



**DISTRICT AND MUNICIPAL
COURT JUDGES' ASSOCIATION**

BOARD MEETING

January 13, 2017

**AOC SEATAC OFFICE
SEATAC, WASHINGTON**

DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION SCHEDULE OF BOARD MEETINGS

2016-2017

DATE	TIME	MEETING LOCATION
Friday, July 8, 2016 CANCELLED	12:30 – 3:30 p.m.	AOC SeaTac Office Center
Friday, Aug. 12, 2016	12:30 – 3:30 p.m.	AOC SeaTac Office Center
Sunday, Sept. 11, 2016	9:00 a.m. – 12:00 noon	2016 Annual Judicial Conference, Spokane, WA
Friday, Oct. 14, 2016	12:30 – 3:30 p.m.	AOC SeaTac Office Center
Friday, Nov. 4, 2016	12:30 – 3:30 p.m.	AOC SeaTac Office Center
Friday, Dec. 9, 2016 CANCELLED	12:30 – 3:30 p.m.	AOC SeaTac Office Center
Friday, Jan. 13, 2017	12:30 – 3:30 p.m.	AOC SeaTac Office Center
Friday, Feb. 10, 2017	12:30 – 3:30 p.m.	AOC SeaTac Office Center
Friday, March 10, 2017	12:30 – 3:30 p.m.	AOC SeaTac Office Center
Friday, April 14, 2017	12:30 – 3:30 p.m.	AOC SeaTac Office Center
May 2017	TBD	In conjunction with Board Retreat
June 4, 2016	9:00 a.m. – 12:00 p.m.	Davenport Grand Hotel, Spokane

AOC Staff: Sharon Harvey

Updated: January 6, 2017



DMCJA BOARD MEETING
FRIDAY, JANUARY 13, 2016
12:30 PM – 3:30 PM
AOC SEATAC OFFICE
SEATAC, WA

PRESIDENT JUDGE G. SCOTT MARINELLA

AGENDA

PAGE

Call to Order

General Business

- A. Minutes – November 4, 2016
- B. Treasurer’s Report – *Judge Robertson*
- C. Special Fund Report
- D. Standing Committee Reports
 - 1. Legislative Committee – *Judge Meyer*
 - 2. Diversity Committee
 - 3. Rules Committee
 - a. Minutes for October 26, 2016
 - b. November 28, 2016 Meeting regarding CrRLJ 3.2 – *Judge Marinella*
- E. Trial Court Advocacy Board (TCAB)
- F. Judicial Information Systems (JIS) Report – *Ms. Vicky Cullinane*

1-6
7-20

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Liaison Reports

- A. District and Municipal Court Management Association (**DMCMA**) – *Ms. Paulette Revoir*
- B. Misdemeanant Corrections Association (**MCA**) – *Ms. Melissa Patrick*
- C. Superior Court Judges’ Association (**SCJA**) – *Judge Sean O’Donnell*
 - 1. 3DaysCount Initiative Status Update
- D. Washington State Bar Association (**WSBA**) – *Sean Davis, Esq.*
- E. Washington State Association for Justice (**WSAJ**) – *Loyd James Willaford, Esq.*
- F. Administrative Office of the Courts (**AOC**) – *Ms. Callie Dietz*
- G. Board for Judicial Administration (**BJA**) – *Judges Garrow, Jasprica, Logan, and Ringus*

23-25

<p>Discussion</p> <ul style="list-style-type: none"> A. Salary Commission Meeting on January 25, 2017 B. Data Dissemination Policy Section VI.B C. BJA Strategic Planning D. Board Operational Rules – Whether to Add Inclement Weather Policy E. Revisit: Whether to Amend DMCJA Bylaws, Art. X, Sec. 2, <i>Nominating Committee</i>, to include members from Central WA <ul style="list-style-type: none"> 1. DMCJA Bylaws Committee Report F. Judicial Institute Sponsorship Request G. WSBA Rules for Appeal of Decisions of Courts of Limited Jurisdiction (RALJ) Meeting on January 27, 2017 H. Judicial Information System Committee (JISC) Appointment (Vacancy of Judge David Svaren) I. Appointment of DMCJA Vice President (Vacancy of Judge Joseph Burrowes) J. AOC Staff Reorganization 	<p>26</p> <p>27-45</p> <p>46-58</p> <p>59-61</p> <p>62-63</p> <p>64</p>
<p>Information</p> <ul style="list-style-type: none"> A. 2016 DMCJA Annual Report B. Judge Holman has resigned from the Washington Pattern Forms Committee and Courts of Limited Jurisdiction Forms Subcommittee effective December 31, 2016. There is a position vacancy on the Committee for a four year term. C. There is a position vacancy for one DMCJA Representative to serve a two year term on the BJA Public Trust and Confidence Committee. D. There are position vacancies for the Presiding Judge and Administrator Education Committee. The positions are for a three year term. E. There is a position vacancy for one DMCJA Representative to serve an indefinite term on the Washington Traffic and Safety Commission. 	<p>65-67</p>
<p>Other Business</p> <p>The next DMCJA Board Meeting is February 10, 2017, 12:30 p.m. to 3:30 p.m., AOC Office, SeaTac, WA.</p>	
<p>Adjourn</p>	
<p>Persons with a disability, who require accommodation, should notify Susan Peterson at 360-705-5278 or susan.peterson@courts.wa.gov to request or discuss accommodations. While notice five days prior to the event is preferred, every effort will be made to provide accommodations, when requested.</p>	



DMCJA Board of Governors Meeting
Friday, November 4, 2016, 12:30 p.m. – 3:30 p.m.
AOC SeaTac Office
SeaTac, WA

MEETING MINUTES

Members Present:

Chair, Judge G. Scott Marinella
Judge Scott Ahlf
Judge Joseph Burrowes (via phone)
Judge Linda Coburn
Judge Janet Garrow (non-voting)
Judge Michelle Gehlsen (via phone)
Judge Michael Lambo
Commissioner Rick Leo (via phone)
Judge Mary Logan (non-voting)
Judge Samuel Meyer
Judge Kevin Ringus (non-voting)
Judge Rebecca Robertson
Judge Douglas Robinson
Judge Charles Short
Judge Tracy Staab
Judge David Steiner

Guests:

Judge James Docter (via phone)
Judge Janet Garrow
Judge Deborah Hayes
Ms. Judy Ly, DMCMA

AOC Staff:

Ms. Vicky Cullinane
Ms. Callie Dietz
Ms. Sharon R. Harvey

Members Absent:

Judge Karen Donohue
Judge Douglas Fair
Judge Michael Finkle
Judge Judy Jasprica (non-voting)

CALL TO ORDER

Judge G. Scott Marinella, 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 12:34 p.m. Judge Marinella asked attendees to introduce themselves.

GENERAL BUSINESS

A. Minutes

The Board moved, seconded, and passed a vote (M/S/P) to approve the Board Meeting Minutes for October 14, 2016.

B. Treasurer's Report

M/S/P to approve the Treasurer's Report. Judge Robertson reported that Ms. Christina Huwe, DMCJA Bookkeeper, prepared the financial report. She further reported monies have been spent down, and, therefore, the association is tapping into its reserve account. Thirty-thousand dollars (\$30,000) of reserve funds have been transferred to the account to pay expenditures. Judge Robertson noted that annual dues would increase the association's financial accounts. She further informed that there is approximately fifty-four thousand dollars (\$54,000) in current expenditures to date.

C. Special Fund Report

M/S/P to approve the Special Fund Report. Judge Burrowes reported that money is in the account, and, therefore, there is no change to the Special Fund account.

D. Standing Committee Reports

1. *Legislative Committee*

a. *Legislative Proposal: RCW 12.40, Small Claims – Judge Janet Garrow*

Judge Janet Garrow, King County District Court, presented proposed legislation regarding Small Claims, Revised Code of Washington (RCW) 12.40. This proposed legislation would amend the small claims statute to allow a Judge's order to automatically become a civil judgment. The proposal would increase a small claims action filing fee from \$14 to \$34, which is less than it would cost to have a small claims judgment certified as a civil judgment on the district court's civil judgment docket. The proposal would also include an amendment to RCW 4.56.200, *Commencement of lien on real estate*, to reflect that a certified copy of the district court judgment has the same effect as a duly certified transcript of the docket of the district court, according to Judge Janet Garrow's written statements regarding the proposed bill.

M/S/P to make this topic a discussion item.

2. *Rules Committee Meeting Minutes for August 24, 2016*

Judge Marinella informed that the Rules Committee Meeting Minutes for August 24, 2016 are located in the meeting packet. Judge Marinella then requested that Judge Garrow report on the discussion item regarding Criminal Rule for Courts of Limited Jurisdiction (CrRLJ) 3.2., Release of Accused. Judge Garrow provided a brief background of the issue. See *Discussion, Proposed Amendment to CrRLJ 3.2 (b)(4)*.

E. Trial Court Advocacy Board (TCAB) Update

The Trial Court Advocacy Board met on November 4, 2016 and revised the Court Security Rule. However, the edits were not approved during the meeting because there was no quorum present. Thus, the revised Court Security Rule has been circulated to all TCAB members for consent. Upon consent, TCAB will forward the amended Court Security Rule to the DMCJA Board for its approval. The Court Security Rule is scheduled to be a discussion item at the December Board meeting.

F. Judicial Information Systems (JIS) Report

Ms. Cullinane reported that the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project Steering Committee has selected the following Judges to serve as Request for Proposals (RFP) Evaluators:

Tier I: Judge John Hart (Colfax Municipal Court), Judge Samuel Meyer (Thurston County District Court), and Judge Tina Kernan (Asotin County District Court)

Tier II: Judge Scott Ahlf (Olympia Municipal Court), Commissioner Paul Wohl (Thurston County District Court), and Judge Michelle Gehlsen (Bothell Municipal Court)

Tier I evaluators will evaluate vendors' written proposals in December 2016, and will score vendor demonstrations in February 2017. Tier II evaluators will score vendor demonstrations in February 2017 and conduct on-site client visits in April 2017. Ms. Cullinane informed that thank you letters were sent to all those who volunteered for the RFP Evaluator positions. Those volunteers who were not selected for the RFP Evaluator position were encouraged to consider other CLJ-CMS Project opportunities. Ms. Cullinane mentioned that she informed of the new CLJ-CMS Project during a conference for court line staff in October 2016.

Ms. Cullinane further reported the Washington State Patrol (WSP) has grant funding for a project that would make the driving under the influence (DUI) process electronic. Electronic warrants are included

in that process. Ms. Cullinane inquired whether the DMCJA would like to appoint representatives for the stakeholder group that will gather the business requirements. She noted that this project is different from the Electronic Law Enforcement Interface for Acquisition of Search Warrants (ELIAS) eWarrants Project, which failed. Ms. Cullinane informed that the issues still remain regarding how the system collects and stores information related to the warrant review process, and whether that information could be subject to the Public Records Act. Judge Marinella noted that Judges David Larson and Anthony Howard represented the DMCJA on the Washington Traffic Safety Commission eWarrants Initiative Work Group, and, therefore, may be interested in joining the stakeholder group. Judge Garrow stated that she has worked with the eWarrant program and would be interested in participating with the eDUI stakeholder group.

LIAISON REPORTS

A. District and Municipal Court Management Association (DMCMA)

Ms. Ly reported that the DMCMA held a Staff Conference in October 2016. Seventy-five line staff attended the Conference. She further informed that the DMCMA Spring Conference is scheduled for May 21-24, 2016 in Semiahmoo, WA. Ms. Ly reported that the DMCMA's primary focus is data cleanup for the new courts of limited jurisdiction case management system (CLJ-CMS) Project. The DMCMA is also reinvigorating the courts helping courts program. This program will be discussed at the November DMCMA Board meeting.

