



**DISTRICT AND MUNICIPAL
COURT JUDGES' ASSOCIATION**

BOARD MEETING

September 3, 2015

**PUGET SOUND ROOM, AOC
OLYMPIA, WASHINGTON**

DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION SCHEDULE OF BOARD MEETINGS

2015-2016

<i>DATE</i>	<i>TIME</i>	<i>MEETING LOCATION</i>
<i><u>Tentative:</u></i> <i>Friday, July 10, 2015</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Aug. 14, 2015</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Thursday, Sept. 3, 2015</i>	10:30 a.m. – 1:30 p.m.	AOC Puget Sound Conf. Room, Olympia
<i>Friday, Oct. 9, 2015</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Nov. 13, 2015</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Dec. 11, 2015</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Jan. 8, 2016</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Feb. 12, 2016</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, March 11, 2016</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, April 8, 2016</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, May 13, 2016 & Saturday, May 14, 2016</i>	May 13: 12:00-5:00 p.m. May 14: 9:00-1:00 p.m.	TBD
<i>Sunday, June 5, 2016</i>	9:00 a.m. – 12:00 p.m.	TBD, in conjunction with Spring Program

AOC Staff: Sharon Harvey

(AOC Conference Room Reserved)

Updated: May 27, 2015



DMCJA BOARD MEETING
THURSDAY, SEPTEMBER 3, 2015
10:30 AM – 1:30 PM
AOC EASTSIDE OFFICE BUILDING
OLYMPIA, WA

PRESIDENT JUDGE DAVID STEINER

AGENDA	TAB	ESTIMATED TIME
Call to Order		5 minutes
General Business <ul style="list-style-type: none"> A. Minutes - August 14, 2015 (pp 1-5) B. Treasurer's Report – <i>Judge Burrowes</i> C. Special Fund Report – <i>Judge Ahlf</i> D. Standing Committee Reports <ul style="list-style-type: none"> 1. Legislative Committee – <i>Judge Meyer</i> <ul style="list-style-type: none"> a. Meeting Minutes dated June 10, 2015 (pp 7-8) E. Trial Court Advocacy Board (TCAB) Update – <i>Judge Steiner</i> F. Judicial Information System Committee (JISC) Update – <i>Judges Marinella and Svaren</i> (p 9) G. JIS Report – <i>Ms. Cullinane</i> 	1	10 minutes
Liaison Reports <ul style="list-style-type: none"> A. District and Municipal Court Management Association (DMCMA) – <i>Ms. Linda Baker</i> B. Misdemeanant Corrections Association (MCA) – <i>Ms. Deena Kaelin</i> C. Superior Court Judges' Association (SCJA) – <i>Judge Michael Downes</i> D. Washington State Bar Association (WSBA) – <i>Ann Danieli, Esq.</i> E. Washington State Association for Justice (WSAJ) – <i>Shirley Bluhm, Esq.</i> F. Administrative Office of the Courts (AOC) – <i>Mr. Dirk Marler</i> G. Board for Judicial Administration (BJA) – <i>Judges Garrow, Jasprica, Lambo, and Ringus</i> 		15 minutes
Action <ul style="list-style-type: none"> A. Relicensing Initiative – <i>Mr. Howard Delaney, Spokane Municipal Court Administrator</i> (p 11) 	2	20-30 minutes
Discussion <ul style="list-style-type: none"> A. Board Review of DMCJA Operational Rules and Modern Rules of Order (pp 13-22) B. Whether DMCJA Vice President Should Hold District and Municipal Court Management Association (DMCMA) Liaison Position (p 23) 	3	60 -120 minutes

<p>C. Whether DMCJA Dues Should Remain As Set and Whether a 2016 Special Fund Assessment Is Necessary</p> <ol style="list-style-type: none"> 1. District and Municipal Court Judges Association – Dues Policy (p 25) 2. DMCJA Conference Registration Fee Payment for Members in Good Standing (p 27) 3. DMCJA Reserves Committee Meeting Minutes – June 9, 2015 (p 29) <p>D. Whether DMCJA Should Require Payment of BJA Dues (\$55) as Condition of Good Standing (p 31)</p> <ol style="list-style-type: none"> 1. Excerpt of 2012 Minutes regarding BJA Dues for DMCJA Good Standing (p 33) <p>E. Payment Methods for Lobbying Services for Judicial Pensions and Retirement (p 35)</p> <p>F. Whether New Judges Should Be Announced on the DMCJA Listserv</p>		
<p>Information</p> <ol style="list-style-type: none"> A. Judge Shelley Szambelan, Spokane Municipal Court, has been appointed to serve as the DMCJA Representative for the Ethics Advisory Committee. (p 37) B. Administrative Office of the Courts PowerPoint Slides regarding its Structure (p 39 - 84) 	<p>4</p>	
<p>Other Business</p> <ol style="list-style-type: none"> A. Joint SCJA/DMCJA Meeting with Supreme Court Justices – September 3, 2015, 2:00 PM to 4:00 PM, Temple of Justice, Olympia, WA; 4:30 PM Reception at Justice Fairhurst’s Home B. The next DMCJA Board Meeting is Friday, October 9, 2015 at the AOC SeaTac Office. 		
<p>Adjourn</p>		



DMCJA Board of Governors Meeting
Friday, August 14, 2015, 12:30 p.m. – 3:30 p.m.
AOC SeaTac Office
SeaTac, WA

MEETING MINUTES

Members Present:

Chair, Judge Steiner
Judge Ahlf
Judge Donohue
Judge Fair
Judge Gehlsen
Judge Marinella
Judge Meyer
Commissioner Noonan
Judge Ringus (non-voting)
Judge Robertson
Judge Robinson
Judge Short
Judge Svaren
Judge Staab

Guests:

Deena Kaelin - MCA
Paulette Revoir - DMCMA
Karen Campbell, Esquire - NJP
Yvette War Bonnet, Esquire - NJP

AOC Staff:

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

Members Absent:

Judge Burrowes
Judge Garrow (non-voting)
Judge Jasprica (non-voting)
Judge Lambo (non-voting)

Judge David Steiner, District and Municipal Court Judges' Association (DMCJA) President, noted a quorum was present and called the DMCJA Board of Governors (Board) meeting to order at 12:31 PM. Judge Steiner asked attendees to introduce themselves.

GENERAL BUSINESS

A. Minutes

The Board motioned, seconded, and passed a vote (M/S/P) to approve the Meeting Minutes for June 7, 2015 with corrections to the following:

(1) Mr. Larry Baker is from the Misdemeanant Corrections Association (MCA) and not the District and Municipal Court Management Association (DMCMA), and

(2) the statement, "Judge Marinella mentioned funding received from Senate Bill (SB) 5454, which is an act relating to court operations, in which the state pays **one-half** of the salaries of district court judges and of elected municipal court judges, beginning July 1, 2006" should read, "Judge Marinella mentioned funding received from Senate Bill (SB) 5454, which is an act relating to court operations, in which the state pays **twenty-five percent** of the salaries of district court judges and of elected municipal court judges, beginning July 1, 2006." (emphasis added). See Meeting Minutes for June 7, 2015, Discussion, Strategy to Achieve 2015-2016 DMCJA Goals, Adequate Court Funding.

B. Treasurer's Report

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

C. Special Fund Report

M/S/P to approve the Special Fund Report.

1. Legislative Committee

Judge Meyer reported that the DMCJA Legislative Committee met the morning of August 14, 2015. DMCJA Membership legislative proposals were discussed and Committee members were assigned issues to research. Judge Meyer reported that the final 2015-2017 Legislative budget was not as good as the proposed House budget and not as bad as the proposed Senate budget. The three point eight million dollars provided for the courts of limited jurisdiction case management system (CLJ-CMS) will not be available until January 1, 2016. The Administrative Office of the Courts is using other resources until January 1, 2016. Judge Meyer also informed that the Committee briefly discussed the Superior Court Judges' Association's (SCJA) proposed Office of the Trial Court Policy and Research.

2. Rules

Judge Robertson reported that the DMCJA Rules Committee met on June 9, 2015 and April 22, 2015 and encouraged Board Members to read the Meeting Minutes, which are in the Board packet.

Trial Court Advocacy Board (TCAB)

Judge Steiner reported that the TCAB did not meet in July 2015. There was suggestion that the TCAB would terminate in light of the SCJA's proposed Office of the Trial Court Policy and Research.

JIS Report

Ms. Cullinane reported that the legislature appropriated \$3.8 million from the JIS fund for the CLJ-CMS Project for the 2015-2017 biennium. The legislature placed conditions on this funding via several provisos that include deadlines, reports to the legislature, and oversight by the executive branch Office of the Chief Information Officer. AOC also may not spend any money on the project until January 2016. But work on the CLJ-CMS Project will not stop. AOC will continue to work on the project using existing resources until the funding is available. The Court User Work Group (CUWG) and AOC staff will be working on documenting the requirements through the end of the year, so the funding delay will not have a large impact. Ms. Cullinane further stated that the CLJ-CMS Project will also benefit from the successes of the Superior Court Case Management System (SC-CMS) Project. The progress on that project will increase Legislative confidence in the AOC's ability to implement a statewide case management system.

Ms. Cullinane further addressed an issue regarding the Legislature's decision to fully fund the King County District Court (KCDC) data exchange initiative while funding the CLJ-CMS Project at less than what was requested. There were comments that \$600,000 in funding was lost from the CLJ-CMS Project and given to the KCDC data exchange. Additionally, there was concern that the Board voted to support the KCDC Project with the understanding that it would not impact funding for the CLJ-CMS Project. Ms. Cullinane stated that the CLJ-CMS Project is a priority for the Judicial Information System Committee (JISC) and AOC. For this reason AOC requested that the funding for the KCDC Project come from General Fund dollars, and not from the Judicial Information System (JIS) Fund. The Legislature, however, decided to appropriate \$5.3 million from the JIS Fund for the KCDC Project.

LIAISON REPORTS

DMCMA – The District and Municipal Court Management Association (DMCMA) Representative, Ms. Paulette Revoir, reported that the DMCMA will hold fall regional trainings in October 2015. The trainings will be held on the east coast and west coast of Washington State. Ms. Carla Weaver, DOL Liaison, will provide a DOL update during these trainings. The DMCMA will hold its Annual Conference May 15-18, 2015 at the Davenport Hotel in Spokane, WA.

MCA – The Misdemeanant Corrections Association (MCA) Representative, Ms. Deena Kaelin, reported that its Spring Conference was great. Judge Robinson presented on alternative sentences during the Conference. The MCA Academy continues to operate.

AOC – The Administrative Office of the Courts (AOC) Representative, Mr. Dirk Marler, informed that the Annual Fall Conference will be held October 4-7, 2015 in Seattle, WA. The Conference will be a joint conference with the American Judges Association (AJA) and the National Association of State Judicial Educators (NASJE). Mr. Marler requested that DMCJA Board members send to him issues that they would like discussed at the annual business meeting. Mr. Marler expressed that the AOC is working on an extensive presentation for BJA regarding how the AOC is organized and interconnected. The AOC will present the information at the Board for Judicial Administration (BJA) meeting on August 21, 2015. Mr. Marler expressed that the AOC is eager to offer information to the DMCJA Board. The AOC is also doing its best to make sure that the SCJA proposed Office of the Trial Court Policy and Research is not a distraction for AOC staff and the AOC will work through the situation. Mr. Marler also reminded the Board that the AOC has consistently included DMCJA leadership in its DMCJA support staff selection. Mr. Marler stated that he is available for questions regarding the AOC.

BJA – The Board for Judicial Administration (BJA) Representative, Judge Ringus, informed that the BJA will meet on Friday, August 21, 2015, to discuss member goals, structure, purpose, and reasons for actions. The BJA will also discuss dues and Standing Committees. The new co-chair of the BJA is Judge Scott R. Sparks, *Kititas County Superior Court*.

ACTION

- A. Establishment of Yearly Plan for the Nominating Committee to Encourage Member Involvement

M/S/P for the DMCJA Nominating Committee to develop a plan to encourage member involvement.

DISCUSSION

- A. Northwest Justice Project (NJP) Relicensing Initiative Presentation

M/S/P to make this discussion an action item at the September 3, 2015 Board Meeting regarding whether the DMCJA will support the NJP Relicensing Initiative as a concept.

NJP attorneys, Karen Campbell and Yvette War Bonnet, presented on the NJP Relicensing Initiative. Ms. Campbell informed that the NJP is not allowed to lobby because it receives federal funding. For this reason, the NJP is seeking another entity to push the statewide relicensing initiative forward. Ms. Campbell expressed that the relicensing proposal, which would enable individuals to get jobs, came from Summits, which took place in both eastern and western Washington. The Summits reveal the main barriers to relicensing are that tickets are in multiple jurisdictions, there is a lack of uniformity among courts, and the various collection practices. The solution from the NJP Summit was to (1) adopt a statewide program with uniform criteria and no ability for courts to opt out, (2) the ability for a driver to make a single payment, and (3) standard admission criteria and payment plan terms.

Ms. Campbell noted the Minnesota Department of Public Safety, which offers four hours of driver safety classes. Ms. Campbell stated that the proposed relicensing initiative would include a universal cashiering system, which would preclude courts from opting out of the Program. The statewide relicensing program would not review court decisions. For instance, traffic infractions or criminal cases must go before a judge in order to check a defendant's status. An entity would collect payments and distribute them to courts in an equal

amount. Vermont and Minnesota relicensing programs were discussed regarding consideration for those with limited income.

The NJP Relicensing Initiative is based on the Spokane and Oregon Programs. Oregon, unlike Washington State, has a unified court system. Thus, no legislation was necessary to implement the program. Spokane has six jurisdictions participating in a relicensing program. The NJP would like a stakeholder's meeting to discuss the promotion of the NJP's relicensing initiative.

Judge Short requested the number of collections that exist in Spokane. Ms. Campbell stated that she would research and provide an answer. The issue of insurance was mentioned. There was also a suggestion to include collection agencies as stakeholders. The Board then decided to invite Mr. Howard Delaney, Spokane Court Administrator, in order to learn more about the Spokane Relicensing Program.

B. Board Review of DMCJA Operational Rules and Modern Rules of Order

This issue was rescheduled for the September 3, 2015 Board Meeting in the interest of time.

C. Judicial College Funding Request

M/S/P to donate fifteen hundred dollars (\$1500) to the joint reception.

D. District and Municipal Court Management Association (DMCMA) Liaison Position Vacancy

This issue was rescheduled for the September 3, 2015 Board Meeting in consideration of time. At the next meeting, the Board will discuss whether the DMCJA Vice President should assume the DMCMA Liaison position.

E. Ethics Advisory Committee Position Vacancy

The Board discussed candidates for the Ethics Advisory Committee. There was a DMCJA Representative vacancy when Judge Joshua Grant retired on July 1, 2015.

F. Board to Create a Public Outreach Committee to Educate Justice Partners

Judge Steiner appointed Judge Gehlsen to be the Chair of the newly created task force known as the Public Outreach Committee.

G. Whether a 2016 Special Fund Assessment is Necessary

This topic was rescheduled for the September 3, 2015 meeting in the interest of time.

H. Whether New Judges Should be Announced on the DMCJA Listserv

This topic was rescheduled for the September 3, 2015 in the interest of time.

