronica Alicea-Galvan  
President, DMCJA Board

cc: Sharon R. Harvey, AOC

STATE OF WASHINGTON

1206 Quince Street SE • P.O. Box 41170 • Olympia, WA 98504-1170  
360-753-3365 • 360-586-8869 Fax • www.courts.wa.gov





**TRIAL COURT  
ADVOCACY BOARD**

*There is no strength without unity – Ni neart go cur le cheile*

November 3, 2014

**VIA EMAIL**

Dear Presiding Judges and Court Administrators:

This letter is being sent to you jointly by the Trial Court Advocacy Board (TCAB), the Superior Court Judges' Association (SCJA), and the District and Municipal Court Judges' Association (DMCJA). The TCAB was created by, and operates as an extension of, the judges and administrator associations.

The TCAB was created to provide additional advocacy for trial court issues related to policy, best practices, and to develop strategic funding initiatives to the state.

The reason for this letter is to notify you that after the elections are certified, you will be copied on correspondence to state and local legislators, introducing the TCAB and listing contact judges for their district (see enclosed letters). The letters will either be to thank long term legislators OR to welcome new legislators to their positions. It is our hope and expectation that you will immediately extend an invitation to that legislator to your court to discuss local or statewide trial courts. Take this as an opportunity to educate them about our mission and reinforce your "shared constituency." Even if they cannot attend an in-person meeting, the introduction has been made by you, the contact judges, and can lay the foundation for the TCAB to advocate for trial court funding.

Keep in mind that the associations also have lobbyists who may be able to help make the connection to legislators and/or staff, and in some instances can attend the meetings once they are arranged. Tip O'Neill famously said that "**all politics are local.**" Influence does not begin in Olympia or on your local council, but with these letters and local meetings. Then when the Legislature or Council is faced with urgent issues during the legislative session, they will feel some familiarity and respect and, we hope, will seek advice from their local experts (that would be you) for input about the impacts on our courts and the administration of justice.

Presiding Judges and Court Administrators

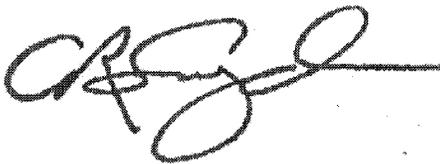
November 5, 2014

Page 2

Please make every effort to send the invitations and meet with your local legislative branch elected officials. There will be many decisions made by them that can, and will, impact our courts. It is imperative that we have a voice.

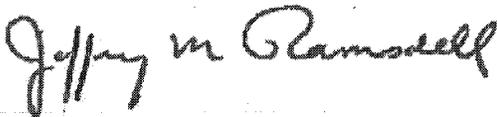
Thank you for your assistance.

Sincerely,



---

Judge Charles R. Snyder, TCAB Chair



---

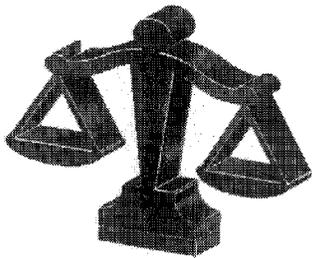
Judge Jeffrey M. Ramsdell, SCJA President



---

Judge Veronica Alicea-Galvan, DMCJA President

Enclosures



# **TRIAL COURT ADVOCACY BOARD**

*There is No Strength Without Unity - Ni neart go cur le cheile*

Date

Name

Title

Address

Salutation

The Trial Court Advocacy Board (TCAB) is a joint organization of the Superior Court Judges' Association, District and Municipal Judges' Association, and related court administrator associations. We applaud your continuing commitment and dedication to our community and citizens. Working together we can provide excellent service to our shared constituents. The objective of TCAB is to provide a unified voice and vision to promote effective trial court operations statewide.

We represent all levels of trial courts - Municipal, District, and Superior. With targeted advocacy we will assure access to our courts and the fair administration of justice for every person.