B. Administrative Office of the Courts (AOC)

Ms. Callie Dietz, State Court Administrator, reported that the Supreme Court elected Justice Mary Fairhurst to become the next Chief Justice effective January 9, 2017. Ms. Dietz also informed that the AOC has hired Brady Horenstein as the Associate Director of the Judicial and Legislative Relations Office. Mr. Horenstein worked at the Department of Licensing as the Deputy Assistant Director of the Programs and Services Division. He is also a former Judicial Law Clerk to Judges Elaine Houghton and Lisa Worswick, Court of Appeals Division II. Mr. Horenstein knows the DMCJA Lobbyist, Melanie Stewart, Esquire, and has other good contacts. In addition, Ms. Jennifer Way has joined the Judicial and Legislative Relations Office as the Senior Administrative Assistant. Ms. Way formerly worked for the Lt. Governor's Office. Ms. Dietz further informed that the AOC is continuing to work on the CLJ-CMS Project. The request for proposal (RFP) was sent out ahead of schedule and the Project is continuing to move forward. Ms. Dietz noted that legislative funding will be needed for the CLJ-CMS Project.

C. Board for Judicial Administration (BJA)

Judge Ringus reported that the BJA will not meet in November. The BJA Legislative Committee, however, will meet on November 18, 2016 via Conference Call. Judge Ringus informed that the BJA Legislative Committee met on October 21, 2016 and narrowed nine legislative proposals to four items. Judge Garrow reported that the BJA Policy and Planning Committee will also meet on November 18 to discuss overarching BJA policies. Judge Logan reported that she will work with the BJA Budget and Finance Committee in 2016-2017.

ACTION

A. Legislative Proposal: RCW 12.40, Small Claims

M/S/P to recommend that the DMCJA Legislative Committee move forward with the proposed RCW 12.40 amendment as a concept and process it accordingly. Judge Meyer and Ms. Stewart will work with Judge Garrow's legislative draft and speak with legislators regarding the small claims amendment.

B. Proposed Amendment to Criminal Rule for Courts of Limited Jurisdiction (CrRLJ) 3.2 (b)(4), Release of Accused

M/S/P to adopt the Rules Committee's recommendation to add at the end of existing language in CrRLJ 3.2 (b)(4) the following sentence, "If this requirement is imposed, the court must also authorize a surety bond under section (b)(5)."

DISCUSSION

A. Proposed Amendment to Criminal Rule for Courts of Limited Jurisdiction (CrRLJ) 3.2 (b)(4), Release of Accused

Judge Garrow reported that this issue arose when, in light of the decision in *State v. Barton*, the SCJA proposed that subsection CrR 3.2(b)(4), which parallels CrRLJ 3.2, be deleted. When the Supreme Court accepted this proposal, the DMCJA recommended that CrRLJ 3.2(b)(4) also be deleted, to be congruent with the Superior Court rule. Following publication of the DMCJA proposal, there were comments from the judicial community regarding the disparate impact the proposed amendment could have on low-income litigants. For this reason, the DMCJA requested that the Supreme Court stay consideration of the rule until the trial courts associations could propose a solution. On October 20, 2016, Justice Johnson, Supreme Court Rules Committee Chair, requested that both trial court associations review the Council on Public Defense (CPD) proposed amendment to CrRLJ 3.2 and advise whether they support it. The DMCJA Rules Committee discussed the CPD's proposed amendment and determined that rather than accept the CPD proposal, it is best to retain the existing language but add the following sentence at the end of CrRLJ 3.2 (b)(4), "If this requirement is imposed, the court must also authorize a surety bond under section (b)(5)." Judge Garrow requested that the Board consider the DMCJA Rules Committee's recommendation.

M/S/P to make this an action item.

B. Senate Law and Justice Work Session for Night and Weekend Court on November 15, 2016, from 8:00 a.m. to 10:00 a.m., at the J.A. Cherberg Building in Olympia, WA.

A Senate Law and Justice Work Session regarding night and weekend courts is scheduled for November 15, 2016, from 8:00 a.m. to 10 a.m., at the JA Cherberg Building in Olympia, WA. The Board discussed what courts currently hold night and weekend court. Judge Marinella noted that no law prohibits courts of limited jurisdiction (CLJs) from holding court at night or during the weekend. The board discussed access to justice and judicial caseload issues relating to the subject. Judge Meyer agreed to attend the work session on November 15. Ms. Dietz suggested that judges attending the work session may also want to discuss with legislators the new courts of limited jurisdiction case management system Project.

C. Judicial Assistance Services Program (JASP) Bylaws Amendment

This topic relates to a proposed JASP bylaws amendment regarding JASP membership. The amendment permits two non-voting members from either the Supreme Court or the Court of Appeals. The Presiding Judge of the Court of Appeals will appoint the Court of Appeals member and the Chief Justice of the Supreme Court will appoint the Supreme Court member. The term for the non-voting appellate judges is two years. The Board discussed concerns regarding the DMCJA contribution to JASP, which is currently \$7000. Board members noted the rising cost of the program in recent years. The Board will request the number of appellate judges participating in JASP and whether appellate judges are willing to financially contribute to the program. It was noted that no one wants to exclude any judge from participating in JASP, however, it is costly for the DMCJA.

D. Separation of Powers Flyer: Whether to Retain Document on Inside Courts

Judge Docter, Bremerton Municipal Court, reported that a Separation of Powers flyer posted on the BJA Public Trust and Confidence (PT&C) Committee website on Inside Courts is inaccurate. Judge Docter, who serves on the BJA PT&C Committee, informed that a PT&C subcommittee reviewed the documents and determined that the following statements need slight modifications for accuracy: (1) Clark County became a "Charter County" in 2015, (2) the Organizational chart and related connecting lines under "county government" and "city government" are not completely accurate because elected judges are not connected to the Mayor, nor should there be connectors between the Clerk/Executive branch and Superior Court, and (3) judges should not be listed below the Presiding Judge. Judge Docter was informed by the AOC that it would be very costly to revise the flyer. For this reason, the PT&C would like to know whether the Board would like to keep the document with the inaccuracies, revise it, or delete it from the website. Judge Marinella clarified that the cost to AOC would be in resources and time because the AOC does not own the original flyer. Ms. Dietz informed that the

original flyer was created by a graphic artist not related to the Administrative Office of the Court, thus, the AOC does not have the document and would have to create it from scratch. In light of the limited resources at AOC and the necessity to have accurate information on Inside Courts, the Board decided by general consensus to request that the AOC issue a disclaimer on the website indicating the inaccuracies on the Separation of Powers flyer. The project will be sent to the AOC to complete at its convenience.

E. Funding Request: Additional Funding for YMCA Youth & Government Program

The Board discussed whether to provide additional funding for the YMCA Youth and Government Program. In October 2016, the Board voted to contribute \$1600 to the YMCA fundraising campaign. The Board budgeted \$1600 for the Program at its 2016 Board Retreat. In 2016, the YMCA requested a modest increase in funding in order to help support YMCA program expansion efforts. Funding for the YMCA program is taken from the Judicial Community Outreach line item. The Public Outreach Committee also uses funds from the Judicial Community Outreach line item. Judge Gehlsen, Public Committee Outreach Chair, reported that she is uncertain of the amount of funding needed for the Committee because it is newly created. The Board, therefore, decided to address the issue at the next Board Retreat in May 2017 in order to budget for an increase in YMCA funding.

F. DMCJA General Dues Rate – Whether to Retain the 2016 Rate

The Board discussed whether to increase the General Dues Rate, which has remained unchanged since 2008. The current DMCJA dues assessment rate is as follows:

Judges:	$\frac{3}{4}$ - full time (\$750); $\frac{1}{4}$ - $\frac{3}{4}$ (\$375); $< \frac{1}{4}$ (\$187)
Commissioners/Magistrates:	$\frac{3}{4}$ - full time (\$600); $\frac{1}{4}$ - $\frac{3}{4}$ (\$300); $< \frac{1}{4}$ (\$150)
Associate Members:	\$25

The Board discussed programs such as court education for which the dues may be used. Judge Robertson expressed concern regarding the diminishing of the DMCJA reserve account, which is down to approximately seventy-thousand dollars (\$70,000). She then informed that she will get information from the DMCJA bookkeeper regarding how much an association the size of the DMCJA should have in its reserve account. This information will provide the information needed to determine whether to increase annual dues. This topic will be an action item at the December Board meeting.

G. Legislative Proposal: RCW 12.40, Small Claims

Judge Garrow proposed an amendment to the small claims statute, RCW 12.40, which would allow a small claims judgment to automatically become a civil judgment. She informed that the current law requires that a small claims order be certified as a civil judgment before a party can enforce collection on the judgment. Judge Garrow also noted that a small claims judgment must become a civil judgment before the court may close the case. The small claims amendment would increase the filing fee from \$14 to \$34. This fee, however, is less than the total amount typically paid by a party seeking to collect on a small claims judgment. The Board discussed concerns regarding the increase of fees in courts of limited jurisdiction. The Board further discussed access to justice issues regarding a party's ability to collect on a judgment. There was also discussion regarding whether the DMCJA should join in support of AOC proposed legislation similar to the small claims proposal.

Judge Meyer, DMCJA Legislative Committee Chair, reported that he spoke with Melanie Stewart, Esq., DMCJA Lobbyist, and she recommended that the Board move forward with the small claims proposal as a "concept." The association could, therefore, educate the Legislature on the issue. Judge Meyer further suggested that the DMCJA work with the District and Municipal Court Management Association (DMCMA) regarding the impact of the bill to court managers. Ms. Ly agreed to get the input of the DMCMA. Judge Marinella also suggested that obtaining a fiscal note may be beneficial.

Judge Marinella informed the Board of the following events:

- A. *DMCJA Follow-Up Letter regarding Annual DOL/DMCJA/DMCMA/AOC Joint Leadership meeting is enclosed in the Board Agenda Packet.*
- B. *The Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Steering Committee selected Requests for Proposal (RFP) Evaluators at their November 1, 2016 Meeting.*
- C. *BJA Public Trust and Confidence Committee Vacancy*
- D. *Presiding Judge and Administrator Education Committee Vacancy*
- E. *Judge Stephen Holman, Kitsap County District Court, is retiring from the Washington Pattern Forms Committee*

Judge Marinella requested that Board members either consider volunteering for a vacant position or encourage a colleague to apply for a position.

OTHER BUSINESS

The next DMCJA Board Meeting is December 9, 2016, 12:30 a.m. to 3:30 p.m., in AOC Office, SeaTac.

ADJOURNED at approximately 2:22 p.m.

EXECUTIVE SESSION

- A. Agreement Between Administrative Office of the Courts and Superior Court Judges' Association
 - 1. DMCJA Outline of Concerns Regarding the SCJA Settlement

The Board called an Executive Session to discuss a confidential matter regarding the AOC and SCJA Agreement related to the Office of Superior Court.

Christina E Huwe
Pierce County Bookkeeping
1504 58th Way SE
Auburn, WA 98092
Phone (360) 710-5937
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SUMMARY OF REPORTS

WASHINGTON STATE
DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION

For the Period Ending December 31st, 2016

Please find attached the following reports for you to review:

- Statement of Financial Position
- Monthly Statement of Activities
- Bank Reconciliation Reports
- Transaction Detail Report (year-to-date)
- Current Information

Please contact me if you have any questions in regards to the attached.