INFORMATION

Judge Steiner reported that Governor Inslee signed a Bill that provides for an additional Skagit County District Court Judge. He also mentioned that the YMCA Youth & Government sent thank you notes to the DMCJA, which are included in the Board packet.

OTHER BUSINESS

Judge Steiner reported that the next DMCJA Board Meeting is Thursday, September 3, 2015, from 10:30 AM to 1:30 PM, at the AOC Office in Olympia, WA. The Joint SCJA/DMCJA Meeting with Supreme Court Justices is September 3, 2015, 2:00 PM to 4:00 PM, Temple of Justice, Olympia, WA. A reception at Justice Fairhurst's home will follow the Joint Meeting at 4:30 PM.

The Board Meeting adjourned at 2:30 PM. The Board entered into an Executive Session to discuss the Superior Court Judges' Association's proposed Office of the Trial Court and Research.



WASHINGTON
COURTS

DMCJA Legislative Committee Meeting
WEDNESDAY, JUNE 10, 2015
SKAMANIA LODGE, STEVENSON, WA
7:30 A.M. TO 8:20 A.M.

MEETING MINUTES

Members:

Chair, Judge Samuel G. Meyer
Judge Brett Buckley
Judge Melanie Dane
Judge Michelle Gehlsen
Judge Jeffrey Goodwin
Judge Corinna Harn
Judge Glenn Phillips
Judge Wade Samuelson
Judge Ketu Shah
Judge Shelley Szambelan

Guests:

AOC Staff:

Ms. J Benway
Ms. Sharon Harvey

1. CALL TO ORDER

Judge Meyer called the meeting to order at 7:35 a.m.

2. WELCOME AND INTRODUCTIONS

Judge Meyer welcomed the new Committee members and thanked the returning members for their service.

3. APPROVE MEETING MINUTES FOR FEBRUARY 20, 2015

Judge Shah noted that he was listed as attending the February meeting although he was not present. It was motioned, seconded and passed to approve the minutes from the February 20, 2015 as amended to show that Judge Shah was not in attendance.

4. REVIEW 2015 LEGISLATIVE SESSION

Judge Meyer stated that he had reviewed the 2015 legislative session during his Legislative Report at the Conference and that legislative summaries were available.

5. DISCUSS 2016 LEGISLATIVE PROPOSALS

Judge Meyer provided an overview of the process of developing the DMCJA legislative proposals. During July, proposals for new or amended legislation will be solicited from the DMCJA membership. In August, the Committee will meet to determine which proposals to pursue and Committee members will be requested to review particular proposals and report back to the Committee. In September, the Committee meets to review the proposals and recommendations and decide how to proceed. Often the proposals will be forwarded to the DMCJA Board by October, but additional meetings are occasionally required to develop the proposals. After the legislative session starts, the Legislative Executive Committee meets

weekly to review and comment on bills. The full Legislative Committee will meet in February for the annual legislative reception at the Temple of Justice.

There being no other business, the meeting was adjourned at 7:50 a.m.

2015 Meeting Schedule
Judicial Information System Committee (JISC)
See Agenda for Conference Call Number

JISC Meetings 10:00 a.m. - 2:00 p.m.
March 6, 2015
April 24, 2015
June 26, 2015
August 28, 2015
October 23, 2015
December 4, 2015

JISC Meeting Material: [JISC Meeting Material](#)

AOC SeaTac Facility
18000 International Boulevard, Suite 1106
SeaTac, WA 98188
(Dates/Times/Locations Subject to Change)

Excerpts from DMCJA Board Meeting Minutes dated August 14, 2015

A. Northwest Justice Project (NJP) Relicensing Initiative Presentation

M/S/P to make this discussion an action item at the September 3, 2015 Board Meeting regarding whether the DMCJA will support the NJP Relicensing Initiative as a concept.

The Board then decided to invite Mr. Howard Delaney, Spokane Court Administrator, in order to learn more about the Spokane Relicensing Program.

DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION

OPERATIONAL RULES

(Adopted December 8, 2006)

The District and Municipal Court Judges' Association (DMCJA) is governed by Bylaws as adopted and periodically amended by DMCJA membership. These rules are intended to supplement the Bylaws and provide guidance for members participating in DMCJA governance. The rules set forth the expectations of the DMCJA Board for its members and officers.

I. Board Member Duties

Each Board member and officer shall use best efforts to:

- A. Personally attend all Board meetings. Participation by phone can be arranged through staff on a meeting-by-meeting basis if presence is not possible;
- B. Prepare for participation by reading agendas and materials before the meeting;
- C. Be prepared to lead discussion of agenda items as assigned by the President;
- D. Follow up on tasks assigned by the Board;
- E. Attend the ~~Long Range Planning~~ DMCJA Board Retreat, and the DMCJA business meetings at spring and fall judicial conferences;
- F. Represent the Board at the request of the President; and
- G. Advance the work of the Board in at least one of the following ways:
 1. By serving as a committee chair;
 2. By serving as a liaison to outside organizations; or
 3. By serving as a committee member.

Commented [HS1]: The Long Range Planning Retreat is now known as the DMCJA Board of Governors (Board) Retreat.

II. Board Meetings

- A. Board meeting schedules shall be adopted at the ~~Long Range Planning~~ DMCJA Board Retreat. Meetings will generally fall on the afternoon of the 2nd Friday of the month in SeaTac.
- B. Special meetings may be called by the President upon notice by mail, email, or phone.

Attendance

In-person participation is preferred; participation by phone or other means must be arranged in advance through DMCJA staff on a meeting-by-meeting basis.

Manner of Action

- A. Items shall be introduced on the discussion calendar and carried to the following meeting for action.
- B. The Board may act upon motion or resolution adopted at a meeting.
- C. A motion or resolution shall be adopted if approved by a majority of those Board members in attendance at the time the vote takes place.
- D. There shall be no voting by proxy, mail, or email.

III. Executive Legislative Committee

Membership

The Executive Committee shall consist of the President, President –Elect, Legislative Committee Chair, and two or more additional members appointed by the President from the Board of Governors or the Legislative Committee. Staff shall also participate in Executive Committee meetings as an ex officio member.

Meetings

The Executive Committee shall meet weekly in person or by phone during legislative sessions to discuss and adopt DMCJA positions on legislation. The Executive Committee shall report at all regular Board meetings during session. The Executive Committee shall monitor and direct the activities of the DMCJA lobbyist.

Quorum

A quorum shall consist of the President or President-Elect, the Legislative Committee Chair or designee, and at least two other members of the Executive Committee.

Manner of Action

Staff shall daily review legislative digests for legislation that may impact courts of limited jurisdiction. Staff shall provide Executive Committee members with internet links to legislation of interest. Executive Committee members shall review and be prepared to discuss and recommend DMCJA positions on legislation at weekly meetings. Positions of the DMCJA shall be adopted by majority vote of participating Executive Committee members.

IV. Special Initiatives

The Board may establish committees of limited life span to address specific initiatives. The Board will appoint the chairs, provide specific charges and may establish time frames and reporting requirements for completing the delegated work. In all other respects, these special initiative committees are subject to Bylaws provisions for standing committees.

V. Staff

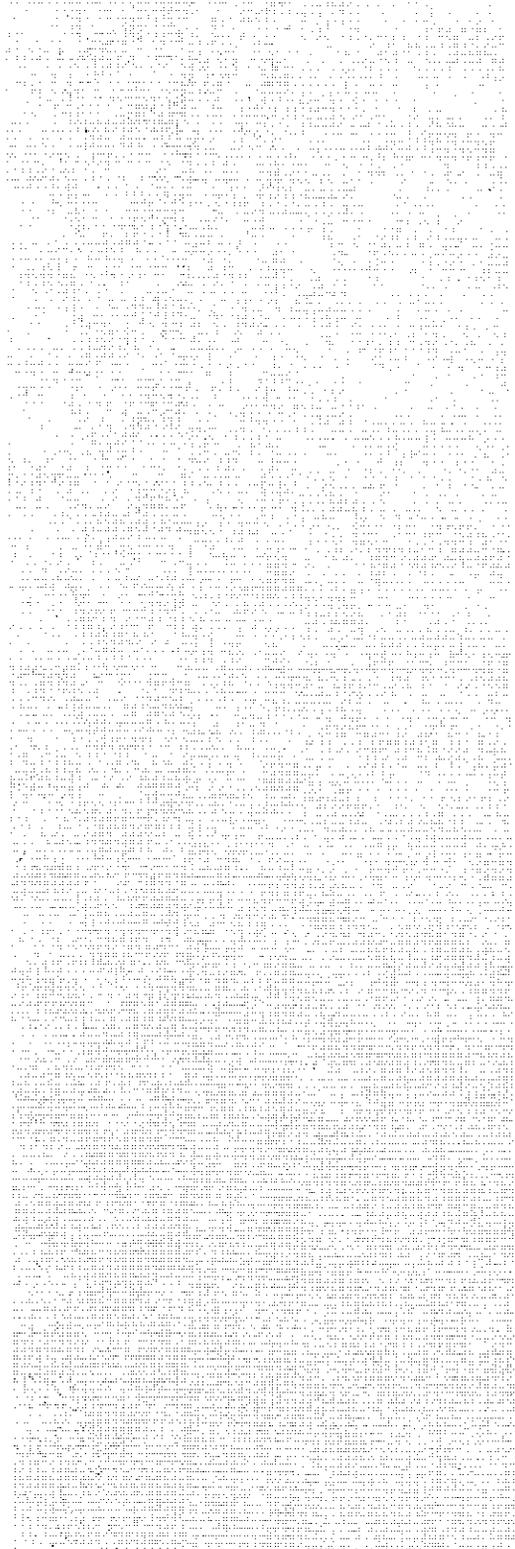
The Administrative Office of the Courts provides staff support to the DMCJA. Staff is responsible for:

- A. Preparing and publishing agendas and materials in consultation with the DMCJA president;
- B. Keeping track of Board actions;
- C. Maintaining DMCJA records in compliance with State Archivist retention schedules;
- D. Providing staff support for committees; and
- E. Acting as the registered business agent for the DMCJA.

Staff shall have a DMCJA credit card to conduct DMCJA business. Staff shall timely report any expenses incurred to the DMCJA Treasurer

VI. Amendments

The Board may amend these operational rules from time to time to meet the obligations and duties of the DMCJA.



**RULES FOR CONDUCT FOR THE
DISTRICT AND MUNICIPAL COURT JUDGES ASSOCIATION
BOARD OF GOVERNORS MEETINGS**

based on

The Modern Rules of Order, 2nd Edition by
Donald A. Tortorice, Esq. and published by
ABA Publishing

- Rule 1:** **Role of the President.** Authority for conduct of the meeting is assigned to the President, who shall act as Chair. Decisions of the Chair are final on questions of procedure, but may be appealed to a vote of the Board. If a ruling is corrected by the Board, the Chair shall amend his or her ruling to reflect the will of the Board.
- Rule 2:** **Governing Law.** These rules are subordinate to the DMCJA Bylaws.
- Rule 3:** **Agenda.** The President shall establish the agenda and order of business for each meeting in consultation with Association staff.
- Rule 4:** **Quorum.** The Chair shall be responsible for ascertaining and announcing the presence of a quorum, and shall duly convene the meeting when a quorum is present.
- Rule 5:** **Special Officers.** The President may appoint a Special Chair to conduct all or any part of a meeting. The Special Chair shall be the President-Elect, or, if the President-Elect is not present or is unable to serve, then the Vice President.
- Rule 6:** **Approval of Minutes.** If the minutes of the prior meeting have been circulated, the Chair should ask if there are corrections. Following notation of corrections, the Chair shall announce that the minutes are approved as circulated (or corrected). If there is a dispute on a correction, the proposed correction should be put in the form of a main motion, discussed and voted on according to these rules. If the minutes of the prior meeting have not been circulated, the Chair shall read the minutes and take corrections, and the procedures noted above for correction and approval shall apply.
- Rule 7:** **General Discussion.** Issues that require consideration may be discussed with or without a formal motion. An issue may be resolved by recording (i) the general consensus or "sense of the Board," or (ii) by formal motion.
- Rule 8:** **General Principles for Discussion or Debate.** The Chair shall regulate the discussion to assure adequate consideration of relevant points of view in the best interest of the DMCJA. The following principles shall guide the Chair and the Board:

(a) The discussion should assure sufficient consideration of issues and all pertinent points of view.

(b) The discussion shall at all times maintain the dignity of the meeting, assure that the views of each recognized speaker are made known to the Board, and assure that proper respect is accorded to all members of the Board and others attending the meeting.

(c) The discussion shall assure that the issue(s) is/are presented in a manner understood by the participants.

(d) The ultimate goal of discussion is to determine the will of the Board and to articulate decisions for conduct of the business of the DMCJA.

Rule 9: General Consensus or Sense of the Board. When the members of the Board who are present embrace a course of action by clear consensus, the Chair may (if there is no objection) state that action on the issue is resolved by “general consensus” or “sense of the meeting.” A ruling as to general consensus or sense of the meeting shall be recorded as the decision of the Board.

Rule 10: Motion Practice and Procedure. When a sense of the meeting or general consensus is not determined, or where the importance of the issue makes formal action desirable, any member of the Board (other than the President and President-Elect) may state the proposal as a motion.

Motions shall be limited to those noted on the attached Description and Chart. There are 3 categories of motions: (1) Meeting Conduct Motions, (2) Disposition Motions, and (3) Main Motions (to take action or to reconsider action taken). The motions are listed in the attached Chart in order of precedence. When any motion is pending, any motion listed above it in the list is in order, but those below it are not in order.

Rule 11: Adjournment. Upon completion of the meeting agenda, and if no other business is indicated, the Chair shall adjourn the meeting. Adjournment may be accomplished by announcement by the Chair or by motion. A motion to adjourn before completion of the agenda is out of order.

DESCRIPTION:

MOTION PRECEDENCE AND CONDUCT

(If circumstances call for a departure from these procedures, the Chair has authority to determine the conduct of the meeting, subject to appeal)

MEETING CONDUCT MOTIONS

1. **Point of Privilege** – A communication from a member to the Chair drawing urgent attention to a need for personal accommodation. Examples: inability to see or hear a speaker, overlooked right or privilege that should have been accorded.
 - May interrupt a speaker
 - Second not required
 - Not debatable
 - Not amendable
 - Resolved by the Chair; no vote required

2. **Point of Procedure** – (point of order) – A communication from a member to the Chair inquiring into the manner of conducting business or raising a question regarding the propriety of a procedure. An inquiry to be resolved by the Chair.
 - May interrupt a speaker
 - Second not required
 - Not debatable
 - Not amendable
 - Resolved by the Chair; no voting required

3. **Appeal Ruling of the Chair** – An appeal to the Board of a ruling of the Chair on a matter of procedure. **NOTE:** A ruling based on governing law such as a bylaw requirement is not appealable.
 - May not interrupt a speaker
 - Second required
 - Debatable
 - Not amendable
 - Majority vote required

DISPOSITION MOTIONS

4. **Withdraw a Motion** – A maker of a motion—and only the maker of a motion—may make a motion to withdraw. As the maker's privilege, a motion to withdraw does not require a second or a vote.
 - May interrupt a speaker
 - Second not required

- Not debatable
- Not amendable
- Resolved by the Chair; no vote required

5. **Postpone Consideration** – Purpose: to enable the Board to deal with the issue more effectively at a later time. A postponed motion can be renewed at a later appropriate time unless otherwise specifically provided in the motion.