Trial courts are often referred to as the people's courts. It is here that citizens come to resolve disputes and justice is meted. Prosecutors, attorneys, plaintiffs, respondents, and defendants walk through our doors for simple and complex litigation, adjudication of offenses, family law matters, administration of probate and guardianship, and much more. Our judges make decisions daily that have great impact on those who stand before them. We are proud of the work we do and always strive to improve the lives of the men, women, and children we serve.

**Below are the trial court contact judges your district**

<i>Name</i>	<i>Court</i>	<i>Contact Information</i>
Honorable [ ]	[ ] Municipal Court	Phone: [ ] Email: [ ]
Honorable [ ]	[ ] District Court	Phone: [ ] Email: [ ]
Honorable [ ]	[ ] Superior Court	Phone: [ ] Email: [ ]

Your local trial courts look forward to introducing you to our judges, staff, and facilities. The court administrators and Presiding Judges welcome the opportunity to meet you.

The trial court judge and administrator associations work together on issues of importance to all trial courts and offer support to policy and funding issues that relate to trial court operations at the Municipal, District, or Superior Court level. We also work directly through the Board for Judicial

Administration (BJA) on areas of policy that impact trial and appellate court levels. Below you will find contact information for the legislative liaisons representing the trial court associations and the BJA.

- District and Municipal Court Judges' Association – Limited Jurisdiction trial courts including: misdemeanors, DUI, civil matters under \$75,000, and infractions  
DMCJA Legislative Contact – Melanie Stewart, [votesrus2@comcast.net](mailto:votesrus2@comcast.net), 360.943.3806
  
- Superior Court Judges' Association – General jurisdiction trial courts including: juvenile, civil matters over \$50,000, felonies, and family law  
SCJA Legislative Contact – Tom Parker, [tparker011@comcast.net](mailto:tparker011@comcast.net), 206.200.7898  
Juvenile Court Administrators Legislative Contact – Tom McBride [tom@mcbridepa.com](mailto:tom@mcbridepa.com), 360-481-1824
  
- Board for Judicial Administration – Administrative and policy making body for the Judicial Branch  
Legislative Contact – Mellani McAleenan, [mellani.mcaleenan@courts.wa.gov](mailto:mellani.mcaleenan@courts.wa.gov), 360.357.2113

We wish you the very best as you assume your duties and look forward to working with you to provide the best possible services and outcomes to our mutual constituents. Please do not hesitate to contact any of the above judges at any time.

Sincerely,

Judge Charles Snyder, Chair of TCAB and Superior Court Judge in Whatcom County

Judge Jeff Ramsdell, President of SCJA and Superior Court Judge in King County

Judge Veronica Alicea-Galvan, President, DMCJA Judge for the City of Des Moines Municipal Court

cc: [presiding judge/administrator]

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# TRIAL COURT ADVOCACY BOARD

*There is No Strength Without Unity – Ni neart go cur le cheile*

Date

Name

Title

Address

Salutation

The Trial Court Advocacy Board (TCAB) is a joint organization of the Superior Court Judges' Association, District and Municipal Judges' Association, and related court administrator associations. On behalf of TCAB, we congratulate you on your election to [position]. We applaud your commitment and dedication to our community and citizens. Working together we can provide excellent service to our shared constituents. The objective of TCAB is to provide a unified voice and vision to promote effective trial court operations statewide.

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Juvenile Court Administrators Legislative Contact – Tom McBride, [tom@mcbridepa.com](mailto:tom@mcbridepa.com), 360-481-1824
  
- Board for Judicial Administration Administrative and policy making body for the Judicial Branch  
Legislative Contact – Mellani McAleenan, [mellani.mcaleenan@courts.wa.gov](mailto:mellani.mcaleenan@courts.wa.gov), 360.357.2113

We wish you the very best as you assume your duties and look forward to working with you to provide the best possible services and outcomes to our mutual constituents. Please do not hesitate to contact any of the above judges at any time.