PLEASE BE SURE TO KEEP FOR YOUR RECORDS

Washington State DMCJA
Statement of Activities
For the Six Months Ending December, 2016

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	TOTAL
Ordinary Income/Expense							
Income							
Interest Income	13	13	12	9	6	0	52
Membership Revenue	0	25	0	0	0	0	25
Total Income	13	38	12	9	6	0	77
Gross Profit	13	38	12	9	6	0	77
Expense							
Prior Year Budget Expense	1,975	637	2,398	831	0	0	5,841
4 - Board Meeting Expense	453	2,453	3,863	993	2,262	468	10,492
5 - Bookkeeping Expense	0	0	535	225	248	416	1,424
7 - Conference Calls	0	0	9	0	117	0	126
8 - Conference Committee	0	0	0	0	0	0	0
10 - Diversity Committee	0	298	621	863	0	0	1,781
11 - DMCJA/SCJA Sentencing Alt.	0	0	287	0	287	0	574
12 - DMCMA Liaison Committee	0	0	0	339	0	0	339
14 - Education Committee	0	868	0	0	0	683	1,550
15 - Educational Grants	0	0	0	0	439	0	439
16 - Education - PJ Conference	0	0	15,000	0	0	0	15,000
18 - Judicial Assistance Commit	0	(6,700)	438	3,464	2,722	0	(76)
19 - Judicial Community Outreac	0	0	54	287	0	0	341
20 - Legislative Committee	0	151	453	0	0	0	604
21 - Legislative Pro-Tem	0	42	0	0	136	0	178
22 - Lobbyist Contract	3,083	5,083	7,083	5,083	5,083	5,083	30,500
26 - National Leadership Grants	0	0	0	1,585	1,050	0	2,635
28 - President Expense	0	0	100	0	0	0	100
31 - Rules Committee	0	22	0	0	0	0	22
32 - SCJA Board Liaison	0	54	0	0	0	0	54
34 - Treasurer Expense and Bond	0	54	0	0	0	0	54
36 - Trial Court Advocacy Board	0	0	0	0	287	0	287
99 - Depreciation Expense	10	10	10	10	10	10	57
Bank Service Charges	0	0	0	14	12	0	26
Total Expense	5,521	2,971	30,852	13,694	12,653	6,660	72,350
Net Ordinary Income	(5,508)	(2,933)	(30,839)	(13,685)	(12,648)	(6,660)	(72,273)
Other Income/Expense							
Other Expense							
Ask the client	0	0	0	85	65	0	150
Total Other Expense	0	0	0	85	65	0	150
Net Other Income	0	0	0	(85)	(65)	0	(150)
Net Income	<u>(5,508)</u>	<u>(2,933)</u>	<u>(30,839)</u>	<u>(13,770)</u>	<u>(12,713)</u>	<u>(6,660)</u>	<u>(72,424)</u>

Washington State DMCJA
Statement of Financial Position

As of December 31, 2016

	Dec 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Bank of America - Checking	19,357
Bank of America - Savings	546
US Bank - Savings	70,705
Washington Federal	45,101
Total Checking/Savings	135,709
Total Current Assets	135,709
Fixed Assets	
Accumulated Depreciation	(521)
Computer Equipment	579
Total Fixed Assets	58
Other Assets	
Prepaid Expenses	18,500
Total Other Assets	18,500
TOTAL ASSETS	154,267
LIABILITIES & EQUITY	
Equity	
Unrestricted Earnings	(78,605)
Unrestricted Net Assets	305,296
Net Income	(72,424)
Total Equity	154,267
TOTAL LIABILITIES & EQUITY	154,267

Other Information

10:18 AM
01/08/17

**Washington State DMCJA
Reconciliation Detail
Bank of America - Checking, Period Ending 12/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						23,779.38
Cleared Transactions						
Checks and Payments - 13 items						
Check	11/29/2016	online	Michelle Szambelan	X	-439.22	-439.22
Check	11/29/2016	online	Ingallina's Box Lunch	X	-332.28	-771.50
Check	12/12/2016	online	Ingallina's Box Lunch	X	-365.51	-1,137.01
Check	12/12/2016	online	Ingallina's Box Lunch	X	-328.72	-1,465.73
Check	12/14/2016	online	Melanie Stewart	X	-2,000.00	-3,465.73
Check	12/14/2016	online	Kelley Olwell	X	-172.80	-3,638.53
Check	12/14/2016	online	Douglas B. Robinson	X	-121.56	-3,760.09
Check	12/14/2016	online	Kevin McCann	X	-23.76	-3,783.85
Check	12/14/2016	online	Judy Jasprica	X	-13.50	-3,797.35
Check	12/14/2016	online	Lisa O'Toole	X	-12.64	-3,809.99
Check	12/14/2016	online	Timothy Jenkins	X	-9.72	-3,819.71
Check	12/15/2016	online	Tracy A. Staab	X	-102.50	-3,922.21
Check	12/19/2016	online	Pierce County Book...	X	-416.25	-4,338.46
Total Checks and Payments					-4,338.46	-4,338.46
Total Cleared Transactions					-4,338.46	-4,338.46
Cleared Balance					-4,338.46	19,440.92
Uncleared Transactions						
Checks and Payments - 1 item						
Check	02/11/2014	7276	Douglas Goelz		-84.00	-84.00
Total Checks and Payments					-84.00	-84.00
Total Uncleared Transactions					-84.00	-84.00
Register Balance as of 12/31/2016					-4,422.46	19,356.92
New Transactions						
Checks and Payments - 4 items						
Check	01/04/2017	online	AOC		-2,988.35	-2,988.35
Check	01/04/2017	online	Susanna Kanther		-600.00	-3,588.35
Check	01/04/2017	online	C. Scott Marinella		-574.30	-4,162.65
Check	01/04/2017	online	Dino W Traverso, P...		-500.00	-4,662.65
Total Checks and Payments					-4,662.65	-4,662.65
Deposits and Credits - 1 item						
Deposit	01/02/2017				8,000.00	8,000.00
Total Deposits and Credits					8,000.00	8,000.00
Total New Transactions					3,337.35	3,337.35
Ending Balance					-1,085.11	22,694.27

Washington State DMCJA
Transaction Detail by Account
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Type	Date	Num	Name	Memo	Amount	Balance
Bank of America - Checking						
Deposit	07/01/2016			returned bill pay from 3-1-16	24.84	24.84
Check	07/19/2016	online	AOC		(205.77)	(180.93)
Check	07/19/2016	online	Melanie Stewart	June (prior budget expense)	(2,000.00)	(2,180.93)
Check	07/19/2016	online	Michael Lambo		(134.97)	(2,315.90)
Check	07/19/2016	online	AOC	retreat expense	(112.03)	(2,427.93)
Check	08/15/2016	online	David A. Svaren	KS0Y9-WB9XK date 6-5-16	(144.97)	(2,572.90)
Check	08/15/2016	online	Douglas B. Robinson	KS0Y9-WGKBN	(208.32)	(2,781.22)
Check	08/15/2016	online	G. Scott Marinella	KS0Y9-WH991 date 7-14-16	(660.34)	(3,441.56)
Check	08/15/2016	online	Michael Finkle	date 7-14-16 KS0Y9-WHTF6	(74.04)	(3,515.60)
Check	08/15/2016	online	Melanie Stewart	July 7-6-16 invoice 4336 KS0Y9-WHG7Q	(2,000.00)	(5,515.60)
Check	08/15/2016	online	Michelle Gehlsen	7-29-16 KS0Y9-WHTF6	(81.00)	(5,596.60)
Check	08/15/2016	online	Ingallina's Box Lunch	KS0Y9-WHG7Q 7-19-16	(271.56)	(5,868.16)
Check	08/15/2016	online	The Deli	7-19-16	(26.12)	(5,894.28)
Check	08/15/2016	online	Susanna Kanther	April & May KS0Y9-WJCP0	(600.00)	(6,494.28)
Check	08/16/2016	online	Dino W Traverso, PLLC	6/30/16 invoice 10833 for work ending on 6...	(875.00)	(7,369.28)
Check	08/17/2016	online	Ingallina's Box Lunch	KS7D9-2N7Y8	(537.59)	(7,906.87)
Check	08/17/2016	online	Susanna Kanther	June Invoice KS7CX-RJV50	(300.00)	(8,206.87)
Check	08/18/2016	online	Rick Leo	KS0Y0-WJ74G	(103.52)	(8,310.39)
Deposit	08/22/2016				8,283.28	(27.11)
Check	08/22/2016	online	Joseph Burrowes	KSRSJ-KF1ZH	(63.40)	(90.51)
Check	08/22/2016	online	Michelle Gehlsen		(24.84)	(115.35)
Check	08/22/2016	online	Samuel G. Meyer	KSRSJ-KJXJC	(54.00)	(169.35)
Check	08/22/2016	online	Scott Ahlf	KSRSJ-KK4TR	(162.00)	(331.35)
Check	08/22/2016	online	Kevin Ringus	KSRT1-BP9K2	(21.60)	(352.95)
Check	08/22/2016	online	Tracy A. Staab	KSRTG-D21GW	(153.90)	(506.85)
Check	08/22/2016	online	Douglas B. Robinson	KSRTS-37JSC	(96.00)	(602.85)
Check	08/22/2016	online	Michael Finkle	KSRTS-37JSC	(18.36)	(621.21)
Check	08/22/2016	online	G. Scott Marinella	KSRTZ-Z0KTN	(79.20)	(700.41)
Check	08/22/2016	online	David A. Steiner	KSRV3-7XM21	(16.74)	(717.15)
Check	08/22/2016	online	Susanna Kanther	KSRV7-5RS1D July invoice	(300.00)	(1,017.15)
Check	08/22/2016	online	Franklin L. Dacca	KSRTB-L4482	(21.60)	(1,038.75)
Check	08/22/2016	online	Karen Donohue	KSRTB-L50CF	(21.60)	(1,060.35)
Check	08/22/2016	online	Mary C. Logan	KSRTB-L56Y6	(18.64)	(1,078.99)
Check	08/22/2016	online	Michael J. Lambo	KSRTB-L5DTH	(25.92)	(1,104.91)
Check	08/22/2016	online	Rick Leo	KSRTB-L5P19	(24.18)	(1,129.09)
Check	08/26/2016	online	Mary C. Logan	KT540-M43TH	(42.00)	(1,171.09)
Check	08/26/2016	online	Ingallina's Box Lunch	KT53X-0C0D4	(238.76)	(1,409.85)
Check	08/26/2016	online	Lisa O'Toole	KT54D-4JR8Z	(12.74)	(1,422.59)
Check	08/26/2016	online	Scott Stewart	KT54M-KPYG8	(14.04)	(1,436.63)
Check	08/26/2016	online	Timothy Jenkins	KT54V-902HK	(9.72)	(1,446.35)
Check	08/26/2016	online	Kevin McCann	KT54X-K8C00	(16.20)	(1,462.55)
Check	08/26/2016	online	Karen Donohue	KT558-J07Q5	(21.60)	(1,484.15)
Check	08/26/2016	online	Kelley Olwell	KT545-9FK15	(172.80)	(1,656.95)
Check	08/29/2016	online	Roy Fore	KTG6F-436W9	(168.48)	(1,825.43)
Transfer	08/31/2016			Credit Card Payment KTW3D-1BGVJ	(426.62)	(2,252.05)
Check	08/31/2016	online	Melanie Stewart	KTW3M-8JBKN	(54.00)	(2,306.05)
Check	09/02/2016	online	Robert Grim	KV5GL-42D33	(399.00)	(2,705.05)
Check	09/02/2016	online	Superior Court Judges Association	KTRXS-KJLFY	(494.64)	(3,199.69)
Check	09/07/2016	online	Charles Short	KVC5X-D2JT5	(333.67)	(3,533.36)
Check	09/07/2016	online	Pierce County Bookkeeping	KV8PR-SFVCZ	(150.00)	(3,683.36)
Check	09/09/2016	online	Administrative Office of the Courts	Presiding Judges' Conference	(15,000.00)	(18,683.36)
Check	09/13/2016	online	Melanie Stewart	KW1VM-BWC66	(2,000.00)	(20,683.36)
Transfer	09/13/2016			Funds Transfer	5,000.00	(15,683.36)
Check	09/13/2016	online	Melanie Stewart	September invoice 4364 KW4YK-T7NN7	(2,000.00)	(17,683.36)
Check	09/20/2016	online	Joseph Burrowes	KWP5K-2VX09	(41.40)	(17,724.76)
Check	09/20/2016	online	Samuel G. Meyer	KWP6K-GMKZM	(54.00)	(17,778.76)
Check	09/20/2016	online	Douglas B. Robinson	KWP6W-2ZSJL	(91.80)	(17,870.56)
Check	09/20/2016	online	G. Scott Marinella	KWS3C-KQWH3	(339.12)	(18,209.68)
Check	09/20/2016	online	Karen Donohue	KWS3L-XTF63	(142.52)	(18,352.20)
Check	09/20/2016	online	Wade Samuelson	KWS3S-26R0W	(83.16)	(18,435.36)
Check	09/20/2016	online	Charles Short	KWS3Z-WG1NC	(388.35)	(18,823.71)
Check	09/20/2016	online	Michelle Gehlsen	KWS46-H0FDB	(109.52)	(18,933.23)
Check	09/20/2016	online	Michael J. Lambo	KWS4C-86NG3	(138.52)	(19,071.75)
Check	09/20/2016	online	AOC	KWSBR-W30F3	(5,377.44)	(24,449.19)
Transfer	09/20/2016			Funds Transfer Confirmation Number 3547...	7,000.00	(17,449.19)
Check	09/20/2016	online	Linda Coburn	KWX0G-F9TDB	(22.00)	(17,471.19)
Check	09/26/2016	online	Pierce County Bookkeeping	KWQB0-B7YC3	(385.00)	(17,856.19)
Check	09/28/2016	online	Judy Jasprica	KXGX6-W7WVC	(154.52)	(18,010.71)
Check	09/28/2016	online	Scott Ahlf	KXGXJ-H8175	(54.00)	(18,064.71)
Check	10/24/2016	online	Karen Donohue	L07K2-8C16Q	(985.00)	(19,049.71)
Check	10/24/2016	online	Janet Garrow	L07KD-8B7ML	(600.00)	(19,649.71)
Check	10/26/2016	online	Barbara Barnes	L0GB1-R9S8F	(778.08)	(20,427.79)
Check	10/26/2016	online	Okanogan County District Court		(619.36)	(21,047.15)
Check	10/26/2016	online	Charles Short	L0GC0-LYHB9	(243.55)	(21,290.70)
Transfer	10/26/2016			Funds Transfer	7,000.00	(14,290.70)
Check	10/26/2016	online	Administrative Office of the Courts	L0GD3-0S7MC	(831.32)	(15,122.02)
Check	10/26/2016	online	Douglas B. Robinson	L0GFF-6H9Y7	(24.00)	(15,146.02)