- May not interrupt a speaker
- Second required
- Debatable
- Amendable
- Majority vote required

6. **To Refer** – Typically, to submit an issue to a committee or task force for study and/or recommendation.

- May not interrupt a speaker
- Second required
- Debatable
- Amendable
- Majority vote required

7. **To Amend** – Proposes a change in the wording or a motion currently under consideration. **NOTE:** When a motion to amend is pending, and an amendment to the amendment is proposed, the Chair should focus discussion on the latest amendment, resolve that question, then proceed to the first amendment before continuing discussion on the main motion. Votes on amendments are in reverse order of the sequence in which they are proposed.

- May not interrupt a speaker
- Second required
- Debatable
- Amendable
- Majority vote required

8. **To Limit, Extend or Close Debate** – The Chair has discretion to ensure that differing points of view are heard. This motion overrides the Chair's determination. Since it affects a member's right to speak his or her views, it requires a two-thirds vote of the Board. (Includes calling the question.)

- May not interrupt a speaker
- Second required
- Debatable
- Amendable
- Two-thirds vote required

MAIN MOTIONS

9. **Main Motion** – May be an initial call for action, to reconsider, to rescind a prior decision or to elect persons to office.

- May not interrupt a speaker
- Second required
- Debatable
- Amendable
- Majority vote required unless otherwise prescribed by governing law

**SUMMARY OF
MOTION PRECEDENCE AND CONDUCT**
(if circumstances call for a departure from these procedures, the Chair
has authority to determine the conduct of the meeting, subject to appeal)

Name	Interrupt a Speaker?	Second Required?	Debatable?	Amendable?	Vote Required?
MEETING CONDUCT MOTIONS					
1. Point of Privilege	YES	NO	NO	NO	NO
2. Point of Procedure	YES	NO	NO	NO	NO
3. Appeal Ruling of the Chair	NO	YES	YES	NO	Majority
DISPOSITION MOTIONS					
4. Withdraw a Motion	YES	NO	NO	NO	NO
5. Postpone Consideration	NO	YES	YES	YES	Majority
6. To Refer	NO	YES	YES	YES	Majority
7. To Amend	NO	YES	YES	YES	Majority
8. To Limit, Extend or Close Debate	NO	YES	YES	YES	Two-Thirds
MAIN MOTION					
9. Main Motion	NO	YES	YES	YES	Majority*

*Unless otherwise required by governing law.

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District and Municipal Court Management Association

2015-16 Board Meeting Schedule

Board Meetings will begin at **10:00 AM**

The Education Committee will meet at 8:30 AM, subject to change

Tuesday, July 7, 2015

Thursday, September 10, 2015

Tuesday, November 20, 2015

Tuesday, January 12, 2016

Thursday, March 10, 2016

Thursday, May 12, 2016

Location:

AOC SeaTac Facility
SeaTac Office Center-South Tower
18000 International Blvd., Suite 1106
SeaTac WA 98188-4251

Call-in Information:

Priority will be given to executive board members. If you would like to attend by phone please contact Stacy Colberg at colbergs@cityofgigharbor.net at least one week prior to the meeting and she will provide you with the number to call. 2 phone lines will be available with the ability for 10 members to attend the meeting.

Travel reimbursements

Travel will be reimbursed to any member in good standing. Reimbursements for travel shall be submitted to the Treasurer within 30 days on an association travel reimbursement form along with itemized receipts. Authorization is required from a committee co-chairperson or an officer of the Association.

- A. Mileage will be calculated at the State of Washington rate.
- B. Itemized receipts for meals must be submitted and will not exceed the Federal Per Diem rate.
- C. Airline expenses require prior approval from the President, unless you are a member of the Executive Board. Tickets must be purchased two weeks in advanced and reimbursement will be for coach class rates only.
- D. Hotel reimbursement will be for the government rate listed at that hotel if available.

Treasurer -- Bonnie Woodrow bwoodrow@rentonwa.gov

DISTRICT AND MUNICIPAL COURT JUDGES ASSOCIATION – DUES

Statute requires all District and Municipal Court Judges be members of the District and Municipal Court Judges Association. (See RCW 3.70.010).

Payment of regular dues and assessments, if any, are required to be an active member in good standing. (See Article III, Sec. 1(a) of Bylaws).

Annual dues paid by a judicial officer are associated with the judicial officer and if replaced mid-term, the successor judicial officer must also pay dues. Annual dues paid by a governmental entity, are associated with the position and if the judicial officer in that position is replaced mid-term, the dues shall be applied to the successor judicial officer. (See Article IV, Sec. 4 of Bylaws).

To be consistent with the Bylaws set forth above and to guide current and future Secretary-Treasurers of the Association in properly accounting for dues paid, the following policy(ies) is/are hereby adopted:

1. A judicial officer appointed or elected to new judicial position shall pay association annual dues in the full amount, for the year in which the judicial officer takes office. Payment shall be made by the jurisdiction or the judicial officer personally, consistent with the practice of the jurisdiction.

2. If a judicial officer is appointed or elected in mid-term, to a previously existing position, and annual dues are paid by the jurisdiction, the dues paid shall be credited to the newly appointed or elected judicial officer to that position.

3. If a judicial officer is appointed or elected in mid-term, to a previously existing position, and annual dues are paid by the prior judicial officer, the dues shall be pro-rated to year end and the newly appointed or elected judicial officer to that position shall be responsible to pay the pro-rated amount to the Association to be in good standing with the Association. The judicial officer replaced in the circumstances set forth in this paragraph shall be reimbursed the pro-rated sum but only upon the Association's receipt of the new judicial officer's payment of dues.

ADOPTED January 10, 2014.

DMCJA Conference Registration Fee Payment for Members in Good Standing

Since 2012, the Board has voted to approve paying the spring conference participant incidental fee, which is also known as the registration fee, for DMCJA members in good standing. In 2015, the incidental fee for the DMCJA Spring Conference at Skamania Lodge was \$210. The 2015 fees paid totaled \$38,430, which included 183 people at \$210.

In 2014, the registration fee for the DMCJA Spring Conference at the Semiahmoo Resort was \$205. The 2014 fees paid totaled \$36,285, which included 177 people at \$205. In 2013, the DMCJA Spring Conference registration fees totaled \$42,750, which included 190 people at \$225 for each member.

The DMCJA Spring Conference flyer is scheduled to be distributed in March 2016.



DMCJA Reserves Committee Meeting
Tuesday, June 9, 2015
7:30 AM – 8:25 AM

MEETING MINUTES

Members:

Judge David Steiner, Chair
Judge Scott K. Ahlf
Judge G. Scott Marinella

AOC Staff:

Ms. Sharon Harvey

Discussion

A. Meeting Minutes

The Committee voted to approve the District and Municipal Court Judges' Association (DMCJA) Reserves Committee Meeting Minutes dated March 14, 2014.

B. Should DMCJA Continue Not To Charge Special Fund Dues

The Committee discussed whether to request a twenty-five dollar (\$25) Special Fund assessment to the membership and decided to do so based on lobbying and litigation costs. For instance, in 2014, the DMCJA hired an attorney to handle a case and paid its Lobbyist one thousand dollars (\$1000) for services rendered regarding judicial pension funds. Special Fund expenditures may include lobbying expenses, *amicus* briefs and arguments, honorariums, condolences, and gifts, pursuant to the DMCJA Special Fund Policies and Use Criteria. The Committee decided to bring the issue to the DMCJA Board of Governors for discussion at its next meeting.

C. Strategic Plan for Use of Special Funds

Judge Marinella, Special Fund Custodian, reported that there is forty-seven thousand five hundred seventy-four dollars and eighty-five cents (\$47,574.85) in the Special Fund account. He recommended requesting a \$25 assessment from the DMCJA in order to build a larger nest egg for the Fund. The Committee decided to maintain funds at US Bank and to place half of the budget into the checking account and half into a six month Certificate of Deposit (CD), twenty thousand dollars (\$20,000) into savings and the balance into a twelve month CD. Further, the current and incoming custodians should look at options in order to best maximize return.

D. Recommendations to the Board

- A. The Special Fund should be maintained at Washington Federal Bank.
- B. The Board should discuss whether to collect Special Fund dues in the amount of twenty-five dollars (\$25) in order to maintain adequate funds in 2016.
- C. The Special Fund Custodian should decide whether the recommendations fit the Fund's daily needs. Therefore, the Custodian should look at options in order to best maximize return and make recommendations to the Board of Governors.

The meeting adjourned at 7:55 AM.

**BOARD FOR JUDICIAL ADMINISTRATION
2015 – 2016 DUES**

August 24, 2015

Dear Colleagues,

In 1987, the Board for Judicial Administration, under the leadership of Chief Justice Pearson, established a private account funded with dues paid by judges from their personal funds. The initial reason for establishing the account was to pay for dinner meetings with legislators for which the use of public funds is not appropriate. Contributions from judges of all court levels was deemed appropriate as the legislative agenda of the Board for Judicial Administration represents the judiciary as a whole and generally seeks improvements that affect all court levels. The dues have been levied on an as-needed basis through the years, on average about once every two years. The most recent dues levy occurred in 2012. The dues schedule has remained unchanged since 1992.

The primary uses of the account are:

- Travel expenses related to Salary Commission hearings
- Legislative dinners, receptions, and "brown bag" sessions
- Travel expenses for judges testifying before the legislature on behalf of the Board for Judicial Administration
- Board for Judicial Administration events that exceed the state per diem
- Miscellaneous expenses such as recognition gifts for Board members leaving the Board and photographs of bill signings

On behalf of the Board for Judicial Administration, we are asking you to participate in supporting the Board's efforts on your behalf and that of the judicial branch of government. Please direct any questions you may have regarding this notice or the purposes for which these dues are used to either your BJA representative or Ms. Misty Butler. Ms. Butler can be reached at 360.705.5226.

Sincerely,



Chief Justice Barbara Madsen



Judge Scott Sparks

Board for Judicial Administration Dues Schedule

Supreme Court Justices	\$55.00
Court of Appeals Judge	\$55.00
Superior Court Judge	\$55.00
Courts of Limited Jurisdiction Judge (full-time)	\$55.00
Courts of Limited Jurisdiction Judge (part-time)	\$30.00

Please make your check payable to BJA and mail by November 1, 2015 to:

Colleen Clark, PO Box 41170, Olympia, WA 98504-1170

Thank you.

JIS Status Update

Ms. Marin discussed the status of current projects including the Superior Court Case Management (onsite visits with vendors and customers that are using vendors). The recommendation will go up to the JISC in January.

Data Exchange projects – the Superior Court data exchange efforts are first in line because of the SC-CMS project. Luckily, this sets some of the foundation for the Information Networking Hub project and will have a positive impact on CLJ exchanges in the future. ITG #27, the Seattle Municipal Court data transfer, will likely start in the spring. ITG #41, purging certain CLJ records, has been in process for several months. The data dissemination will meet again in January to clarify some of their original policy decisions that are dictating the project.

DISCUSSION

A. Members in Good Standing – BJA Dues

Members reviewed excerpts from past meeting minutes and discussed whether the BJA dues should be made a condition precedent to DMCJA good standing. One of the members recalled a previous discussion wherein the Board expressed concern about making a voluntary payment should be considered as a requirement when the association is statutorily created and mandated. The Board came to consensus that BJA dues should not be required to achieve DMCJA good standing but members should be encouraged to pay them.

B. Nominating Committee Report

The Nominating Committee was unable to meet prior to the Board meeting. They will report next month.

C. Rules Committee Report

The Rules Committee submitted their most recent minutes which reflected their work on rule changes proposed by the Court Management Council and detailed discussion on the proposed GR 31.1. The committee made several recommendations regarding the CMC rules, this will move forward as an Action item in January.

D. Legislative Committee Report – Judge Meyer

The legislature recently experienced some major changes when two Senate Democrats crossed party lines and lined up with the Republicans to threaten taking control over committees and leadership. It will take awhile to figure out how it will shake out for sure but it looks as if Sen. Kline will be replaced by Sen. Padden as the Chair of the Judiciary Committee.

This year, the committee has referred and is working on getting support for the 1) mandatory retirement bill, 2) court security bill, 3) \$25 show cause hearing administrative cost, and are currently working to finalize the language on 4) amending RCW 46.46.63.060 on behalf of the Uniform Infraction and Citation Committee, 5) tying municipal court wind-downs to judicial terms.

DMCJA was also approached to participate in discussions with King County Prosecutor Dan Satterberg about stalking protection order legislation. Judge Steiner agreed to attend a meeting with Judge Prochnau from King County Superior Court. The draft bill is a different version of a

information requirements that courts not on the statewide systems must provide and need universal information sharing throughout all courts.

M/S/P to request that JISC make ITG 102 DMCJA's number one priority and withdraw ITG 027 Seattle data exchange. Unanimous vote.

Legislative Committee

Judge Meyer reviewed the Positions Taken report and updates on bills of interest to DMCJA. Also the Executive Board approved \$1,000 for the DMCJA's lobbyist for work done on the Retirement bill.

M/S/P to allow up to \$5,000 as needed for any further payments to the DMCJA's lobbyist for work done on the Retirement bill. Unanimous vote.

Nominating Committee

Judge Derr reported that the committee has only one more position that it is looking for a candidate for and hope to have that soon. The recommendations from the committee will be up for action at the March Board meeting to be sent to the membership at the Spring Conference.

System Improvement Committee

Judge Allen reported that this committee is submitting its report of recommendations to the Board and Candice Bock, Association of Washington Cities (AWC) and Brian Enslow, Washington State Association of Counties (WSAC), did not participate in the recommendations. The recommendations of this committee will be discussed at the Board Retreat and up for action at the April 26, 2014, Board meeting following the Board Retreat.

JIS Status Update

Ms. Cullinane reported that work continues on a new way to log in to JABS and it will require 2 pieces of information, RACF ID and password. For judges with multiple courts, they will be able to log in once and then choose from a list of the courts they are involved with. Ms. Cullinane handed out a one page flyer that can be used when talking to legislators about why money should not be taken from the JIS fund.

Discussion

A. CLJ CMS Summit Meeting– Judge Svaren

Information on this meeting was given during the Technology Committee report and discussion.

B. Trail Court Advocacy Board – Judge Svaren

Judge Svaren reported that this Board will meeting after BJA meetings since most of the members will already be at the BJA meetings. The draft charter was reviewed. There was discussion that this Board should not have committees under it as its main focus is advocacy and it is not the intent for this Board to displace either Judges' associations or BJA. Ms. Vance said DMCMA will be sending a letter to request that it be members of TCAB. There was discussion that it should be set out that DMCJA or SCJA may not necessarily support same topic/issues but are still able to pursue that topic/issue independently. There should be a coordination with BJA on funding and on

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

August 20, 2015

Judge Michelle "Shelley" Szambelan
Spokane Municipal Courts
1100 W. Mallon Avenue
Spokane, WA 99260

Re: Appointment to the Ethics Advisory Committee

Dear Judge Szambelan:

Judge David Steiner, president judge of the District & Municipal Court Judges' Association, has nominated you for appointment to the Ethics Advisory Committee and the Supreme Court's Administrative Committee has confirmed your appointment. Your term ends October 31, 2017.