Sincerely,

Judge Charles Snyder, Chair of TCAB and Superior Court Judge in Whatcom County

Judge Jeff Ramsdell, President of SCJA and Superior Court Judge in King County

Judge Veronica Alicea-Galvan, President, DMCJA Judge for the City of Des Moines Municipal Court

cc: [presiding judge/administrator]

n:\staff directories\rmmcd\tcab\tcab letter to newly elected official.docx

The Supreme Court  
State of Washington

BARBARA A. MADSEN  
CHIEF JUSTICE  
TEMPLE OF JUSTICE  
POST OFFICE BOX 40929  
OLYMPIA, WASHINGTON  
98504-0929



(360) 357-2037  
FAX (360) 357-2085  
E-MAIL J.B.MADSEN@COURTS.WA.GOV

October 27, 2014

Honorable Joshua F. Grant  
Lincoln County District Court  
P. O. box 329  
Davenport, WA 99122-0329

Re: Reappointment to the Ethics Advisory Committee

Dear Judge Grant:

Judge Veronica Alicea-Galvan, president of the District and Municipal Court Judges' Association (DMCJA), has nominated you for reappointment as a DMCJA representative to the Ethics Advisory Committee and the Supreme Court's Administrative Committee has confirmed your appointment. Your term is through October 31, 2016.

On behalf of the members of the Supreme Court, I wish to thank you for your willingness to serve on the Ethics Advisory Committee. I am confident that this important board will continue to benefit from your expertise and experience.

Sincerely,

A handwritten signature in cursive script that reads "Barbara A. Madsen".

Barbara A. Madsen  
Chief Justice

c: Hon. Alan Hancock, Chair  
Hon. Veronica Alicea-Galvan, DMCJA  
Nancy Sullins, AOC





WASHINGTON  
COURTS

**DMCJA BOARD MEETING**  
**FRIDAY, NOVEMBER 14, 2014**  
**12:30 P.M. – 3:30 P.M.**  
**AOC SEATAC OFFICE**  
**SEATAC, WA**

**PRESIDENT JUDGE VERONICA ALICEA-GALVAN**

**SUPPLEMENTAL AGENDA**

**TAB**

**Call to Order**

**General Business**

**1**

- A. Minutes – September 21, 2014
- B. Treasurer's Report – *Judge Ahlf*
- C. Special Fund Report – *Judge Marinella*
- D. Standing Committee Reports
  - 1. DMCJA Legislative Committee – *Judge Meyer*
    - a. Meeting Minutes for August 8, 2014 and September 12, 2014
    - b. Proposed Legislation: (1) Courts of Limited Jurisdiction Fees; (2) District Court Civil Jurisdiction Monetary Limits; (3) Employment Security Department Subpoenas
  - 2. Rules Committee Meeting Minutes for June 10, 2014
- E. Trial Court Advocacy Board (TCAB) Update – *Judge Steiner*

**Liaison Reports**

DMCMA    MCA    SCJA    WSBA    WSAJ    AOC    BJA

**Discussion**

**2**

- A. Driver's License Restoration Presentation – *Northwest Justice Project*
- B. DMCJA Rules Committee – *Judge Garrow*
  - 1. Proposed Amendment to CrR 3.2 (Release of Accused)
  - 2. Proposed Amendment to CrR 6.2 (Jurors' Orientation)
  - 3. Amendments to CLJ Rules
- C. 2015 Judicial Institute DMCJA Sponsorship Request
- D. Campaign for Equal Justice Funding Request