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Type	Date	Num	Name	Memo	Amount	Balance
Check	10/26/2016	online	Karen Donohue	L0GG2-8DQTX	(21.60)	(15,167.62)
Check	10/26/2016	online	Michelle Gehlsen	L0GG4-V53B0	(24.84)	(15,192.46)
Check	10/26/2016	online	Douglas Fair	L0GG7-3RFC1	(32.40)	(15,224.86)
Check	10/26/2016	online	Linda Coburn	L0GG9-LLD6L	(33.48)	(15,258.34)
Check	10/26/2016	online	Joseph Burrowes	L0GGL-N6KC5	(25.20)	(15,283.54)
Check	10/26/2016	online	Scott Ahlf	L0GGN-VBF3M	(54.00)	(15,337.54)
Check	10/26/2016	online	Michael Evans	L0GFZ-HH7T1	(15.93)	(15,353.47)
Check	10/26/2016	online	Melanie Stewart	October Invoice L0GH0-MD6RC	(2,000.00)	(17,353.47)
Check	10/26/2016	online	Susanna Kanther	L0GHH-5SSPV	(670.52)	(18,023.99)
Check	10/26/2016	online	Ingallina's Box Lunch	L0GJ2-YCVVM	(802.31)	(18,826.30)
Check	10/26/2016	online	The Deli	L0GJ8-RP496	(17.41)	(18,843.71)
Check	10/26/2016	online	Scott Ahlf	L0GJK-G3T45	(84.80)	(18,928.51)
Check	10/26/2016	online	Marybeth Dingedy	L0GJS-9HX8C	(38.88)	(18,967.39)
Check	10/26/2016	online	Bruce Weiss	L0GK5-SJY21	(44.28)	(19,011.67)
Check	10/26/2016	online	Samuel G. Meyer	L0GKB-F60XV	(54.00)	(19,065.67)
Check	10/26/2016	online	Chris Culp	L0GKJ-9VVPB	(161.00)	(19,226.67)
Check	10/26/2016	online	Marilyn Haan	L0GKQ-XQHS9	(156.12)	(19,382.79)
Check	10/26/2016	online	Mary C. Logan	L0GL0-6TXQW	(9.40)	(19,392.19)
Check	10/26/2016	online	James Doctor	L0GL5-HW441	(64.40)	(19,456.59)
Check	10/26/2016	online	Lisa Worswick	L0GLC-3QQ3C	(10.26)	(19,466.85)
Check	10/26/2016	online	Timothy Jenkins	L0GLH-YG9KB	(9.72)	(19,476.57)
Check	10/26/2016	online	Richard McDermott	L0GLS-2BJDP	(27.00)	(19,503.57)
Transfer	10/26/2016		Funds Transfer		2,000.00	(17,503.57)
Check	10/26/2016	online	Administrative Office of the Courts	L0GMC-K3KQX	(2,007.89)	(19,511.46)
Check	10/31/2016	online	Pierce County Bookkeeping	L0FSG-5D1ZD	(225.00)	(19,736.46)
Check	10/31/2016		Service Charge		(14.00)	(19,750.46)
Check	11/04/2016	online	Susan Woodard	L1BVL-PKB9H	(61.00)	(19,811.46)
Check	11/04/2016	online	Edmond Muni Court	L1BWR-12Q52	(109.52)	(19,920.98)
Check	11/04/2016	online	James Doctor		(65.40)	(19,986.38)
Check	11/07/2016	online	Melanie Stewart	November Invoice 4384 L1NX7-8TZWN	(2,000.00)	(21,986.38)
Transfer	11/07/2016		Funds Transfer		2,000.00	(19,986.38)
Check	11/07/2016	online	Cave B	L224D-MBBDZ	(2,326.32)	(22,312.70)
Check	11/11/2016	online	David A. Steiner	L2255-3Q6D4	(24.84)	(22,337.54)
Check	11/11/2016	online	Kevin Ringus	L225G-X6GBZ	(21.80)	(22,359.14)
Check	11/11/2016	online	Michael J. Lambo	L225W-22W9M	(25.92)	(22,385.06)
Check	11/11/2016	online	Samuel G. Meyer	L225Y-WJ04X	(54.00)	(22,439.06)
Check	11/11/2016	online	Janet Garrow	L2266-D6QNN	(14.04)	(22,453.10)
Check	11/11/2016	online	Mary C. Logan	L226D-9QM1Q	(19.18)	(22,472.28)
Check	11/11/2016	online	Linda Coburn	L226H-BLSGD	(34.56)	(22,506.84)
Check	11/11/2016	online	Scott Ahlf	L226K-JZ0B8	(179.02)	(22,685.86)
Check	11/11/2016	online	Tracy A. Staab	L226P-HPBTZ	(154.44)	(22,840.30)
Transfer	11/11/2016		Funds Transfer		30,000.00	7,159.70
Check	11/20/2016	online	Pierce County Bookkeeping		(247.50)	6,912.20
Check	11/21/2016	online	Marilyn Paja	L31RW-5N44C	(1,050.00)	5,862.20
Check	11/21/2016	online	AOC	L31SG-2GWQ7	(2,019.31)	3,842.89
Check	11/21/2016	online	Susanna Kanther	L31SS-5Y4QC	(300.00)	3,542.89
Check	11/23/2016	online	Thurston County District Court	L37WL-QNTTM	(135.58)	3,407.31
Check	11/29/2016	online	Michelle Szambelan	L3VTZ-7686M	(439.22)	2,968.09
Check	11/29/2016	online	Ingallina's Box Lunch	L3VV8-BV7N4	(332.28)	2,635.81
Check	12/12/2016	online	Ingallina's Box Lunch		(365.51)	2,270.30
Check	12/12/2016	online	Ingallina's Box Lunch	L59ND-4P31H	(328.72)	1,941.58
Check	12/14/2016	online	Melanie Stewart	L5H9J-LOS3Y	(2,000.00)	(58.42)
Check	12/14/2016	online	Judy Jasprica	L5H96-3QYN2	(13.50)	(71.92)
Check	12/14/2016	online	Lisa O'Toole	L5H92-F7XB4	(12.64)	(84.56)
Check	12/14/2016	online	Kevin McCann	L5H9P-FMC55	(23.76)	(108.32)
Check	12/14/2016	online	Kelley Olwell	L5H9T-NMZ1B	(172.80)	(281.12)
Check	12/14/2016	online	Timothy Jenkins	L5HB0-6FH81	(9.72)	(290.84)
Check	12/14/2016	online	Douglas B. Robinson	L5HB3-32C5B	(121.56)	(412.40)
Check	12/15/2016	online	Tracy A. Staab	L5M94-7L6G1	(102.50)	(514.90)
Check	12/19/2016	online	Pierce County Bookkeeping		(416.25)	(931.15)
Total Bank of America - Checking					(931.15)	(931.15)
Bank of America - Savings						
Deposit	07/31/2016		Interest		0.40	0.40
Deposit	08/31/2016		Interest		0.40	0.80
Transfer	09/13/2016		Funds Transfer		(5,000.00)	(4,999.20)
Transfer	09/20/2016		Funds Transfer Confirmation Number 3547...		(7,000.00)	(11,999.20)
Deposit	09/30/2016		Interest		0.30	(11,998.90)
Transfer	10/26/2016		Funds Transfer		(7,000.00)	(18,998.90)
Transfer	10/26/2016		Funds Transfer		(2,000.00)	(20,998.90)
Deposit	10/31/2016		Interest		0.17	(20,998.73)
Transfer	11/07/2016		Funds Transfer		(2,000.00)	(22,998.73)
Check	11/30/2016		Service Charge		(5.00)	(23,003.73)
Deposit	11/30/2016		Interest		0.02	(23,003.71)
Deposit	12/31/2016		Interest		0.01	(23,003.70)
Total Bank of America - Savings					(23,003.70)	(23,003.70)