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,

Barbara A. Madsen
Chief Justice

cc: Hon. Linda Lee, Chair
Hon. David Steiner
Shannon Hinchcliffe, AOC
Sharon Harvey, AOC



WASHINGTON COURTS

Administrative Office of the Courts

BOARD FOR JUDICIAL ADMINISTRATION
August 21, 2015

Administrative Office of the Courts



Mission
“To advance the Efficient and Effective Operation of the Washington Judicial System.”

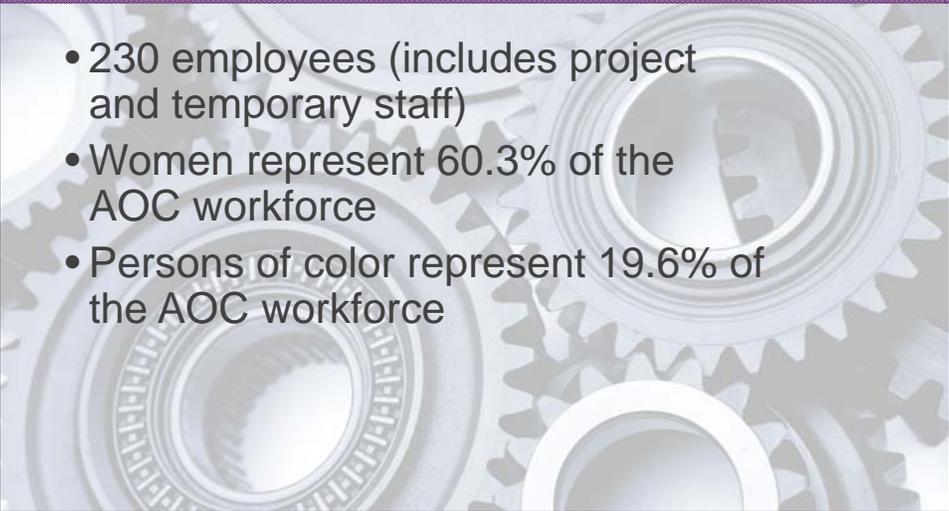
Philosophy
“To provide prompt, courteous and competent service to all we serve through cooperation, collaboration and use of best practices and modern technology always maintaining ethical and professional conduct.”

WASHINGTON COURTS 2 

Workforce Profile

ADMINISTRATIVE OFFICE OF THE COURTS

- 230 employees (includes project and temporary staff)
- Women represent 60.3% of the AOC workforce
- Persons of color represent 19.6% of the AOC workforce



WASHINGTON COURTS 3



Management Profile

ADMINISTRATIVE OFFICE OF THE COURTS

- 24 management positions
- Women represent 62.5% of AOC management positions
- Persons of color represent 33.3% of AOC management positions



WASHINGTON COURTS 4

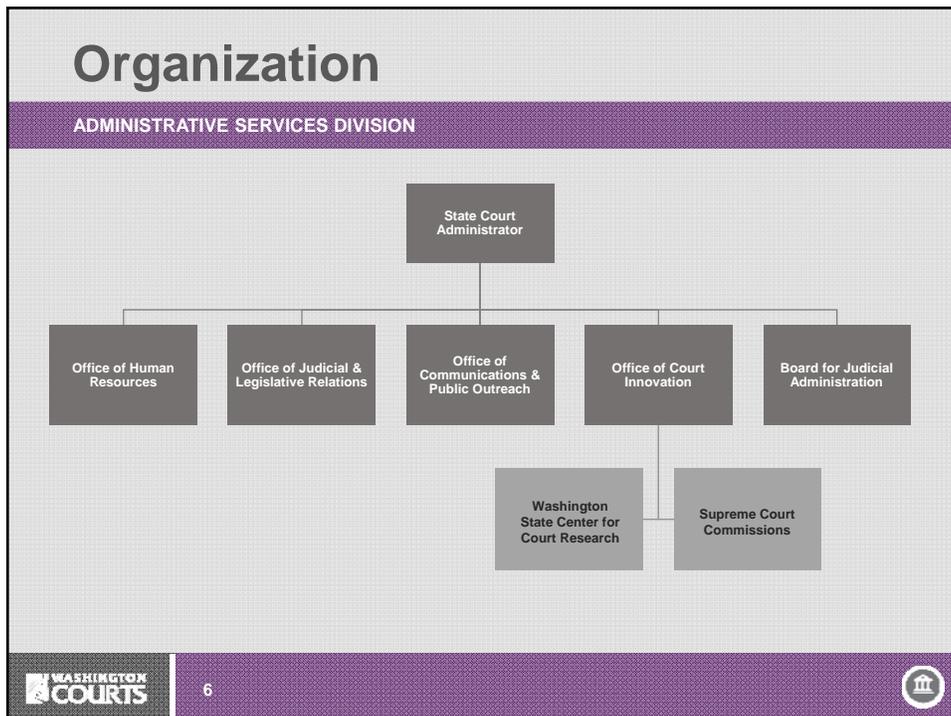




WASHINGTON COURTS ADMINISTRATIVE OFFICE OF THE COURTS

Administrative Services Division

Dependable Leadership. Effective Planning. Exceptional Service to Courts.



Leadership

ADMINISTRATIVE SERVICES DIVISION

	Callie T. Dietz <i>State Court Administrator</i>		Jane VanCamp <i>Associate Director, Office of Human Resources</i>
	Mellani McAleenan <i>Associate Director, Office of Judicial & Legislative Relations</i>		Wendy Ferrell <i>Associate Director, Office of Communications & Public Outreach</i>

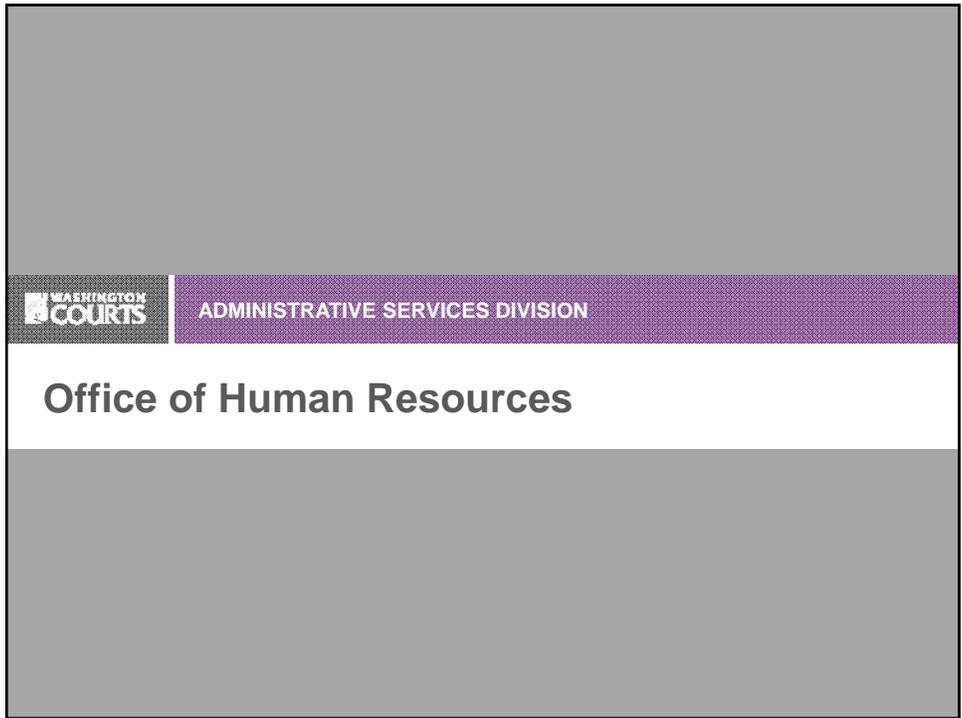
WASHINGTON COURTS 7 

Leadership

ADMINISTRATIVE SERVICES DIVISION

	Carl McCurley <i>Manager, Washington State Center for Court Research</i>		Misty Butler <i>Administrative Manager, Board for Judicial Administration</i>
Vacancy <i>Administrative Manager, Office of Court Innovation</i>			

WASHINGTON COURTS 8 



WASHINGTON COURTS ADMINISTRATIVE SERVICES DIVISION

Office of Human Resources

Responsibilities

OFFICE OF HUMAN RESOURCES

- Administration and Updating Policies
- Employee Claims and Files
- Compliance with State/Federal Employment Laws
- Employee Relations and Recognition
- Equal Employment Opportunity/ Reasonable Accommodations
- Consultation and Inquiries
- Classification and Compensation
- Training and Staff Development and New Employee Orientation
- Recruitment and Assessment
- Business Continuity

WASHINGTON COURTS 10





WASHINGTON
COURTS

ADMINISTRATIVE SERVICES DIVISION

Office of Judicial & Legislative Relations

Overview

OFFICE OF JUDICIAL AND LEGISLATIVE RELATIONS

- Serves as primary contact to legislative and executive branches, acting as liaison for the AOC.
- Speaks on behalf of the Board for Judicial Administration.
- Works with the Trial Courts & their lobbyists to coordinate effort & communicate on legislation & policy
- Work with the Appellate Courts as necessary



WASHINGTON
COURTS

12



Results

OFFICE OF JUDICIAL AND LEGISLATIVE RELATIONS

During the 2015 legislative sessions,
AOC's subject matter experts:

- Tracked 849 bills and amendments
- Reviewed just under 2,500 bills
- Collaborate with Court Association paid Lobbyists on behalf of the Trial Courts



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ADMINISTRATIVE SERVICES DIVISION

Office of Communications & Public Outreach

Results

OFFICE OF COMMUNICATIONS AND PUBLIC OUTREACH

- Website averages 235,000 hits daily
- Compiles highlights of media coverage of Washington's judiciary each work day and e-mails to nearly 1,200 subscribers
- Responds to media requests for the judicial branch
- Facebook page has over 500 likes.
- Twitter feed # of impressions is 75,811 with visits to the site at 4,479; and nearly 200 unique mentions/tags

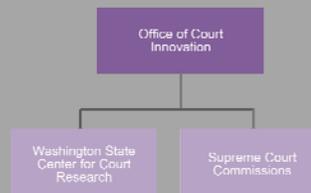


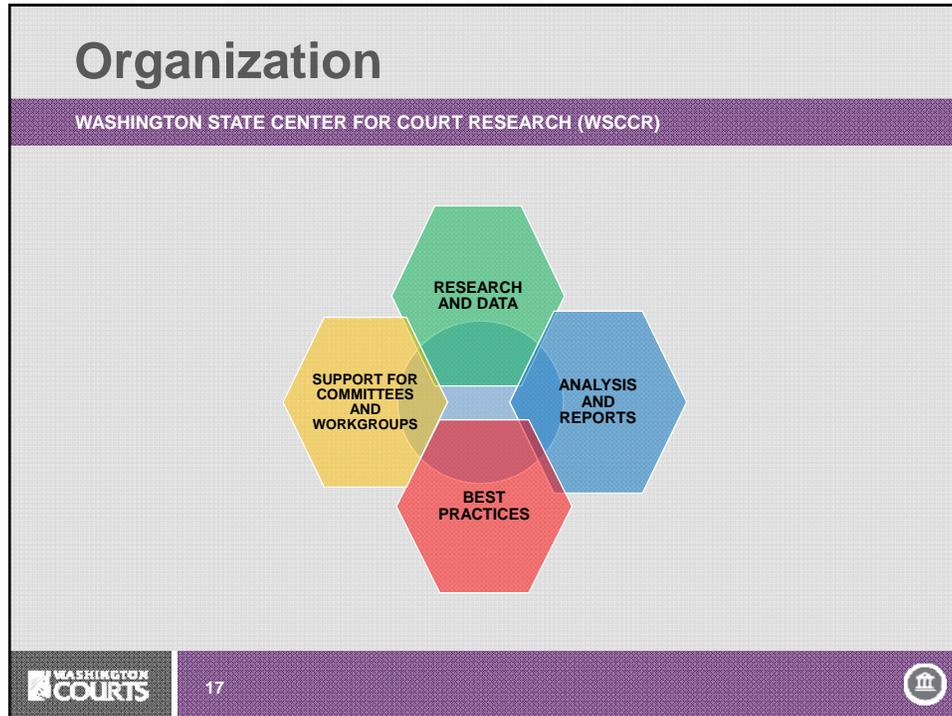
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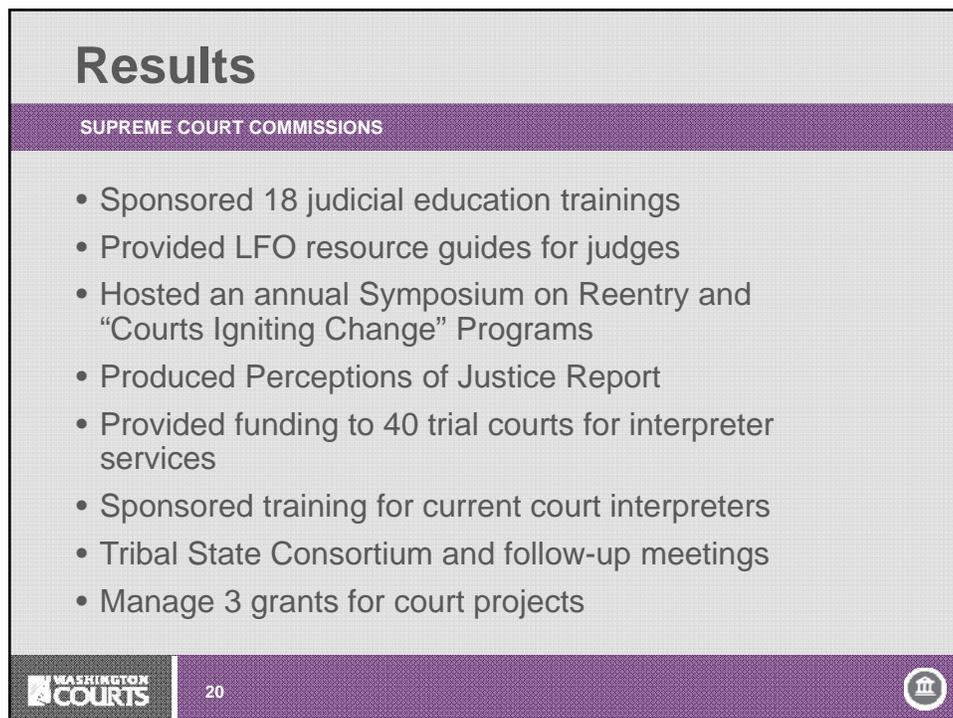
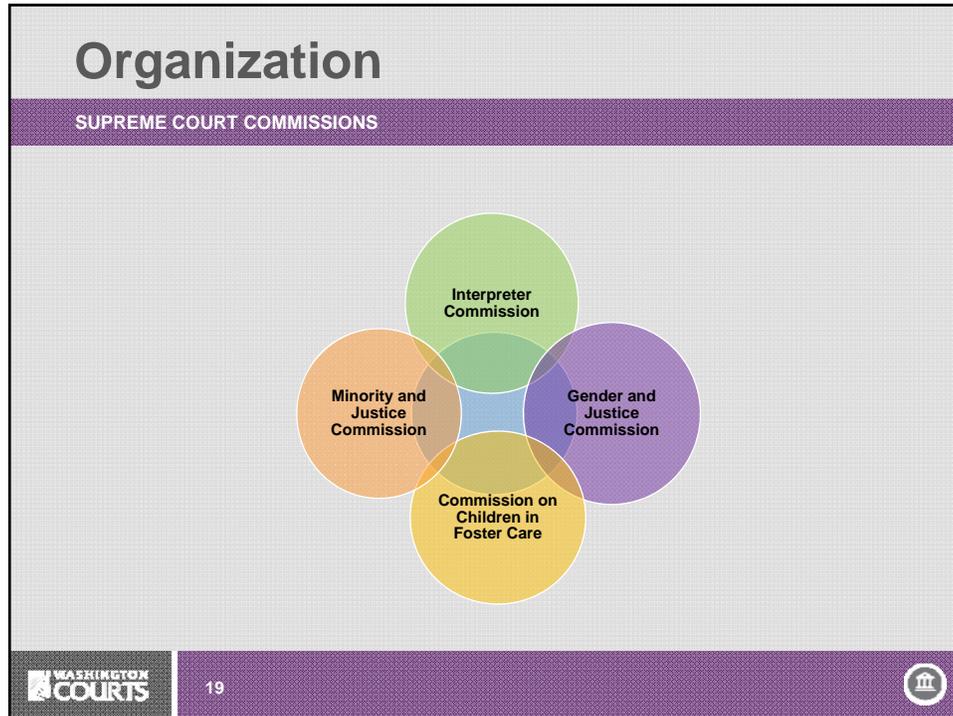