<p><b>Action</b></p> <ul style="list-style-type: none"> <li>A. Trial Court Security Committee's Proposed General Rule 35</li> <li>B. Adult Static Risk Assessment (ASRA) Oversight Committee Funding Request</li> <li>C. TCAB Funding Request</li> <li>D. Judicial College Donation Request</li> <li>E. YMCA 2015 Annual Campaign</li> <li>F. Annual Review of Association Dues</li> <li>G. Judicial Information System (JIS) Report – <i>Vicky Cullinane</i> <ul style="list-style-type: none"> <li>1. Rule 13 Amendment</li> <li>2. Section 10.2 Policy</li> <li>3. Data Standards</li> <li>4. Implementation Plan</li> </ul> </li> <li>H. Seattle Municipal Court's Information Technology Governance (ITG) Request <ul style="list-style-type: none"> <li>1. ITG 222 Request</li> <li>2. Complexity of Changing JIS/Judicial Access Browser System - <i>Charlotte Jensen</i></li> <li>3. CLJ-CMS Project Steering Committee letter to State Court Administrator</li> <li>4. Court User Workgroup (CUWG) Update – <i>Dexter Mejia</i></li> <li>5. Costs of the ITG Request Update – <i>Vicky Cullinane</i></li> </ul> </li> </ul>	<p><b>3</b></p>
<p><b>Information</b></p> <ul style="list-style-type: none"> <li>A. DMCJA Board voted at the 2014 Board Retreat not to collect Special Fund dues in 2015</li> <li>B. Letter regarding Reporting DMCJA Expenditures to Public Disclosure Commission (PDC)</li> <li>C. DMCJA Nominating Committee Members</li> <li>D. DMCJA letter thanking Washington Traffic Safety Commission for funding DUI Benchbook</li> <li>E. TCAB Letter encouraging Judges to contact local Legislators</li> <li>F. Letter regarding Reappointment to the Ethics Advisory Committee</li> <li><b>G. Washington Supreme Court letter to DMCJA regarding Proposed Changes to Rule on Sealing of Court Records</b></li> </ul>	<p><b>4</b></p> <p style="text-align: right;"><b>X</b></p>
<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>A. Next Meeting: Friday, December 12, 2014, 12:30 p.m. – 3:30 p.m., AOC SeaTac Office Center</li> </ul>	
<p><b>Adjourn</b></p>	

The Supreme Court  
State of Washington

BARBARA A. MADSEN  
CHIEF JUSTICE  
TEMPLE OF JUSTICE  
POST OFFICE BOX 40929  
OLYMPIA, WASHINGTON  
98504-0929



(360) 357-2037  
FAX (360) 357-2085  
E-MAIL J.B.MADSEN@COURTS.WA.GOV

October 23, 2014

Re: Proposed Changes to Rule on Sealing of Court Records

Dear Interested Parties:

Thank you for your interest and comment on the proposed revisions to GR 15, dealing with the sealing of court records. On behalf of the Washington State Supreme Court, I am writing to update you on the progress of this proposal, along with related proposed changes to GR 31.

As you recall, the Supreme Court held a public hearing in June of this year on the proposal to amend GR 15, which was last updated in 2006 to establish clear guidelines for judges to follow when sealing court records, including a requirement for judges to identify in writing the "compelling privacy or safety concern that outweighs the public interest."

Throughout the process of considering changes to these rules, in addition to considering public testimony and comment, it became clear that a more holistic approach was necessary.

Therefore, following considerable discussion and deliberation, a majority of the court rejected the proposed amendments currently under review. The court has further requested that the Washington Supreme Court Rules Committee review GR 15, GR 31, GR 22, and current case law that governs issues pertaining to access to court records and report back to the court with a recommendation on whether any proposed changes are needed at this time and, if so, what changes are necessary.

I have asked the chair of our Supreme Court Rules Committee, Associate Chief Justice Charles Johnson, to keep those who have commented on this proposed rule informed of the progress of this item and to reach out as appropriate to stakeholders for suggestions

Interested Party – court rule change  
October 23, 2014  
Page 2

and input as it considers these rules. If revisions are proposed by the Rules Committee, the proposal will be published for comment. If you should have any questions, please feel free to contact his office at 360/357-2021.

On behalf of the court, thank you for your interest and input on this important matter.

Sincerely,



Barbara A. Madsen  
Chief Justice

c: Justices  
Nan Sullins