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Type	Date	Num	Name	Memo	Amount	Balance
US Bank - Savings						
Deposit	07/31/2016			Interest	8.52	8.52
Deposit	08/31/2016			Interest	8.52	17.04
Deposit	09/30/2016			Interest	8.25	25.29
Deposit	10/31/2016			Interest	8.52	33.81
Check	11/08/2016			Service Charge	(7.00)	26.81
Transfer	11/11/2016			Funds Transfer from US Bank	(30,000.00)	(29,973.19)
Deposit	11/30/2016			Interest	5.48	(29,967.71)
Total US Bank - Savings					(29,967.71)	(29,967.71)
Washington Federal						
Deposit	07/31/2016			Interest	3.82	3.82
Deposit	08/22/2016			Deposit	25.00	28.82
Deposit	08/31/2016			Interest	3.82	32.64
Deposit	09/30/2016			Interest	3.70	36.34
Total Washington Federal					36.34	36.34
Accumulated Depreciation						
Genera...	07/31/2016	CEH			(9.58)	(9.58)
Genera...	08/31/2016	CEH			(9.58)	(19.16)
Genera...	09/30/2016	CEH			(9.58)	(28.74)
Genera...	10/31/2016	CEH			(9.58)	(38.32)
Genera...	11/30/2016	CEH			(9.58)	(47.90)
Genera...	12/31/2016	CEH			(9.58)	(57.48)
Total Accumulated Depreciation					(57.48)	(57.48)
Prepaid Expenses						
Genera...	07/31/2016			1/12 of Contract	(3,083.33)	(3,083.33)
Genera...	08/31/2016			1/12 of Contract	(3,083.33)	(6,166.66)
Genera...	09/30/2016	CEH		1/12 of Contract	(3,083.33)	(9,249.99)
Genera...	10/31/2016	CEH		1/12 of Contract	(3,083.33)	(12,333.32)
Genera...	11/30/2016	CEH		1/12 of Contract	(3,083.33)	(15,416.65)
Genera...	12/31/2016	CEH		1/12 of Contract	(3,083.33)	(18,499.98)
Total Prepaid Expenses					(18,499.98)	(18,499.98)
Bank of America C. C.						
Credit ...	08/15/2016		Coast Gateway	Judge Short	(213.31)	(213.31)
Credit ...	08/19/2016		Coast Gateway	Judge Short	(213.31)	(426.62)
Transfer	08/31/2016			Funds Transfer	426.62	0.00
Total Bank of America C. C.					0.00	0.00
Interest Income						
Deposit	07/31/2016			Interest	(8.52)	(8.52)
Deposit	07/31/2016			Interest	(3.82)	(12.34)
Deposit	07/31/2016			Interest	(0.40)	(12.74)
Deposit	08/31/2016			Interest	(0.40)	(13.14)
Deposit	08/31/2016			Interest	(8.52)	(21.66)
Deposit	08/31/2016			Interest	(3.82)	(25.48)
Deposit	09/30/2016			Interest	(0.30)	(25.78)
Deposit	09/30/2016			Interest	(3.70)	(29.48)
Deposit	09/30/2016			Interest	(8.25)	(37.73)
Deposit	10/31/2016			Interest	(0.17)	(37.90)
Deposit	10/31/2016			Interest	(8.52)	(46.42)
Deposit	11/30/2016			Interest	(0.02)	(46.44)
Deposit	11/30/2016			Interest	(5.48)	(51.92)
Deposit	12/31/2016			Interest	(0.01)	(51.93)
Total Interest Income					(51.93)	(51.93)
Membership Revenue						
Deposit	08/22/2016		Victoria Meadows	special fund	(25.00)	(25.00)
Total Membership Revenue					(25.00)	(25.00)

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Type	Date	Num	Name	Memo	Amount	Balance
Prior Year Budget Expense						
Deposit	07/01/2016		Michelle Gehlsen	returned bill pay from 3-1-16	(24.84)	(24.84)
Check	07/19/2016	online	Melanie Stewart	June (prior budget expense)	2,000.00	1,975.16
Check	08/15/2016	online	David A. Svaren	KS0Y9-WB9XK date 6-5-16	144.97	2,120.13
Check	08/15/2016	online	Susanna Kanther	April & May KS0Y9-WJCP0	600.00	2,720.13
Check	08/16/2016	online	Dino W Traverso, PLLC	6/30/16 invoice 10833 for work ending on 6...	875.00	3,595.13
Check	08/17/2016	online	Susanna Kanther	June Invoice KS7CX-RJV50	300.00	3,895.13
Deposit	08/22/2016	10751	Superior Court Judges Association	From the SCJA (refund of DMCJA remaini...	(1,283.28)	2,611.85
Check	09/02/2016	online	Superior Court Judges Association	KTRXS-KJLFY	494.64	3,106.49
Check	09/20/2016	online	AOC	KWSBR-W30F3	1,903.64	5,010.13
Check	10/26/2016	online	Administrative Office of the Courts	L0GD3-0S7MC	831.32	5,841.45
Total Prior Year Budget Expense					5,841.45	5,841.45
4 - Board Meeting Expense						
Check	07/19/2016	online	AOC		205.77	205.77
Check	07/19/2016	online	Michael Lambo		134.97	340.74
Check	07/19/2016	online	AOC	retreat expense	112.03	452.77
Check	08/15/2016	online	Douglas B. Robinson	KS0Y9-WGKBN date 7-18-16	208.32	661.09
Check	08/15/2016	online	G. Scott Marinella	KS0Y9-WH991 date 7-14-16	660.34	1,321.43
Check	08/15/2016	online	Michael Finkle	date 7-14-16 KS0Y9-WHTF6	74.04	1,395.47
Check	08/15/2016	online	Michelle Gehlsen	7-29-16 KS0Y9-WHTF6	81.00	1,476.47
Credit ...	08/15/2016		Coast Gateway	Judge Short	213.31	1,689.78
Check	08/17/2016	online	Ingallina's Box Lunch	KS7D9-2N7Y8	440.30	2,130.08
Check	08/18/2016	online	Rick Leo	KS0Y0-WJ74G	103.52	2,233.60
Check	08/22/2016	online	Joseph Burrowes	KRSRJ-KF1ZH	25.20	2,258.80
Check	08/22/2016	online	Joseph Burrowes	KRSRJ-KF1ZH	38.20	2,297.00
Check	08/22/2016	online	Michelle Gehlsen		24.84	2,321.84
Check	08/22/2016	online	Samuel G. Meyer	KRSRJ-KJXJC	54.00	2,375.84
Check	08/22/2016	online	Scott Ahlf	KRSRJ-KK4TR	54.00	2,429.84
Check	08/22/2016	online	Kevin Ringus	KSRT1-BP9K2	21.60	2,451.44
Check	08/22/2016	online	Tracy A. Staab	KSRTG-D21GW	153.90	2,605.34
Check	08/22/2016	online	Douglas B. Robinson	KSRTS-37JSC	96.00	2,701.34
Check	08/22/2016	online	Michael Finkle	KSRTS-37JSC	18.36	2,719.70
Check	08/22/2016	online	G. Scott Marinella	KSRTZ-Z0KTN	79.20	2,798.90
Check	08/22/2016	online	David A. Steiner	KSRV3-7XM21	16.74	2,815.64
Check	08/22/2016	online	Karen Donohue	KSRTB-L50CF	21.60	2,837.24
Check	08/22/2016	online	Mary C. Logan	KSRTB-L56Y6	18.64	2,855.88
Check	08/22/2016	online	Michael J. Lambo	KSRTB-L5DTH	25.92	2,881.80
Check	08/22/2016	online	Rick Leo	KSRTB-L5P19	24.18	2,905.98
Check	09/20/2016	online	Joseph Burrowes	KWP5K-2VX09	41.40	2,947.38
Check	09/20/2016	online	Douglas B. Robinson	KWP6W-2ZSJL	91.80	3,039.18
Check	09/20/2016	online	G. Scott Marinella	KWS3C-KQWH3	239.12	3,278.30
Check	09/20/2016	online	Karen Donohue	KWS3L-XTF63	142.52	3,420.82
Check	09/20/2016	online	Wade Samuelson	KWS3S-26R0W	83.16	3,503.98
Check	09/20/2016	online	Charles Short	KWS3Z-WG1NC	388.35	3,892.33
Check	09/20/2016	online	Michelle Gehlsen	KWS46-H0FDB	109.52	4,001.85
Check	09/20/2016	online	Michael J. Lambo	KWS4C-86NG3	138.52	4,140.37
Check	09/20/2016	online	AOC	KWSBR-W30F3	2,452.23	6,592.60
Check	09/20/2016	online	Linda Coburn	KWX0G-F9TDB	22.00	6,614.60
Check	09/28/2016	online	Judy Jasprica	KXGX6-W7WVC	154.52	6,769.12
Check	10/26/2016	online	Douglas B. Robinson	L0GFF-6H9Y7	24.00	6,793.12
Check	10/26/2016	online	Karen Donohue	L0GG2-8DQTX	21.60	6,814.72
Check	10/26/2016	online	Michelle Gehlsen	L0GG4-V53B0	24.84	6,839.56
Check	10/26/2016	online	Douglas Fair	L0GG7-3RFC1	32.40	6,871.96
Check	10/26/2016	online	Linda Coburn	L0GG9-LLD6L	33.48	6,905.44
Check	10/26/2016	online	Joseph Burrowes	L0GGL-N6KC5	25.20	6,930.64
Check	10/26/2016	online	Scott Ahlf	L0GGN-VBF3M	54.00	6,984.64
Check	10/26/2016	online	Ingallina's Box Lunch	L0GJ2-YCVVM	348.10	7,332.74
Check	10/26/2016	online	Samuel G. Meyer	L0GKB-F60XV	54.00	7,386.74
Check	10/26/2016	online	Administrative Office of the Courts	Sept Expenses	374.89	7,761.63
Check	11/04/2016	online	Edmond Muni Court	L1BWR-12Q52 Judge Coburn hotel room	109.52	7,871.15
Check	11/11/2016	online	David A. Steiner	L2255-3Q6D4	24.84	7,895.99
Check	11/11/2016	online	Kevin Ringus	L225G-X6GBZ	21.60	7,917.59
Check	11/11/2016	online	Michael J. Lambo	L225W-22W9M	25.92	7,943.51
Check	11/11/2016	online	Samuel G. Meyer	L225Y-WJ04X	54.00	7,997.51
Check	11/11/2016	online	Janet Garrow	L2266-D6QNN	14.04	8,011.55
Check	11/11/2016	online	Mary C. Logan	L226D-9QM1Q	19.18	8,030.73
Check	11/11/2016	online	Linda Coburn	L226H-BLSGD	34.56	8,065.29
Check	11/11/2016	online	Scott Ahlf	L226K-JZ0B8	179.02	8,244.31
Check	11/11/2016	online	Tracy A. Staab	L226P-HPBTZ	154.44	8,398.75
Check	11/21/2016	online	AOC	L31SG-2GWQ7	1,292.86	9,691.61
Check	11/29/2016	online	Ingallina's Box Lunch	L3VV8-BV7N4	332.28	10,023.89
Check	12/12/2016	online	Ingallina's Box Lunch	L5982-5PWJT	365.51	10,389.40
Check	12/15/2016	online	Tracy A. Staab	L5M94-7L6G1	102.50	10,491.90
Total 4 - Board Meeting Expense					10,491.90	10,491.90