ADMINISTRATIVE SERVICES DIVISION

Office of Court Innovation







WASHINGTON COURTS ADMINISTRATIVE SERVICES DIVISION

Board for Judicial Administration



Results

BOARD FOR JUDICIAL ADMINISTRATION

- Published the comprehensive results and recommendations of the Committee Unification Workgroup which surveyed over 200 judicial branch committees, commissions and boards
- Produced “Court Reform and Regional Courts: A Review and Analysis of Reform Efforts in Washington’s Courts of Limited Jurisdiction”
- The BJA Public Trust and Confidence Committee produced and distributed the Emmy nominated video “Myths & Misperceptions About Washington Courts”



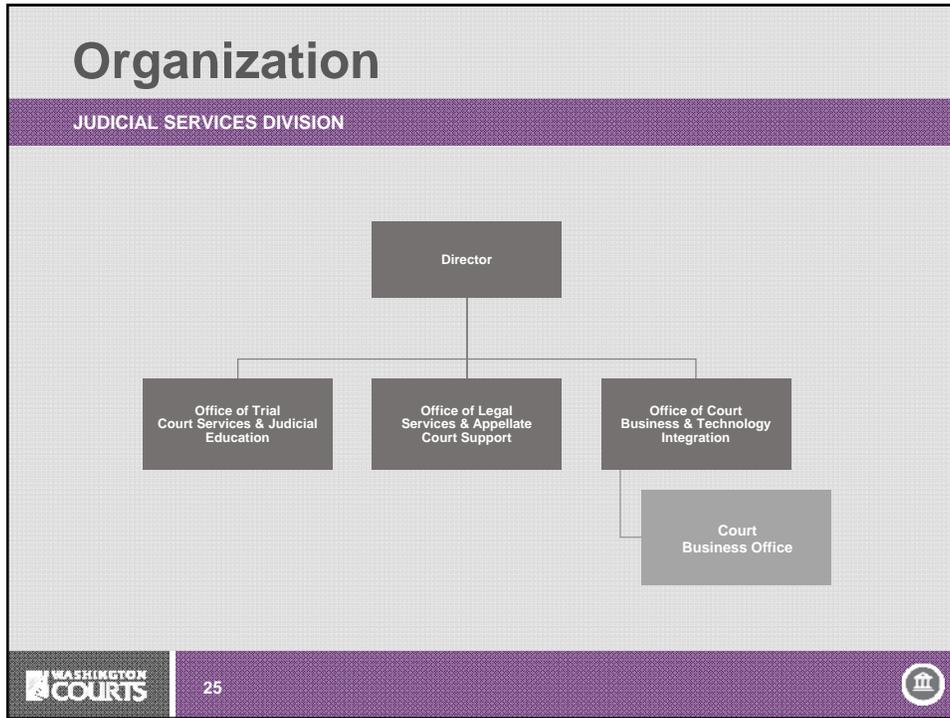
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ADMINISTRATIVE OFFICE OF THE COURTS

Judicial Services Division

Analyzes, consults, educates, advises, and guides a decentralized court community



Leadership

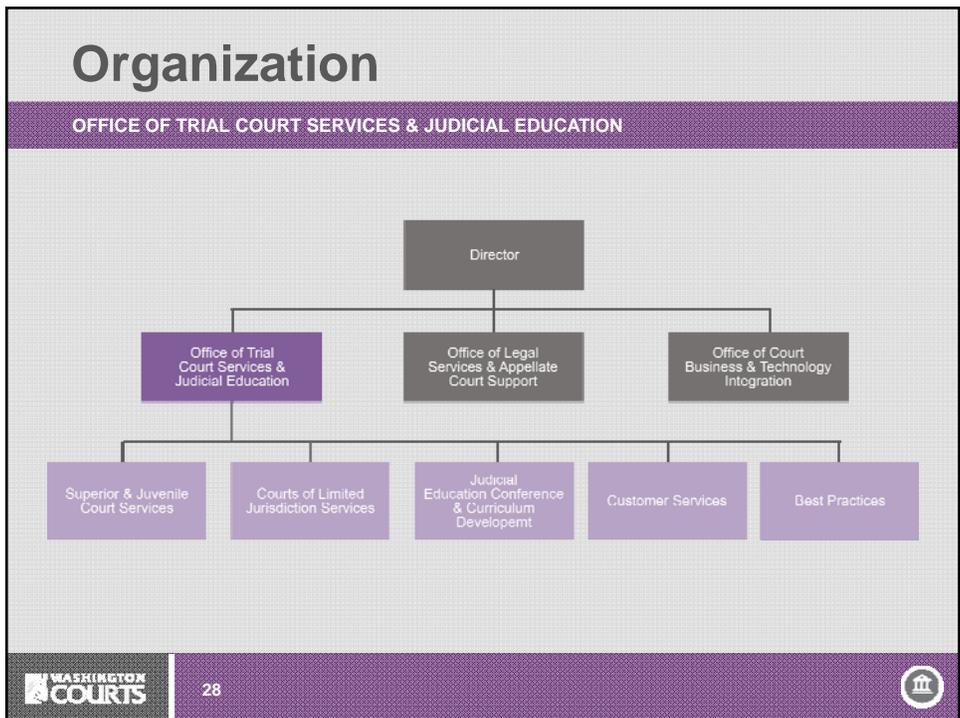
JUDICIAL SERVICES DIVISION

 <p>Dirk Marler <i>Director</i></p>	 <p>Danielle Pugh-Markie <i>Manager, Office of Trial Court Services & Judicial Education</i></p>	 <p>Shannon Hinchcliffe <i>Manager, Office of Legal Services & Appellate Court Support</i></p>
 <p>Kathy Wyer <i>Manager, Office of Court Business & Technology Integration</i></p>	 <p>Dexter Mejia <i>Manager, Court Business Office</i></p>	

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WASHINGTON COURTS JUDICIAL SERVICES DIVISION

Office of Trial Court Services & Judicial Education



Association Support

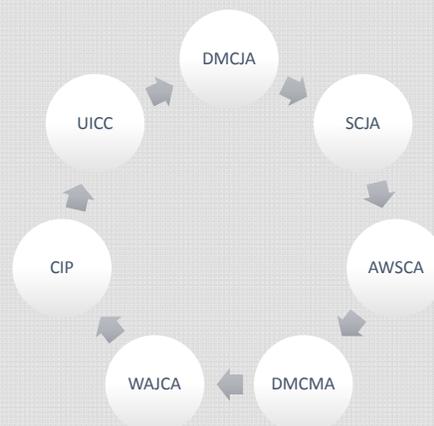
OFFICE OF TRIAL COURT SERVICES & JUDICIAL EDUCATION

SUPERIOR COURTS	JUVENILE COURTS	COURTS OF LIMITED JURISDICTION
BOARD AND COMMITTEE STAFFING		
BUDGET PROPOSALS		
LEGISLATION ANALYSIS AND IMPLEMENTATION		
POLICY DEPARTMENT		
PRIORITIZING COURTS/INFRUITFUL COURTS		
LAW TABLE		
RESEARCH PROJECTS		



Support for Associations, Boards, Committees

OFFICE OF TRIAL COURT SERVICES & JUDICIAL EDUCATION



Ethics	Therapeutic Courts	Technology	Legislative
Education	Guardianship & Probate	Family & Juvenile Law	Rules
Diversity	Bylaws	DOL Liaison	Long Range Planning
Nominating	Reserves	Conference Planning	Rural Courts
Security	TCAB	Sentencing & Supervision	Criminal Law

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Court Education

OFFICE OF TRIAL COURT SERVICES & JUDICIAL EDUCATION

APPELLATE COURTS	SUPERIOR COURTS	JUVENILE COURTS	COURTS OF LIMITED JURISDICTION
JUDICIAL COLLEGE			
ANNUAL JUDICIAL CONFERENCE			
INSTITUTE FOR NEW COURT EMPLOYEES			
PRESIDING JUDGE AND ADMINISTRATOR EDUCATION			
JUDGES' SPRING CONFERENCES			
COURT ADMINISTRATORS' EDUCATION			



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Best Practices

OFFICE OF TRIAL COURT SERVICES & JUDICIAL EDUCATION

APPELLATE COURTS	SUPERIOR COURTS	JUVENILE COURTS	COURTS OF LIMITED JURISDICTION
JUDICIAL NEEDS ESTIMATES/TRIAL COURT STAFFING			
BUSINESS PROCESS RESEARCH/DATA INTO INFORMATION			
CASE MANAGEMENT STANDARDS			
PUBLISHED CASELOAD			
DATA QUALITY AND ACCURACY			
AOC SUPPORT			



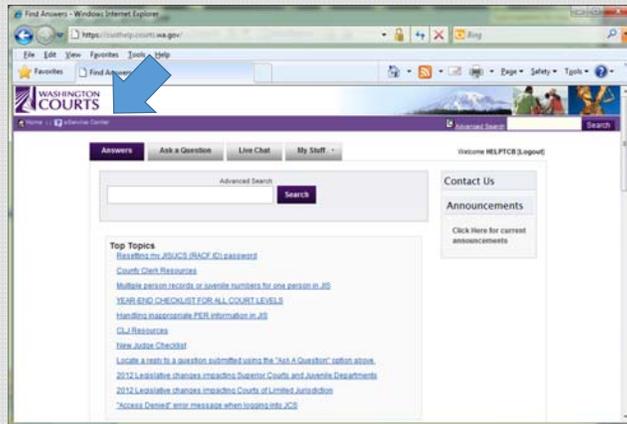
Customer Service

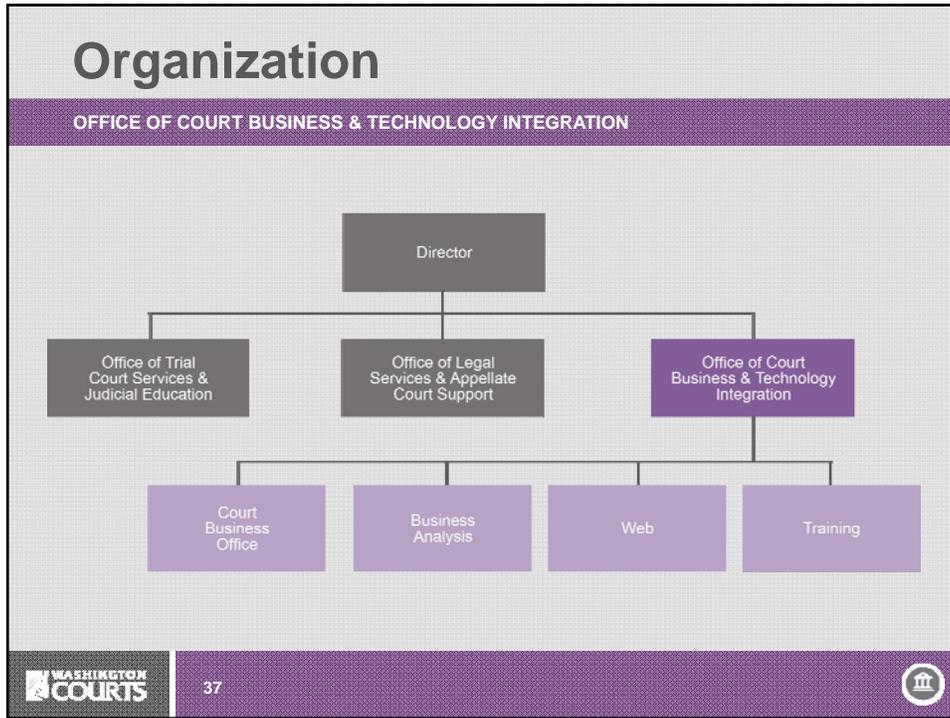
OFFICE OF TRIAL COURT SERVICES & JUDICIAL EDUCATION

APPELLATE COURTS	SUPERIOR COURTS	JUVENILE COURTS	COURTS OF LIMITED JURISDICTION
CASE MANAGEMENT			
ACCOUNTING			
TECHNICAL SUPPORT			
AD HOC REPORTING			
eSERVICE CENTER			
AOC SUPPORT			



eService Center





Court Business Office

OFFICE OF COURT BUSINESS & TECHNOLOGY INTEGRATION

- Communicate opportunities and impacts associated with new systems.
- Establish statewide and local configurations (CUWG).
- Promote opportunities to improve court operations.
- Analyze impacts of business process changes on JIS applications and services.

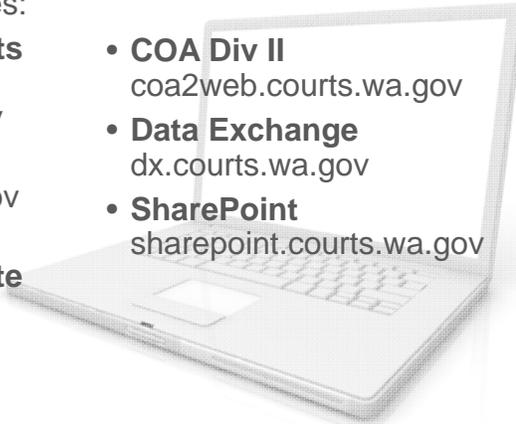
WASHINGTON COURTS 38

Web Team

OFFICE OF COURT BUSINESS & TECHNOLOGY INTEGRATION

Manages six websites:

- **Washington Courts Public Site**
www.courts.wa.gov
- **Inside Courts**
inside.courts.wa.gov
- **Case Search/ Find My Court Date**
dw.courts.wa.gov
- **COA Div II**
coa2web.courts.wa.gov
- **Data Exchange**
dx.courts.wa.gov
- **SharePoint**
sharepoint.courts.wa.gov



JIS Training

OFFICE OF COURT BUSINESS & TECHNOLOGY INTEGRATION

- Support JIS updates application updates and implementation
- Teach JIS related classes
- Legislative sizing and implementation
- Online training tutorials and demos
- Manuals, system release notes, eService answers





WASHINGTON COURTS

JUDICIAL SERVICES DIVISION

Office of Legal Services & Appellate Court Support



WASHINGTON COURTS

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WASHINGTON COURTS
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Judicial Ethics Opinions: Alpha List

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 inter-local agreements | 0222
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 responding to defendant | 0214

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Administrative duties
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Admission to Practice Rules (APR)
 APR 9, | 8814

Advisory Opinions
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Appearance of impartiality
 | 0001 | 0019 | 0212 | 0214 | 1303 | 8510 | 8816 | 9110 | 9127 | 9212 | 9213
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 establishing a special calendar | 1004
 former employment with prosecuting attorney's office | 0902
 judicial officer acting as lawyer | 0902 | 9212
 participation in domestic violence audit | 0901
 presiding over proceedings involving a fellow judicial officer | 0804
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 Waive or Reduce Interest **WPF UH-02.0110** Financial Statement - Harassment (Attachment) 07/2011

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List of All Forms

All Forms Quick Links
 For All Cases
 Anti harassment
 Appellate Processing Forms (Sample Forms)
 Certificate of Discharge/ Provisional Voting Rights
 Deferred Prosecution
 Domestic Relations
 Domestic Violence
 Domestic Violence No-Contact Orders
 Felony Judgment & Sentence
 Guardianship (Title 11 RCW)
 Guilty Plea
 Indigent Defense
 Juvenile Court Forms
 Mediation Judgment & Sentencing
 Relief from Offender Registration Requirements
 Sexual Assault
 Small Claims
 Stalking Protection Orders
 Vacating/Sealing Records
 Vulnerable Adult Protection Order
 Waive or Reduce Interest

For All Cases

Form	Title	Download	Revised
CLJ Cover Sheet	Case Cover Sheet for Courts of Limited Jurisdiction		09/2010
Cover Sheet	Case Information Cover Sheet for Superior Courts		09/2010
WPF All Cases 01.0100	Declaration Re: Foreign Judgment (DCLRFJ)		06/2006
WPF All Cases 01.0200	Declaration Re: Service Members Civil Relief Act (AFSCR)		06/2013
WPF All Cases 01.0300	Sealed Medical and Health Information (Cover Sheet)		06/2012
GR 33 Request	Request for Reasonable Accommodation		06/2012
WPF All Cases 01.0400	Law Enforcement Information Sheet (LEIS)		06/2010

Anti harassment

Form	Title	Download	Revised
WPF DV 6.020	Denial Order		07/2013
WPF All Cases 01.0400	Law Enforcement Information Sheet (LEIS)		06/2010
WPF UH-01.0600	Confidential Information Form (INFO)		12/2001
WPF UH-01.0610	Addendum to Confidential Information Form (AD)		12/2001
WPF UH-02.0100	Motion and Declaration for Waiver of Filing Fees and Surcharges - Harassment (MFAF)		07/2011
WPF UH-02.0110	Financial Statement - Harassment (Attachment)		07/2011

Search Forms

List of All Forms
 A complete list of all Washington State Court Forms

Resources in other languages
 • Cambodian / Khmer
 • Chinese / 中文
 • Korean / 한국어
 • Russian / Русский
 • Spanish / Español
 • Tagalog / Tagalog
 • Vietnamese / Tiếng Việt

Washington LawHelp
 To find self-help information and legal service providers visit Washington LawHelp.

Notifications
 To be notified whenever a Court Form has been revised or added, sign up for Court Form Notifications.

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WASHINGTON
COURTS



ADMINISTRATIVE OFFICE OF THE COURTS

Management Services Division

Providing support for all courts and judicial branch entities

Administration

MANAGEMENT SERVICES DIVISION

- Provide overall leadership to the division.
- Provide budget advice to the Supreme Court, Court of Appeals, Board for Judicial Administration and the Judicial Information System Committee
- Lead the development of the judicial branch biennial and supplemental budgets.
- Assist with negotiating Supreme Court, Court of Appeals, State Law Library and AOC biennial and supplemental budgets with the state legislature.



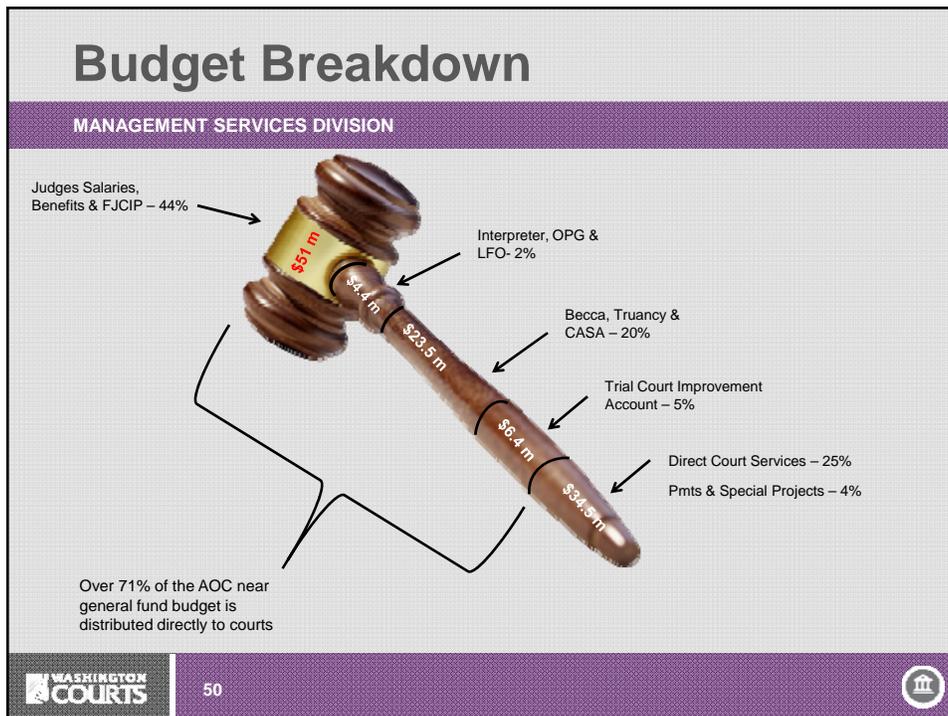
WASHINGTON
COURTS

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TOTAL AGENCY BUDGET: State General Fund (SGF) plus JSTA = \$119.4* million (m)					
State Funds for Trial Courts 71%					Judicial Information Systems (JIS)
Superior Court Funding 63%	District/Municipal Court Funding 5%	Shared/Other 3%	Direct Court Services 25% Pmts & Special Projects 4%		
Superior Court Judges Salaries & Benefits \$51 m FJCIP \$1.2 m Total Superior Court: \$75.7 m	Becca and Truancy \$17.4 m Court Appointed Special Advocates (CASA) \$6.1 m D/M Court: \$6.4 m	Limited Jurisdiction Judge Contribution \$6.4 m Shared/Other: \$2.8 m	Interpreter Reimbursement \$1.2 m Office of Public Guardianship \$948 k Legal Financial Obligations \$673 k Total Direct Svcs: \$34.5 m	Agency Administration (Board for Judicial Administration, Branch HR, Public Information, Research, Commissions) Management Services (Shared services, budget, accounting, risk management, contracts, financial statements) Judicial Services (Legal, Education, Association Support)	Information Services Systems Maintenance Systems Development \$56 m

Over \$2 million of state general fund is included in the AOC budget for statewide services such as payments to CTS, DES, Auditor, debt service, etc.





MANAGEMENT SERVICES DIVISION

Office of Contracts, Procurement, Data Dissemination and Public Records

Services

OFFICE OF CONTRACTS, PROCUREMENT, DATA DISSEMINATION & PUBLIC RECORDS

SERVICE	STATE JUDICIAL BRANCH	APPELLATE & TRIAL COURTS
Contract development, negotiation, and execution	✓	✓
Administrative public records	✓	✓
Continuity of operation planning	✓	✓
Procurement services	✓	✓
Court case data dissemination	✓	
Assist with the development of COOP and evacuation planning	✓	✓



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Results

OFFICE OF CONTRACTS, PROCUREMENT, DATA DISSEMINATION & PUBLIC RECORDS

- Annually create and manage over 1,300 contracts.
- Develop branch-wide contract standards and policies.
- Ensure vendors meet contractual obligations before payment is made.
- Provide staff and policy support to the JISC Data Dissemination Committee.
- Annually respond to approximately 150 administrative public records requests per year.
- Facilitate development, implementation and education activities regarding GR 31.1.



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MANAGEMENT SERVICES DIVISION

Office of Financial & Budget Services

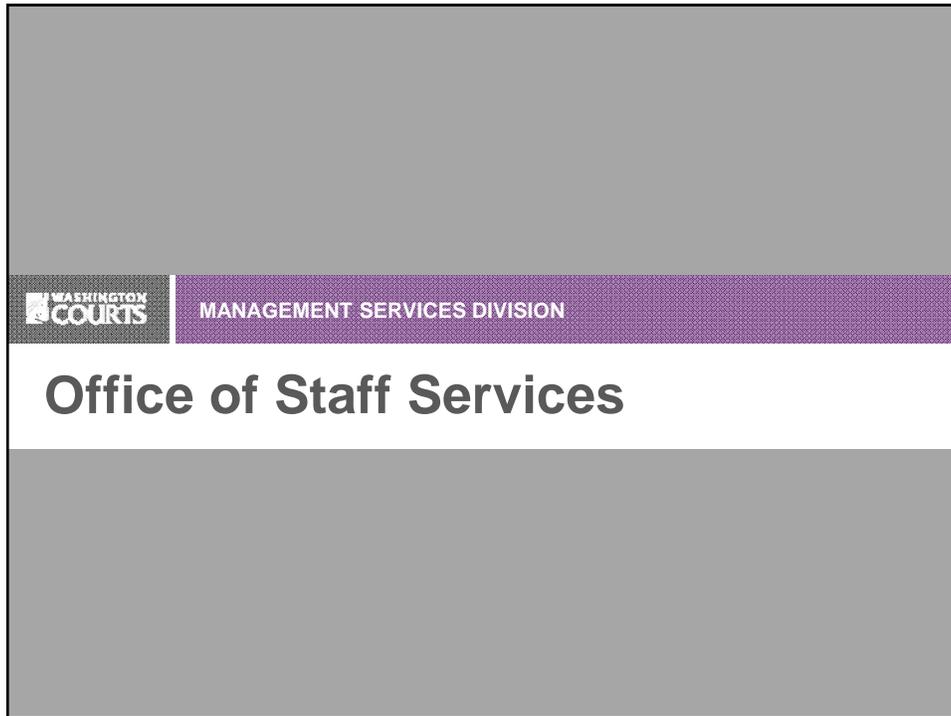
Services

OFFICE OF FINANCIAL AND BUDGET SERVICES

SERVICE	STATE JUDICIAL BRANCH	APPELLATE & TRIAL COURTS
Develop and monitor branch biennial and supplemental budgets	✓	✓
Prepare and submit annual and biennial financial reports	✓	✓
Forecast and monitor revenue	✓	✓
Manage and distribute pass through funding	✓	✓
Provide fiscal and payroll services	✓	✓
Draft and coordinate judicial impact notes	✓	✓

WASHINGTON COURTS 55 

- ## Results
- OFFICE OF FINANCIAL AND BUDGET SERVICES
- Facilitate development of judicial branch biennial and supplemental budgets (approx. \$336 million).
 - Create comprehensive annual financial statements for AOC, the Supreme Court, Court of Appeals, and Office of Civil Legal Aid (annual expenditures exceeding \$128 million).
 - Forecast over \$75 million in biennial revenue and monitor over \$300 million of biennial revenue collections.
 - Manage and distribute approximately \$85 million to trial courts (judicial salaries, CASA, truancy, interpreter, juvenile and family court services).
 - Annually prepare an average of 300 judicial impact notes.
- WASHINGTON COURTS 56 



The cover page features a grey background with a purple horizontal band. On the left side of the band is the Washington Courts logo. To the right of the logo, the text "MANAGEMENT SERVICES DIVISION" is written in white. Below the purple band, the title "Office of Staff Services" is centered in a large, bold, black font.

Services

OFFICE OF STAFF SERVICES

SERVICE	STATE JUDICIAL BRANCH	APPELLATE & TRIAL COURTS
Print/Scan briefs		✓
Print services including educational materials, CASA manuals, posters, etc.	✓	✓
Telephone, mail, auto, shipping and receiving, and facility services	✓	
Mass communication services	✓	✓
Consultation services including telephone, facilities, etc.	✓	✓


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Results

OFFICE OF STAFF SERVICES

- Annually print and distribute over 500,000 pages of judicial educational materials
- Annually print and distribute over 300,000 pages of CASA educational materials.
- Annually scan and distribute over 1.9 million pages of legal briefs.
- Provide guidance and advice regarding telephone systems, facility issues, janitorial contracts, etc.



Office of Guardianship & Elder Services

Services

OFFICE OF GUARDIANSHIP AND ELDER SERVICES

SERVICE	STATE JUDICIAL BRANCH	APPELLATE & TRIAL COURTS
Credential and regulate professional guardians		✓
Contract with and monitor persons/entities that provide public guardianship services	✓	✓
Provide educational resources	✓	✓
Investigate complaints against guardians	✓	✓
Provide ADA assistance	✓	✓



Results

OFFICE OF GUARDIANSHIP AND ELDER SERVICES

- Manage guardianship contracts.
- Investigate guardianship grievances.
- Manage guardian certification and regulation.
- Monitor certification requirements for approximately 300 professional guardians.
- Develop and host web-based lay guardian training for approximately 15,000 family guardians.
- Serve as a resource to local courts regarding ADA questions.