Washington State DMCJA
Transaction Detail by Account
 July through December 2016

Type	Date	Num	Name	Memo	Amount	Balance
5 - Bookkeeping Expense						
Check	09/07/2016	online	Pierce County Bookkeeping	KV8PR-SFVCZ July Invoice	150.00	150.00
Check	09/26/2016	online	Pierce County Bookkeeping	KWQB0-B7YC3 August Invoice	385.00	535.00
Check	10/31/2016	online	Pierce County Bookkeeping	LOFSG-5D1ZD September Invoice	225.00	760.00
Check	11/20/2016	online	Pierce County Bookkeeping		247.50	1,007.50
Check	12/19/2016	online	Pierce County Bookkeeping		416.25	1,423.75
Total 5 - Bookkeeping Expense					1,423.75	1,423.75
7 - Conference Calls						
Check	09/20/2016	online	AOC	KWSBR-W30F3	8.82	8.82
Check	11/21/2016	online	AOC	L31SG-2GWQ7	117.05	125.87
Total 7 - Conference Calls					125.87	125.87
8 - Conference Committee						
Check	09/20/2016	online	AOC	KWSBR-W30F3	0.00	0.00
Total 8 - Conference Committee					0.00	0.00
10 - Diversity Committee						
Check	08/15/2016	online	Ingallina's Box Lunch	KS0Y9-WHG7Q 7-19-16	271.56	271.56
Check	08/15/2016	online	The Deli	7-19-16	26.12	297.68
Check	09/07/2016	online	Charles Short	KVC5X-D2JT5	333.67	631.35
Check	09/20/2016	online	AOC	KWSBR-W30F3	287.20	918.55
Check	10/26/2016	online	Okanogan County District Court		619.36	1,537.91
Check	10/26/2016	online	Charles Short	L0GC0-LYHB9	243.55	1,781.46
Total 10 - Diversity Committee					1,781.46	1,781.46
11 - DMCJA/SCJA Sentencing Alt.						
Check	09/20/2016	online	AOC	KWSBR-W30F3	287.20	287.20
Check	11/21/2016	online	AOC	L31SG-2GWQ7	287.20	574.40
Total 11 - DMCJA/SCJA Sentencing Alt.					574.40	574.40
12 - DMCMA Liaison Committee						
Check	10/26/2016	online	Administrative Office of the Courts	L0GMC-K3KQX	339.20	339.20
Total 12 - DMCMA Liaison Committee					339.20	339.20
14 - Education Committee						
Credit ...	08/19/2016		Coast Gateway	Judge Short	213.31	213.31
Check	08/26/2016	online	Ingallina's Box Lunch	invoice 01-314026	31.97	245.28
Check	08/26/2016	online	Ingallina's Box Lunch	invoice 01-314025	206.79	452.07
Check	08/26/2016	online	Lisa O'Toole	KT54D-4JR8Z	12.74	464.81
Check	08/26/2016	online	Scott Stewart	KT54M-KPYG8	14.04	478.85
Check	08/26/2016	online	Timothy Jenkins	KT54V-902HK	9.72	488.57
Check	08/26/2016	online	Kevin McCann	KT54X-K8CD0	16.20	504.77
Check	08/26/2016	online	Karen Donohue	KT558-J07Q5	21.60	526.37
Check	08/26/2016	online	Kelley Olwell	KT545-9FK15	172.80	699.17
Check	08/29/2016	online	Roy Fore	KTG6F-436W9	168.48	867.65
Check	12/12/2016	online	Ingallina's Box Lunch	01-335619, 01-337329, 01-335621	328.72	1,196.37
Check	12/14/2016	online	Judy Jasprica	L5H96-3QYN2	13.50	1,209.87
Check	12/14/2016	online	Lisa O'Toole	L5H92-F7XB4	12.64	1,222.51
Check	12/14/2016	online	Kevin McCann	L5H9P-FMC55	23.76	1,246.27
Check	12/14/2016	online	Kelley Olwell	L5H9T-NMZ1B	172.80	1,419.07
Check	12/14/2016	online	Timothy Jenkins	L5HB0-6FH81	9.72	1,428.79
Check	12/14/2016	online	Douglas B. Robinson	L5HB3-32C5B	121.56	1,550.35
Total 14 - Education Committee					1,550.35	1,550.35
15 - Educational Grants						
Check	11/29/2016	online	Michelle Szambelan	L3VTZ-7686M	439.22	439.22
Total 15 - Educational Grants					439.22	439.22
16 - Education - PJ Confrence						
Check	09/09/2016	online	Administrative Office of the Courts	KVLD4-BYG7H	15,000.00	15,000.00
Total 16 - Education - PJ Confrence					15,000.00	15,000.00

Washington State DMCJA
Transaction Detail by Account
 July through December 2016

Type	Date	Num	Name	Memo	Amount	Balance
18 - Judicial Assistance Commit						
Deposit	08/22/2016	10753	Superior Court Judges Association	SCJA's 2016-2017 JASP contribution	(7,000.00)	(7,000.00)
Check	08/22/2016	online	Susanna Kanther	KSRV7-5RS1D July	300.00	(6,700.00)
Check	09/20/2016	online	AOC	KWSBR-W30F3	438.35	(6,261.65)
Check	10/26/2016	online	Barbara Barnes	LoGB1-R9S8F	778.08	(5,483.57)
Check	10/26/2016	online	Michael Evans	LOGFZ-HH7T1	15.93	(5,467.64)
Check	10/26/2016	online	Susanna Kanther	LOGHH-5SSPV	670.52	(4,797.12)
Check	10/26/2016	online	Ingallina's Box Lunch	LOGJ2-YCVVM	454.21	(4,342.91)
Check	10/26/2016	online	The Deli	LOGJ8-RP496	17.41	(4,325.50)
Check	10/26/2016	online	Marybeth Dingedy	LOGJS-9HX8C	38.88	(4,286.62)
Check	10/26/2016	online	Bruce Weiss	LOGK5-SJY21	44.28	(4,242.34)
Check	10/26/2016	online	Chris Culp	LOGKJ-9VVPB	161.00	(4,081.34)
Check	10/26/2016	online	Marilyn Haan	incorrect address - resent 11-23-16	156.12	(3,925.22)
Check	10/26/2016	online	Mary C. Logan	LOGL0-6TXQW	9.40	(3,915.82)
Check	10/26/2016	online	James Doctor	LOGL5-HW441	64.40	(3,851.42)
Check	10/26/2016	online	Lisa Worswick	LOGLC-3QQ3C	10.26	(3,841.16)
Check	10/26/2016	online	Timothy Jenkins	LOGLH-YG9KB	9.72	(3,831.44)
Check	10/26/2016	online	Richard McDermott	LOGLS-2BJDP	27.00	(3,804.44)
Check	10/26/2016	online	Administrative Office of the Courts	L0GMC-K3KQX	1,006.60	(2,797.84)
Check	11/04/2016	online	Susan Woodard	L1BVL-PKB9H	61.00	(2,736.84)
Check	11/07/2016	online	Cave B	L224D-MBBDZ	2,326.32	(410.52)
Check	11/21/2016	online	AOC	L31SG-2GWQ7	35.00	(375.52)
Check	11/21/2016	online	Susanna Kanther	L31SS-5Y4QC	300.00	(75.52)
Total 18 - Judicial Assistance Commit					(75.52)	(75.52)
19 - Judicial Community Outreac						
Check	09/28/2016	online	Scott Ahlf	KXGXJ-H8175	54.00	54.00
Check	10/26/2016	online	Administrative Office of the Courts	L0GMC-K3KQX	287.20	341.20
Total 19 - Judicial Community Outreac					341.20	341.20
20 - Legislative Committee						
Check	08/17/2016	online	Ingallina's Box Lunch	KS7D9-2N7Y 8-11-16	97.29	97.29
Check	08/31/2016	online	Melanie Stewart	KTW3M-8JBKN	54.00	151.29
Check	09/02/2016	online	Robert Grim	KV5GL-42DJ3	399.00	550.29
Check	09/20/2016	online	Samuel G. Meyer	KWP6K-GMKZM	54.00	604.29
Total 20 - Legislative Committee					604.29	604.29
21 - Legislative Pro-Tem						
Check	08/26/2016	online	Mary C. Logan	KT540-M43TH	42.00	42.00
Check	11/23/2016	online	Thurston County District Court	L37WL-QNTTM	135.58	177.58
Total 21 - Legislative Pro-Tem					177.58	177.58
22 - Lobbyist Contract						
Genera...	07/31/2016			1/12 of Contract	3,083.33	3,083.33
Check	08/15/2016	online	Melanie Stewart	July 7-6-16 invoice 4336 KS0Y9-WHG7Q	2,000.00	5,083.33
Genera...	08/31/2016			1/12 of Contract	3,083.33	8,166.66
Check	09/13/2016	online	Melanie Stewart	August invoice 4344 KW1VM-BWC66	2,000.00	10,166.66
Check	09/13/2016	online	Melanie Stewart	September invoice 4364 KW4YK-T7NN7	2,000.00	12,166.66
Genera...	09/30/2016	CEH		1/12 of Contract	3,083.33	15,249.99
Check	10/26/2016	online	Melanie Stewart	October Invoice L0GH0-MD6RC	2,000.00	17,249.99
Genera...	10/31/2016	CEH		1/12 of Contract	3,083.33	20,333.32
Check	11/07/2016	online	Melanie Stewart	November Invoice 4384 L1NX7-8TZWN	2,000.00	22,333.32
Genera...	11/30/2016	CEH		1/12 of Contract	3,083.33	25,416.65
Check	12/14/2016	online	Melanie Stewart	December invoice 4390	2,000.00	27,416.65
Genera...	12/31/2016	CEH		1/12 of Contract	3,083.33	30,499.98
Total 22 - Lobbyist Contract					30,499.98	30,499.98
26 - National Leadership Grants						
Check	10/24/2016	online	Karen Donohue	L07K2-8C16Q	985.00	985.00
Check	10/24/2016	online	Janet Garrow	L07KD-8B7ML	600.00	1,585.00
Check	11/21/2016	online	Marilyn Paja	L31RW-5N44C	1,050.00	2,635.00
Total 26 - National Leadership Grants					2,635.00	2,635.00
28 - President Expense						
Check	09/20/2016	online	G. Scott Marinella	KWS3C-KQWH3	100.00	100.00
Total 28 - President Expense					100.00	100.00
31 - Rules Committee						
Check	08/22/2016	online	Franklin L. Dacca	KSRTB-L4482	21.60	21.60
Total 31 - Rules Committee					21.60	21.60

Washington State DMCJA
Transaction Detail by Account
 July through December 2016

Type	Date	Num	Name	Memo	Amount	Balance
32 - SCJA Board Liaison						
Check	08/22/2016	online	Scott Ahlf	KRSRSJ-KK4TR	54.00	54.00
Total 32 - SCJA Board Liaison					54.00	54.00
34 - Treasurer Expense and Bond						
Check	08/22/2016	online	Scott Ahlf	KRSRSJ-KK4TR	54.00	54.00
Total 34 - Treasurer Expense and Bond					54.00	54.00
36 - Trial Court Advocacy Board						
Check	11/21/2016	online	AOC	L31SG-2GWQ7	287.20	287.20
Total 36 - Trial Court Advocacy Board					287.20	287.20
99 - Depreciation Expense						
Genera...	07/31/2016	CEH			9.58	9.58
Genera...	08/31/2016	CEH			9.58	19.16
Genera...	09/30/2016	CEH			9.58	28.74
Genera...	10/31/2016	CEH			9.58	38.32
Genera...	11/30/2016	CEH			9.58	47.90
Genera...	12/31/2016	CEH			9.58	57.48
Total 99 - Depreciation Expense					57.48	57.48
Bank Service Charges						
Check	10/31/2016			Service Charge	14.00	14.00
Check	11/08/2016			Service Charge	7.00	21.00
Check	11/30/2016			Service Charge	5.00	26.00
Total Bank Service Charges					26.00	26.00
Ask the client						
Check	10/26/2016	online	Scott Ahlf	emailed - waiting on response	84.80	84.80
Check	11/04/2016	online	James Doctor	emailed - waiting on response	65.40	150.20
Total Ask the client					150.20	150.20
TOTAL					0.00	0.00