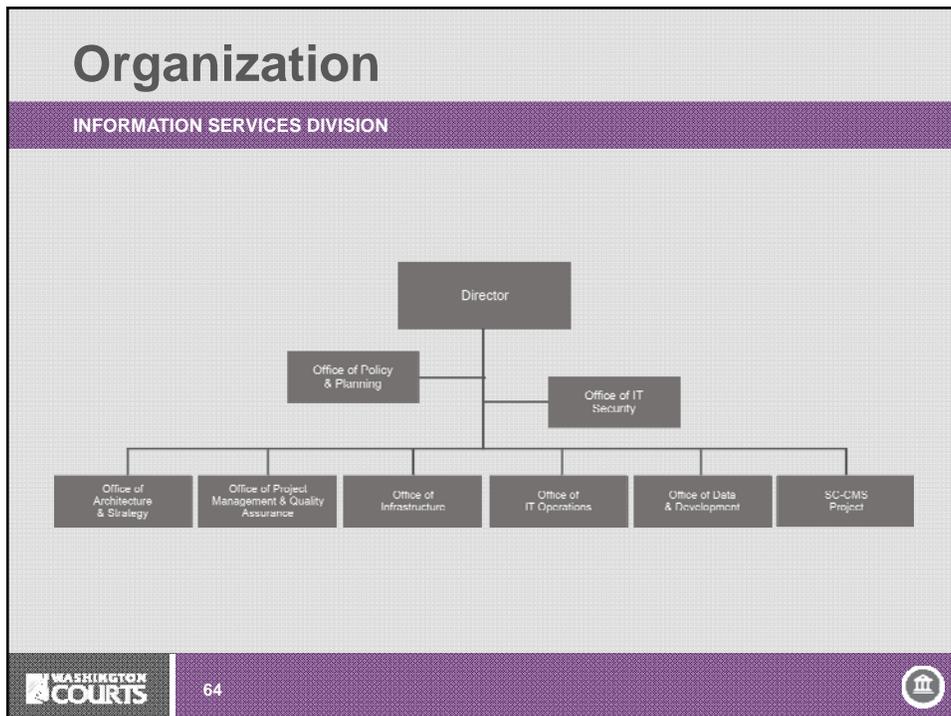




WASHINGTON COURTS ADMINISTRATIVE OFFICE OF THE COURTS

Information Services Division

Implementing and operating modern systems for courts



Leadership

INFORMATION SERVICES DIVISION

	Vonnie Diseth <i>Director</i>		Jennifer Creighton <i>Associate Director, Policy & Planning</i>
	Terry Overton <i>Information Security Officer</i>		Kumar Yajamanam <i>Manager, Office of Architecture & Strategy</i>

WASHINGTON COURTS 65 

Leadership

INFORMATION SERVICES DIVISION

	Kevin Ammons <i>Manager, Office of Project Management Office (PMO) / QA</i>		Dennis Longnecker <i>Manager, Office of Infrastructure</i>		
	Mike Keeling <i>Manager, Office of Operations</i>		Tammy Anderson <i>Manager, Office of Data & Development</i>		Maribeth Sapinosa <i>Manager, SC-CMS Project</i>

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WASHINGTON
COURTS

INFORMATION SERVICES DIVISION

Judicial Information System Committee

Membership

JUDICIAL INFORMATION SYSTEM COMMITTEE



- 5 Superior Court Representatives
- 5 Courts of Limited Jurisdiction Representatives
- 4 Appellate Court Representatives
- 3 At-Large Members

WASHINGTON
COURTS

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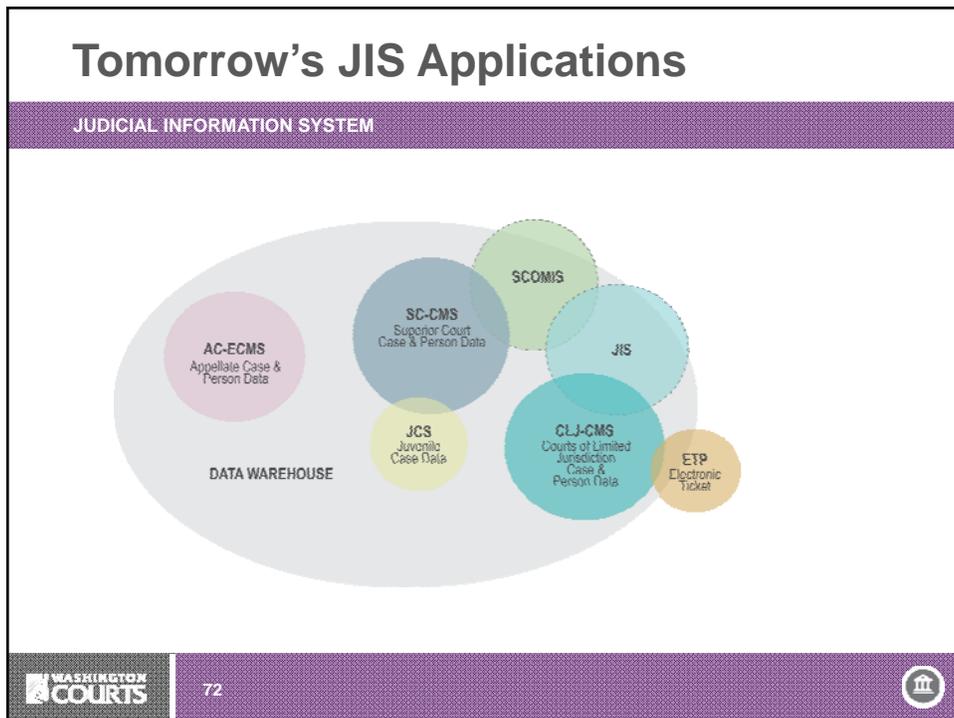
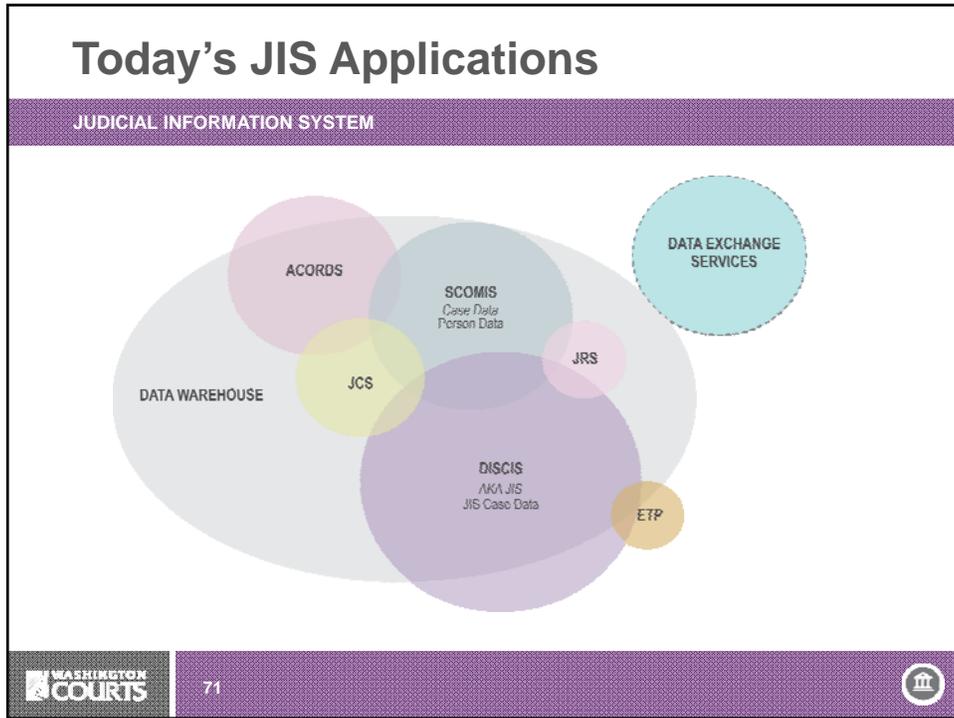
Responsibilities

JUDICIAL INFORMATION SYSTEM COMMITTEE

- Setting the strategic direction for the JIS.
- Establishing and/or approving JIS policies, standards, and procedures.
- Approving projects and setting priorities.
- Providing oversight of JIS projects.
- Approving budgets and funding requests for the JIS.
- Determining what JIS projects will be undertaken and establishing their scope.
- Providing general guidance and oversight to ISD in supporting the major applications that comprise the JIS.



Judicial Information System



Primary JIS Applications

JUDICIAL INFORMATION SYSTEM

Acronym	Application Name	Serving
ACORDS	Appellate Court Records & Data System	Appellate Courts
SCOMIS	Superior Court Management Information System	Superior Courts & Juvenile
JRS	Judicial Receipting System	Superior Courts
CAPS	Court Automated Proceeding System	Superior Court – Yakima County Only
<i>Odyssey</i>	<i>NEW – SCOMIS, JRS, and CAPS Replacement</i>	<i>Superior Courts & Juvenile</i>
JABS	Judicial Access Browser System	Superior Courts, CLJ, & Juvenile
DISCIS (JIS)	District Court Information System	Superior Courts, CLJ, & Juvenile
JCS	Juvenile & Corrections System	Juvenile
DW	Data Warehouse	All courts & public access
ETP / VRV	Electronic Ticketing Process / Vehicle Related Violations	CLJ & Law Enforcement


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WASHINGTON COURTS INFORMATION SERVICES DIVISION

Office of Policy & Planning

Overview

OFFICE OF POLICY & PLANNING

Five units

- Internal Organizational Change Management & Communications
- IT Portfolio Management
- Release & Change Management
- IT Governance & Performance Measurement
- Business Liaisons



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INFORMATION SERVICES DIVISION

Office of IT Security

Responsibilities

OFFICE OF IT SECURITY

- Manage the Information Security Program for AOC.
- Identify and raise Information Security issues to the CIO and State Court Administrator.
- Develop and maintain information security awareness, education, and training program for staff.
- Conduct IT risk assessments to identify and mitigate security vulnerabilities.
- Provide proactive and ongoing IT security improvements and recommendations.



Office of Infrastructure

Responsibilities

OFFICE OF INFRASTRUCTURE

24/7 access to the JIS



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WASHINGTON COURTS INFORMATION SERVICES DIVISION

Office of IT Strategy & Architecture

Overview

OFFICE OF IT STRATEGY & ARCHITECTURE

Two units

- Enterprise Architecture
- Solutions Architecture



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WASHINGTON COURTS INFORMATION SERVICES DIVISION

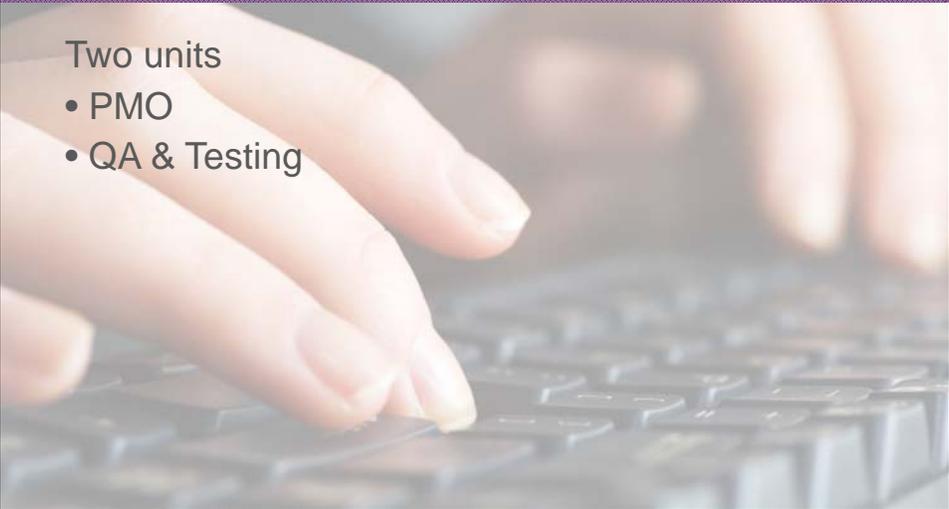
Office of Project Management & Quality Assurance

Overview

OFFICE OF PROJECT MANAGEMENT & QUALITY ASSURANCE

Two units

- PMO
- QA & Testing



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Major IT Projects Underway

OFFICE OF PROJECT MANAGEMENT & QUALITY ASSURANCE

Project Name	Acronym
Superior Court – Case Management System	SC-CMS
Appellate Court – Enterprise Content Management System	AC-ECMS
Courts of Limited Jurisdiction – Case Management System	CLJ-CMS
Expedited Data Exchange / Information Networking Hub Program: <ul style="list-style-type: none"> • Enterprise Data Repository (EDR) Core • Application Integration • Data Integration • Data Warehouse • Data Quality 	EDE / INH
Courts of Limited Jurisdiction Records Retention and Destruction	
Judicial Access Browser Statewide Viewer	JABS

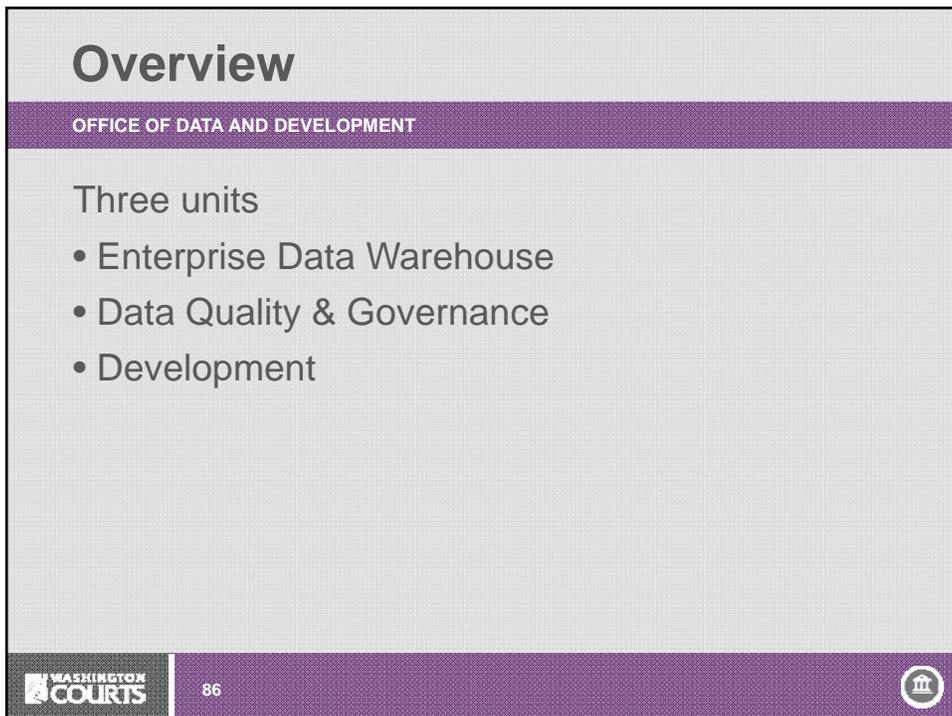
WASHINGTON COURTS 84





WASHINGTON COURTS INFORMATION SERVICES DIVISION

Office of Data & Development



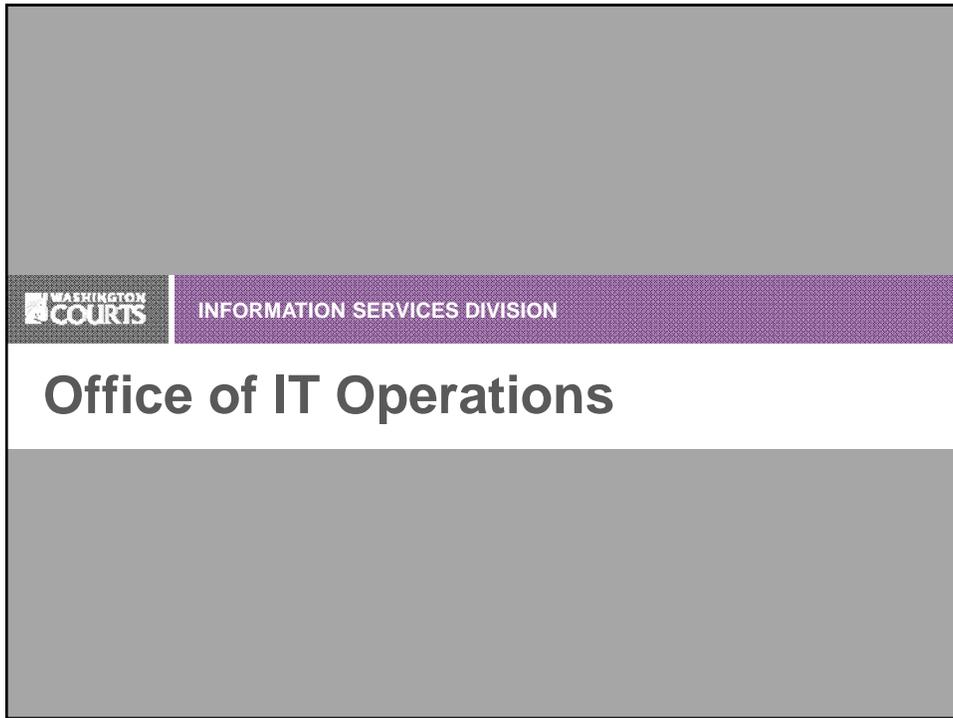
Overview

OFFICE OF DATA AND DEVELOPMENT

Three units

- Enterprise Data Warehouse
- Data Quality & Governance
- Development

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WASHINGTON COURTS INFORMATION SERVICES DIVISION

Office of IT Operations



Overview

OFFICE OF IT OPERATIONS

Three units

- Legacy Applications
- Standard Systems
- COTS

WASHINGTON COURTS 88

Challenges

ADMINISTRATIVE OFFICE OF THE COURTS

- **Aging Information Technology Systems**
 - AOC supports over 70 applications from 4 years old to 35 years old
- **Capacity Issues**
 - Hiring, training, and retaining employees
 - Numerous projects with limited funding and staffing resources to do the work
- **Competing Priorities**
 - Prioritizing requests
 - Balancing maintenance activities with strategic growth opportunities
 - Allocating resources that are in high demand
 - Meeting the needs of the courts, judicial branch agencies, executive branch agencies, and the legislature
 - Maintaining a focus on "statewide" systems while trying to be responsive to individual county requests
- **Communication**
 - Keeping the courts informed on what we are doing
 - Ensuring that accurate information is shared throughout the court community





DMCJA BOARD MEETING
THURSDAY, SEPTEMBER 3, 2015
10:30 AM – 1:30 PM
AOC EASTSIDE OFFICE BUILDING
OLYMPIA, WA

PRESIDENT JUDGE DAVID STEINER

SUPPLEMENTAL AGENDA	TAB	ESTIMATED TIME
Call to Order		5 minutes
General Business <ul style="list-style-type: none"> A. Minutes - August 14, 2015 (pp 1-5) B. Treasurer's Report – <i>Judge Burrowes</i> C. Special Fund Report – <i>Judge Ahlf</i> D. Standing Committee Reports <ul style="list-style-type: none"> 1. Legislative Committee – <i>Judge Meyer</i> <ul style="list-style-type: none"> a. Meeting Minutes dated June 10, 2015 (pp 7-8) E. Trial Court Advocacy Board (TCAB) Update – <i>Judge Steiner</i> F. Judicial Information System Committee (JISC) Update – <i>Judges Marinella and Svaren</i> (p 9) G. JIS Report – <i>Ms. Cullinane</i> 	1	10 minutes
Liaison Reports <ul style="list-style-type: none"> A. District and Municipal Court Management Association (DMCMA) – <i>Ms. Linda Baker</i> B. Misdemeanant Corrections Association (MCA) – <i>Ms. Deena Kaelin</i> C. Superior Court Judges' Association (SCJA) – <i>Judge Michael Downes</i> D. Washington State Bar Association (WSBA) – <i>Ann Danieli, Esq.</i> E. Washington State Association for Justice (WSAJ) – <i>Shirley Bluhm, Esq.</i> F. Administrative Office of the Courts (AOC) – <i>Mr. Dirk Marler</i> G. Board for Judicial Administration (BJA) – <i>Judges Garrow, Jasprica, Lambo, and Ringus</i> 		15 minutes
Action <ul style="list-style-type: none"> A. Relicensing Initiative – <i>Mr. Howard Delaney, Spokane Municipal Court Administrator</i> (p 11) <ul style="list-style-type: none"> 1. Relicensing – Implementation – 2014-10-21 2. Spokane Community Relicensing Program 	2 X X	20-30 minutes
Discussion <ul style="list-style-type: none"> A. Board Review of DMCJA Operational Rules and Modern Rules of Order (pp 13-22) 	3	60 -120 minutes

<ul style="list-style-type: none"> B. Whether DMCJA Vice President Should Hold District and Municipal Court Management Association (DMCMA) Liaison Position (p 23) C. Whether DMCJA Dues Should Remain As Set and Whether a 2016 Special Fund Assessment Is Necessary <ul style="list-style-type: none"> 1. District and Municipal Court Judges Association – Dues Policy (p 25) 2. DMCJA Conference Registration Fee Payment for Members in Good Standing (p 27) 3. DMCJA Reserves Committee Meeting Minutes – June 9, 2015 (p 29) D. Whether DMCJA Should Require Payment of BJA Dues (\$55) as Condition of Good Standing (p 31) <ul style="list-style-type: none"> 1. Excerpt of 2012 Minutes regarding BJA Dues for DMCJA Good Standing (p 33) E. Payment Methods for Lobbying Services for Judicial Pensions and Retirement (p 35) F. Whether New Judges Should Be Announced on the DMCJA Listserv 		
<p>Information</p> <ul style="list-style-type: none"> A. Judge Shelley Szambelan, Spokane Municipal Court, has been appointed to serve as the DMCJA Representative for the Ethics Advisory Committee. (p 37) B. Administrative Office of the Courts PowerPoint Slides regarding its Structure (p 39 - 84) 	4	
<p>Other Business</p> <ul style="list-style-type: none"> A. Joint SCJA/DMCJA Meeting with Supreme Court Justices – September 3, 2015, 2:00 PM to 4:00 PM, Temple of Justice, Olympia, WA; 4:30 PM Reception at Justice Fairhurst’s Home B. The next DMCJA Board Meeting is Friday, October 9, 2015 at the AOC SeaTac Office. 		
<p>Adjourn</p>		



Re-licensing Programs

A Guide to Effective Implementation



Process Outline

- 1 Identify Program Elements
- 2 Identify Local / Regional Stakeholders
- 3 Identify Criminal Justice Agency Champion
- 4 Collect & Analyze Local / Regional Data
- 5 Develop Proposed Process Procedures & Forms
- 6 Prepare Quality Presentation
- 7 Present to Local / Regional Agencies & Stakeholders

Identification of Program Elements

Statutory Constraints

1 RCW 46.20.341

1

- Superior courts or CLJs are authorized to participate or provide relicensing diversion programs.
 - Nonprofits not statutorily authorized
- Only to persons who violate RCW 3.46.341 (1)(c)(iv)
 - Nonpayment of traffic fines
 - No more than 4 convictions in 10 years
 - Can't have commercial license
 - Can't have been operating commercial vehicle
- Can assess a one time \$100 administrative fee
- Jurisdictions, subject to funds available, must report program elements, referrals, etc. to AOC .

Identification of Program Elements

Target Jurisdiction

2 Where to Begin

- Jurisdiction idiosyncrasies dramatically affect all program design elements
- Large enough to have seed funding available
- Demonstrated implementation of new programs
- Core of public service oriented stakeholders
- Amenable criminal justice partners
 - Prosecutor
 - Court
 - Law Enforcement
- Best if can identify county & contemporaneously work with all municipalities located therein

Identification of Program Elements

Point of Diversion

3 Pre or Post Filing?

- Filing charges is at the prosecutor's discretion
- Post filing may better induce participation
- Courts very sensitive to AOC caseloads & judicial needs analysis will prefer post filing
- Pre-filing diversion directly impacts public defense caseloads
 - If case is filed and PD appointed, charge is either counted as 1 or weighted
 - Public defense cost reduction is a motivator for executive and legislative branch support

Identification of Program Elements

Criminal History Exclusions

4

Does Criminal
Record Matter?

- Issue may well impact approval and funding
 - Public perception
 - Political will
 - Positive press
- Potential criminal history disqualifiers
 - Felony traffic
 - ❖ Vehicular homicide
 - ❖ Vehicular assault
 - ❖ Eluding
 - Crimes of violence
 - Sex crimes
- In Spokane the CFJ was able to handle cases that the Relicensing Program had to exclude
 - Positive symbiotic relationship

Identification of Program Elements

Participant Classification

5 Does Traffic Violation Record Matter?

- Does program sequence change based on history of driving offenses?
 - Severity: Infractions v. criminal traffic
 - History: Offenses over 3, 5, and 10 years
- How does program sequence change?
 - Duration
 - Education Requirement
- This issue seriously impacts approval & funding
 - Provides an element of “accountability”
 - ❖ Good for public perception
 - ❖ Good for politicians
 - ❖ Allows program to quickly process minimal violators
- Increased complexity and staff time
 - Referrals, monitoring, & questions

Identification of Program Elements

Education / Skills Development

6 Breaking the Cycle

- Education / Skills Development Programs
 - Driving school, with insurance 101
 - Budgeting
 - Employment
 - Time management
- Good for Program Public Relations
 - Goal is to improve accountability & citizenship
 - Good for stakeholders, agencies & politicians
- Increased complexity & staff time
 - Referrals, monitoring, & questions

Identification of Program Elements

Payment of Financial Obligations

7 The Almighty Dollar

- Single most important factor for government
 - Critical executive & legislative branch
 - Justifies ongoing relicensing program funding
 - Politically positive
- Individual & multi-jurisdiction payments cannot exceed a participant's ability to pay
 - If payment plans are impossible, program fails
 - Can individualize payment plan on income
 - Can use payment matrix based on fines owed
- Program needs to recall from collections, or at least waive all collection fees and interest
 - Provides huge incentive for participant to keep paying
 - Participant sees light at end of the tunnel
- For interjurisdiction agreements
 - “Equal and contemporaneous payments”
 - ❖ Do not use oldest first or most owed
 - Using an accounts receivable company simplifies multiple jurisdiction programs

Identify Community Stakeholders

Nonprofits / Community Groups

- Employment Assistance Providers
- Employment Skills Trainers
- Employers of Physically Challenged
- Substance Abuse Treatment Providers
- Faith Based Poverty Groups

State & Federal Agencies

- Employment Security Dept.
- Dept. of Social & Health Services
- Department of Corrections
- Labor & Industries
- Veterans Affairs

Identify Criminal Justice Agency Champion

Prosecutor is Preferable

- Tasked with offender accountability
- Represents executive branch
- Controls charging decision
- Mandatory signatory on pleadings
- Allows focus on serious crimes

Courts Will Work

- Have political weight
- Have to approve pleadings
- Agencies hesitant to offend courts
- Separate branch of government
- Program acknowledged by Washington State Supreme Court

Develop Procedures & Forms

Turnkey is the Key to Success

- 1 Program Application
- 2 Participant Qualification & Classification
- 3 Program Sequence Initiation / Fee & Fine Payment
- 4 Compliance Monitoring
- 5 FTA Hold Release / DWLS Dismissal (Diversion)
- 6 Graduation / Termination
- 7 Appeal of Adverse Program Administrative Actions

Collect & Analyze Agency Data



- Number of suspended drivers by region – DOL
- Number of DWLS 3 cases filed annually – JIS
 - DWLS 3 as percentage of average criminal docket – JIS
- Amount of unpaid traffic citations in jurisdiction – JIS
- Collection rate on DWLS 3 fines – Collection Agency
- Cost per day for detention facility – Jail or Finance
- Number of detention days spent by DWLS 3 offenders
- Law enforcement time spent on DWLS 3 stop – L.E.
 - Booked v. Cited

Develop a Quality Presentation

Smart Justice

- (1) Reduced Caseloads; (2) Smaller Dockets; (3) Smaller P.D. caseloads;
- (4) L.E. Time Savings; (5) Focus on Serious Crime; (6) Accountability / Education

Smart Economics

- (1) Improved Fine Recovery; (2) Debtor fines pay court, not collection fees and interest
- (3) Accounts Receivable / Balance Sheet v. Cash Flow / Income Statement

Smart Social Policy

- (1) Improved Family Interaction; (2) Improved Employment Prospects; (3) Breaks Cycle
- (3) Improved Self Worth; (4) Loss of Criminal Mindset; (5) Government Helps v. Hurts

Smart Politics

- (1) Collects Revenue; (2) Reduces Resource Expenditures; (3) Offender Accountability
- (4) Reduces Crime; (5) Encourages Insured Drivers; (6) Positive Press

Present to Agency & Community Stakeholders

- Refine Presentation with Agency Champion
- Present to Community Stakeholders
- Present to Court
- Present to Remaining Agency Stakeholders
- Present to Executive Branch
- Present to Legislative Branch



THANK YOU!

Howard F. Delaney, Court Administrator | Spokane Municipal Court
509.625.4450 | *fax* 509.625.4442 | hdelaney@spokanecity.org

Spokane Community Relicensing Program



Overview



- PROGRAM OBJECTIVES
- COOPERATIVE AGREEMENTS
- THE PARTICIPANTS
- ADMINISTRATIVE FEES
- PAYMENTS RECEIVED FROM PARTICIPANTS
- ACCOUNTS RECEIVABLE ATTRIBUTED TO CRP
- DWLS₃ DIVERSION
- UPDATES FROM 2014

Program Objectives



- It is the intent of the legislature to “assist suspended drivers to regain their license and insurance and pay outstanding fines.”
 - RCW 46.20.341
- Assist citizens in obtaining and maintaining job opportunities by *reinstating their privilege* to drive
- Help people in need by *removing collection fees* and *reestablishing reasonable time payments* on millions of dollars worth of legal obligations
- Promote community safety and welfare by increasing the number of *responsible and insured drivers*

Cooperative Agreements



- **City & County Interlocal Agreement for CRP Administration**
 - Sets “Standard Operating Procedures” between the agencies
 - County provides staff support and collects the administrative fee
 - City provides the lawyer, space, equipment and computers
 - 2014 Upgrades in Technology/Equipment: City—Laser Printer, County—Copier

The Participants



- Active (billed) participants in 2014 (not including AWM)
 - Averaged 1472 active participants billed each month
 - Total of 17,662 billings by PAR for the year
- Number of people helped through CRP 2008-2014
 - Applications = 16,668
 - Total Enrollments = 9,147
- Number of people helped through CRP in 2014
 - Applications = 2,937
 - Total Enrollments = 1,262

Administrative Fees



- **TOTAL 2008 to 2014:** \$914,651.00
- **TOTAL in 2014 alone:** \$126,200.00

Payments Received From Participants



	<u>2014</u>	<u>2008-2014</u>
• Spokane County	\$ 377,625	\$2,303,862
• Spokane City	\$ 364,853	\$2,224,221
• Pend Oreille	\$ 5,826	\$ 29,770
• Cheney	\$ 6,437	\$ 27,939
• Medical Lake	\$ 2,560	\$ 20,141
	<u>\$757,301</u>	<u>\$4,605,933</u>
• Total received in 2014:	<u><u>\$757,301</u></u>	

Accounts Receivable Attributed to CRP



- The Community Relicensing Program has “brought in from the cold” a multitude of uncollected fines.
- Individuals had no realistic option for getting relicensed and collection agencies had no realistic option for collecting the debt.
- Total Accounts Receivable attributed to CRP 2008-2014: **\$14,023,875.24**

DWLS₃ Diversion



- ALL jurisdictions benefit from directly interfacing with the defendants through our Diversion Programs
- Both City and County Prosecutors have diversion programs specifically for handling DWLS₃ cases.
- These are both designed to reduce potential jail time and assist defendants with reinstating their privilege.
- The diversion programs help alleviate court congestion and compliance with defender case load standards.
- In 2014 the City diverted 948 DWLS₃ cases.
 - All of these are set to meet with the CRP staff on a docket.

Updates from 2014



- **Participant numbers continue to decrease for Spokane/Spokane County**
 - Diversion Programs reducing incentive for relicensing?
 - Officers writing fewer DWLS3 tickets
 - Non-moving infractions no longer affect driving status
- **Center for Justice Women's Relicensing Program**
 - Grant funding to pay the administrative fee for certain individuals
- **Northwest Justice Project Relicensing Summits**
 - Is a statewide relicensing solution possible?



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