**Washington State DMCJA
Membership Revenue**

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
4682	Deposit	01/02/2017		8,000.00	
			Patti Connolly Walker		1,000.00
			Debra Hayes		1,000.00
			Richard M. Leland		1,000.00
			Aimee N. Maurer		1,000.00
			Vance Peterson		1,000.00
			Jeffrey R. Smith		1,000.00
			Gregory J. Tripp		1,000.00
			Donna Wilson		1,000.00
				<u>8,000.00</u>	<u>8,000.00</u>
TOTAL				<u>8,000.00</u>	<u>8,000.00</u>

DMCJA 2016-2017 Budget			
ITEM COMMITTEE	Beginning Balance	Total Costs	Ending Balance
1 Access to Justice Liaison	\$500.00	\$0.00	\$500.00
2 Audit	\$2,000.00	\$0.00	\$2,000.00
3 Bar Association Liaison	\$1,500.00	\$0.00	\$1,500.00
4 Board Meeting Expense	\$30,000.00	\$10,491.90	\$19,508.10
5 Bookeeping Expense	\$3,000.00	\$1,423.75	\$1,576.25
6 Bylaws Committee	\$250.00	\$0.00	\$250.00
7 Conference Calls	\$750.00	\$125.87	\$624.13
8 Conference Committee	\$4,000.00	\$0.00	\$4,000.00
Conference Incidental Fees For Members			
9 Spring Conference 2016	\$40,000.00	\$36,980.00	\$3,020.00
10 Diversity Committee	\$2,000.00	\$1,781.46	\$218.54
11 DMCJA/SCJA Sentencing Alternatives	\$2,500.00	\$574.40	\$1,925.60
12 DMCMA Liaison	\$500.00	\$339.20	\$160.80
13 DOL Liaison Committee	\$500.00	\$0.00	\$500.00
14 Education Committee	\$14,500.00	\$1,550.35	\$12,949.65
15 Educational Grants	\$5,000.00	\$439.22	\$4,560.78
16 Education-PJ Conference	\$12,000.00	\$15,000.00	-\$3,000.00
17 Education-Security	\$2,000.00	\$0.00	\$2,000.00
18 Judicial Assistance Committee*	\$14,000.00	\$6,924.84	\$7,075.16
19 Judicial Community Outreach	\$4,000.00	\$341.20	\$3,658.80
20 Legislative Committee	\$4,000.00	\$604.29	\$3,395.71
21 Legislative Pro-Tem	\$2,500.00	\$177.58	\$2,322.42
22 Lobbyist Contract	\$61,000.00	\$30,499.98	\$30,500.02
23 Lobbyist Expenses	\$1,500.00	\$0.00	\$1,500.00
24 Long-Range Planning Committee	\$1,500.00	\$0.00	\$1,500.00
25 MCA Liaison	\$1,500.00	\$0.00	\$1,500.00
26 National Leadership Grants	\$5,000.00	\$2,635.00	\$2,365.00
27 Nominating Committee	\$400.00	\$0.00	\$400.00
28 President Expense	\$7,500.00	\$100.00	\$7,400.00
29 Pro Tempore (committee chair approval)	\$10,000.00	\$0.00	\$10,000.00
30 Professional Services	\$15,000.00	\$0.00	\$15,000.00
31 Rules Committee	\$1,000.00	\$21.60	\$978.40
32 SCJA Board Liaison	\$1,000.00	\$54.00	\$946.00
33 Therapeutic Courts	\$3,500.00	\$0.00	\$3,500.00
34 Treasurer Expense and Bonds	\$1,000.00	\$54.00	\$946.00
36 Trial Court Advocacy Board	\$3,000.00	\$287.20	\$2,712.80
37 Uniform Infraction Committee	\$1,000.00	\$0.00	\$1,000.00
TOTAL	\$259,400.00	\$110,405.84	\$148,994.16
TOTAL DEPOSITS MADE	\$0.00		
CREDIT CARD (balance owing)	\$0.00		

*includes \$7,000 from the SCJA
Balance as of 12-31-2016



WASHINGTON
COURTS

DMCJA Rules Committee

Wednesday, October 26, 2016 (Noon – 1:00 p.m.)

Via Teleconference

MEETING MINUTES

Members:

Chair, Judge Dacca
Judge Buttorff
Judge S. Buzzard
Judge Fore
Judge Garrow
Judge Goodwin
Commissioner Hanlon
Judge Robertson
Judge Rozzano
Judge Samuelson
Judge Szambelan
Judge Williams
Ms. Patti Kohler, DMCMA Liaison
Ms. Tina Marusich, DMCMA Liaison

AOC Staff:

Ms. J Benway

Judge Dacca called the meeting to order at 12:05 p.m.

The Committee discussed the following items:

1. Review Proposal to Amend CrRLJ 3.2

Judge Garrow reviewed the history of proposals to amend CrRLJ 3.2, which began when the SCJA proposed that CrR 3.2(b)(4) be deleted in response to the decision of *State v. Barton*. After the Supreme Court accepted the recommendation, the DMCJA requested that CrRLJ 3.2(b)(4) also be deleted so the rules could remain congruent. As this proposal drew comments that were unfavorable, not just to the DMCJA proposal but also to the previous SCJA proposal that was already in effect, the DMCJA requested that consideration of the proposal be delayed. In October, Justice Johnson, Chair of the Supreme Court Rules Committee, requested DMCJA comment on a proposal by the WSBA Council on Public Defense (CPD) to amend CrRLJ 3.2 by adding language to subsection (b)(4) rather than deleting it. Judge Marinella requested that the Rules Committee comment on the proposal.

The Committee reviewed and discussed the proposal. The Committee appreciates the CPD's efforts to preserve the option of a surety bond for defendants, but concluded that the proposal would actually prevent this from happening as defendants are often not present at ex parte proceedings in which bail is set. The Rules Committee recommends that instead of eliminating or amending the current text of CrRLJ 3.2(b)(4), a sentence be added to the end of the existing subsection that would read, "If this requirement is imposed, the court must also authorize a surety bond under section (b)(5)." This amendment would preserve the existing options and address the concern the Supreme Court raised in *Barton*. This proposal passed the Committee

unanimously. Judge Dacca will prepare a letter to the DMCJA Board with the Committee's recommendation.

2. Review IRLJ 5.1, What Orders may be Appealed

The Committee tabled discussion of this rule for a later meeting.

3. Review CrRLJ 6.1.2, Trial by the Court

The Committee determined that there was insufficient interest to pursue amending this rule.

4. Update re Proposal to Amend IRLJ 3.5

Ms. Benway stated that the proposal to amend IRLJ 3.5 to allow for video appearance in mitigation hearings was accepted by the DMCJA Board and will be submitted to the Supreme Court Rules Committee for consideration.

5. Other Business and Next Meeting Date

The next Committee meeting was scheduled for November 23 at noon but as that is the Wednesday before the Thanksgiving holiday, the Committee moved the meeting to noon on Wednesday, November 30.

There being no further business, the meeting was adjourned at 12:42 p.m.

Pretrial Reform Task Force

-----Original Message-----

From: O'Donnell, Sean
Sent: Saturday, December 03, 2016 9:59 AM
Subject: Fwd: Pre trial reform Task Force

FYI -- this is the proposal I sent Justice Yu re: the pre trial reform task force.

Sean P. O'Donnell

From: O'Donnell, Sean [Sean.ODonnell@kingcounty.gov]
Sent: Friday, November 11, 2016 3:46 PM
To: Yu, Justice Mary
Subject: Pre trial reform Task Force

Justice Yu -

As promised, I am writing to follow up on our recent conversation regarding the pre-trial reform Task force we've been discussing over the past several months.

You have expressed to me your concerns regarding the MJC's participation

in the Pre Trial Justice Institute's '3Days Count' initiative as part of a joint effort among the three Task Force sponsors, MJC, SCJA and the DMCJA.

Of particular concern was the Task Force's ability to maintain its independence in setting an agenda, deciding who would participate, etc. I also heard you say that you were concerned about the implications of using risk assessment tools and whether the Task Force would be required to suggest or propose their use in Washington as a condition of working with PJI.

Below is an outline of key points we discussed regarding the Task Force and the participation of the three groups that would form its leadership team:

1. I remain convinced, and I believe you expressed a similar sentiment, that having the trial judges' associations as equal partners in this effort is going to provide the most successful path for implementing any reforms that the Task Force recommends. (As an important side note: both Associations feel strongly that their participation as simply stakeholders in a Supreme Court Task Force would not be a productive or acceptable arrangement);
2. We agreed that Washington State should maintain its independence in setting the Task Force's agenda(s) and selecting its participants;

3. We agreed that it is important for this Task Force to be inclusive so that all relevant stakeholders have an opportunity to have their voices heard;

4. We agreed that the Task Force should not begin with any predetermined outcomes and that the work and discussion of the Task Force should guide results and recommendations

With respect to the Pre Trial Justice Institute providing assistance to the Task Force, I proposed to you that the SCJA and DMCJA submit an application to '3Days Count' without the MJC signing on.

I envision PJI acting as an advisor/consultant to the Task Force which I believe will be a significant benefit, given PJI's experience in pre-trial reform and its work in Washington State on this very issue in Yakima County.

I have reconfirmed with both the DMCJA (President Marinella) and the SCJA leadership team that they both think it is worthwhile for the respective Associations to seek PJI's assistance in this effort. At your suggestion I also spoke with Jaime Hawke of the ACLU. She told me that she had no reservations about the Task Force obtaining assistance from PJI.

Finally, on the issue of risk assessment tool(s), I want to recognize the concern that you and other stakeholders have shared about their utility and fairness. I appreciate that and agree with you that this issue should not be a prerequisite (ie, their use) to any reform package or recommendation from the Task Force.

It is also the case, as we discussed, that risk assessment tools are currently being used in Washington (see: Spokane County, Yakima County, DOC) and it would seem that a discussion regarding their efficacy and impact should be part of this Task Force's work. Whether they are appropriate for use in Washington State remains an unanswered question - one that I hope the Task Force can address and on which it potentially can provide guidance to trial judges and stakeholders throughout the state.

Here is my suggestion for next steps, assuming the MJC wishes to move forward in a joint Task Force with the trial judges' associations:

1. A leadership/Executive Team from the MJC, SCJA and DMCJA should meet in December to determine topic areas for the Task Force (e.g., subcommittees on: judicial education; pre-trial services; risk assessment; data collection/research, etc) and Task Force membership/stakeholders

2. The Exec Team should decide on a date to kick off the Task Force; decide how to manage staff/admin support; decide who should lead respective subcommittees; outline the Task Force's research objectives; decide Task Force's goals, duration, etc

3. The SCJA and DMCJA will submit a statement of interest to PJI to participate in '3Days Count'

4. The Task Force hopefully launches in the new year...and away we

go.

I hope this email captures our conversation and where we left things.

I am happy to have a follow up discussion if you need clarification on any of these thoughts/proposals. I do think this project will be more successful if we are in this together, particularly when it comes to long term buy-off from the trial judges on these issues.

The SCJA and DMCJA will likely submit a statement of interest (not a formal application) to PJI in the next week or so. Once that occurs we will work on preparing a formal application and will of course seek your input on that before submitting anything (regardless of whether MJC signs onto the application, which I understand it is not prepared to do).

If you agree with this outline and feel that this remains a viable working

arrangement, I will start to work with your staff, AOC and the DMCJA to get some dates to discuss some of the administrative and topic details listed immediately above (I only mention AOC because you may recall Callie has offered its assistance on the staffing/logistic issues).

Thanks again and I hope you are getting some well-deserved time off.

All the best,

Sean
Sean P. O'Donnell
Superior Court Judge
Department 29
King County Courthouse
Seattle, Washington 98104-2361
206-477-1501

Salary Commission Meeting

Message regarding Salary Commission Meeting

Sharon-

Details:

Wednesday, Jan. 25, 2017

Washington Citizens' Commission on Salaries for Elected Officials

DES Building Training Center, 1500 Jefferson, Olympia

10:00-11:00 a.m.

Chief Justice Fairhurst, Judge Downes, Judge Marinella (replacement TBD) and Judge Worswick

Every odd year, all levels of court are represented at the [WCCSEO](#) and are asked to give a 5 min. presentation on their level of court. Then the commission will ask questions collectively at the end of all the presentations. Generally the Chief will take lead on those questions.

I use the term "presentation" loosely- as you can see in the video below. No PowerPoints required.

Brady intends to meet/conference with the finalized group prior to the meeting to go over the talking points and prepare. So the sooner we know the replacement the better.

This is the previous salary commission with the courts:

<http://www.tvw.org/watch/?eventID=2015011137>

Let me know if you need anything else.

Have a great evening!

Data Dissemination Policy

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 - [DEFINITIONS](#)
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I. AUTHORITY AND SCOPE

- A. This policy governs the release of information from the case management systems maintained by the Administrative Office of the Courts (AOC) that include the Judicial Information System (JIS), the Superior Court Management Information System (SCOMIS), the Appellate Court System (ACORDS) and Odyssey. It also includes data collected by AOC from other court case management systems. The policy is approved by the Judicial Information System Committee (JIS Committee), pursuant to JISCR 12 and JISCR 15(d), and applies to all requests for computer-based court information subject to JISCR 15.
- B. This policy is to be administered in the context of the requirement of Article I, § 10 of the Constitution of the State of Washington that states: "Justice in all cases shall be administered openly, and without unnecessary delay," as well as the privacy protections of Article I, § 7, and GR 31.
- C. This policy does not apply to requests initiated by or with the consent of the State Court Administrator or his/her designee for the purpose of answering a request vital to the internal business of the courts. See JISCR 15(a).
- D. This policy does not apply to documents filed with the local courts and county clerk's offices.

II. DEFINITIONS

- A. "**JIS**" is the acronym for "Judicial Information System" and as used in this policy represents all the case management systems that the AOC currently maintains.
- B. "**JIS record**" is an electronic representation of information stored within, or derived from the case management systems that the AOC maintains. It is programmed to be available in readable and retrievable form.

C. JIS Reports

1. "**JIS reports**" are the results of special programs written to retrieve and manipulate JIS records into a readable form. It includes, but is not limited to, index reports, compiled aggregate numbers, and statistics.
2. "**Index reports**" are reports containing bulk court data with set data elements.
3. "**Compiled aggregate numbers**" are JIS reports containing only total numerical quantities without case level data elements.
4. "**Routine summary reports**" are JIS reports automatically generated by courts, county clerk's offices, or the AOC during the course of daily business.

D. Data Dissemination Management

1. "**Data dissemination**" is the reporting or other release of information derived from JIS records.
2. "**Data dissemination administrator**" is the individual designated within the Administrative Office of the Courts and within each individual court or county clerk's office that is assigned the responsibility of administration of data dissemination, including responding to requests of the public, other governmental agencies, or other participants in the judicial information system. Courts and county clerk's offices may use multiple staff to satisfy this role.

E. Data Dissemination Contract

The "**data dissemination contract**" is an agreement between a county clerk's office, a Washington state court, or the Administrative Office of the Courts and any non-Washington state court entity for release of data contained in the JIS. The data dissemination contract shall specify terms and conditions, as approved by the JIS Committee, concerning the data including but not limited to restrictions, obligations, and cost recovery fees.

F. Well Identified Person

"**Well Identified Person**" is defined for the purposes of this policy as an individual whose name and address are entered into the case management system with the possible addition of a date of birth, driver's license number, SID, or DOC number.

III. ACCESS TO JIS RECORDS

- A. Access to and release of JIS data will be consistent with Article I, § 10 of the Constitution of the State of Washington, GR 31 and Washington state statutes. Statutes, court rules, case law, and policy guidelines that protect individual privacy and confidential court records shall be adhered to when JIS records or JIS reports are disseminated. All access to JIS records and JIS reports is subject to the

requirements of the criteria for release of data specified in JISCR 15(f): availability of data, specificity of the request, potential for infringement of personal privacy created by release of the information requested, and potential disruption to the internal ongoing business of the courts. JIS records or JIS reports provided in electronic format shall be subject to provisions contained in the data dissemination contract.

- B. Privacy protections accorded by the United States Congress and by the Washington State Legislature to records held by other state agencies are to be applied to requests for JIS records or JIS reports, unless such record is a “court record” as defined in GR 31 and access is controlled by GR 31(d) and GR 31(e).
- C. **Contact Lists:** The use of JIS records or JIS reports for the purpose of commercial solicitation of individuals named in the court records is prohibited. Requests for JIS data for this purpose will be denied.
- D. Court and county clerk data dissemination administrators will restrict the public dissemination of JIS reports to data related to the administrator’s particular court, or court operations subject to the supervision of that court. A court or county clerk may disseminate a report or data summarizing an individual’s case history.
- E. Courts and county clerk’s offices may direct requestors to the Administrative Office of the Courts if the request falls under GR 31 (g)(2) and creates an undue burden on the court’s or the county clerk’s operations because of the amount of equipment, materials, staff time, computer time or other resources required to satisfy the request.
- F. Routine summary reports will be made available to the public upon request, subject to the payment of an established fee and so long as such request can be met without unduly disrupting the on-going business of the courts.
- G. Index Report
 - 1. An index report shall not contain confidential information as determined by Court Rules, Washington state law and Federal law. In addition, the following data is confidential information:
 - a. social security numbers;
 - b. financial account numbers;
 - c. driver’s license numbers;
 - d. date of birth of a minor child;
 - e. party addresses and telephone numbers;
 - f. witness and victim addresses and phone numbers;
 - g. abstract driving records as defined in RCW 46.52.130; and
 - h. well identified person addresses and phone numbers.

COMMENT

The JISC DD Policy adopted May 19, 1995 limited public access to JIS data to an index report. Address information was not a data element included in that index

report. The DD Policy also prohibited public access to compiled reports. This policy predated the adoption of GR 31 and GR 22. Neither GR 15, GR 31 nor GR 22 provide for confidentiality of party addresses. A Confidential Information Form promulgated by the Pattern Forms Committee must be completed and provided to the Clerk upon filing a family law matter or domestic violence petition. The current version of the CIF, as of 11/1/2016, provides a block, which may be checked by a party providing: "the health, safety, or liberty of a party or child would be jeopardized by disclosure of address information because:_____." See RCW 26.27.281(5). No additional security is provided in the JIS system by a party checking this block. A reasonable expectation of privacy in the address information on the CIF is created by checking this block.

Neither the JIS system, nor Odyssey can differentiate the source of an address currently contained in the system.

2. No screen or report in a JIS system shall be made available for public dissemination if it contains confidential information, as defined in this section, notwithstanding any other provision of this policy.
3. An index report provided in electronic format shall be subject to the provisions contained in the data dissemination contract. (*Amended February 27, 1998.*)
4. A local court or county clerk's office is not precluded by this policy from releasing, without redaction, a document or pleading containing a residential address, as this policy does not apply to documents filed with local courts or county clerk's offices.
5. A local court or county clerk's office is not precluded by this policy from providing the address of a party or well identified person to a state agency to meet requirements of law or court rules.
6. A local court or county clerk's office is not precluded from providing the address of a party or well identified person for the purpose of conducting the court's or the county clerk's business.

H. Financial Data.

1. Requests to courts or county clerk's offices will be handled by that individual office in the same manner as all other requests for court data.
2. Requests to the AOC for statewide financial court data or for an individual court's data will be handled in the following manner:
 - a. Requestor will provide as much detail as possible regarding specific financial information requested. Explanations may include such information as specific codes, accounting or non-accounting needs, statewide aggregate, court aggregate or case-by-case data, and court levels.

- b. The AOC will review the request and submit any clarifications to the requestor. Communications may need to take place between the AOC staff and the requestor so the parties know what is being asked for and what can be provided. The time taken for clarifications and meetings will be in addition to any time estimates given for compiling the data. Further, the requestor will be charged for the staff time under the approved cost recovery fee for research/programming.
- c. Prior to release of the report, the data will be reviewed by delegated court and/or county clerk representatives for accuracy and completeness. Review period for representatives will be ten (10) days. Any disputes between AOC and the court/county clerk representatives regarding the data contained in the reports shall be resolved by the JISC Data Dissemination Committee.

IV. JIS PRIVACY AND CONFIDENTIALITY POLICIES

- A. Information in JIS records which is sealed, exempted, or otherwise restricted by law, including court rule, whether or not directly applicable to the courts, may not be released except by specific court order, by statutory authority, or for research requests described in Section IV.C.
- B. Confidential information regarding individual litigants, witnesses, jurors, or well identified persons that is contained in case management systems of the courts will not be disseminated. Identifying information (including, but not limited to, residential addresses and personal phone numbers) regarding individual litigants, witnesses, jurors, or well identified persons will not be disseminated, except that the residential addresses of litigants will be available to the extent otherwise permitted by law and court rule. (*Section amended September 20, 1996; June 26, 1998.*)
- C. A data dissemination administrator may provide data for a research report when the identification of specific individuals is ancillary to the purpose of the research, the data will not be sold or otherwise distributed to third parties, and the requestor agrees to maintain the confidentiality required by these policies. In such instances, the requestor shall complete a research agreement in a form prescribed by the Administrative Office of the Courts. The research agreement shall: 1) require the requestor to explain provisions for the secure protection of any data that is confidential, using physical locks, computer passwords and/or encryption; 2) prohibit the disclosure of data in any form which identifies an individual; 3) prohibit the copying or duplication of information or data provided other than for the stated research, evaluative, or statistical purpose. (*Amended June 6, 1997.*)

V. LIMITATION ON DISSEMINATION OF JUVENILE OFFENDER COURT RECORDS*

The dissemination of juvenile offender court records maintained in the Judicial Information System shall be limited as follows:

- A. Juvenile offender court records shall be excluded from any bulk distribution of JIS records by the Administrative Office of the Courts otherwise authorized by GR 31(g), except for research purposes as permitted by statute or court rule.
- B. The Administrative Office of the Courts shall not display any information from an official juvenile offender court record on a publicly-accessible website that is a statewide index of court cases.

* Juvenile offender court records shall remain publicly accessible on the JIS Link notwithstanding any provision of this section. *(Section added September 6, 2013.)*

VI. PROCEDURES

- A. Uniform procedures for requesting JIS information, and for the appeal of decisions of data dissemination administrators, shall be as set forth in policies issued by the Administrative Office of the Courts pursuant to JISCR 15(d).
- B. In any case where a report is provided, the report must be accompanied by a suitable disclaimer noting that the court, the county clerk's office, and the Administrative Office of the Courts can make no representation regarding the identity of any persons whose names appear in the report, and can make no representation as to the accuracy and completeness of the data except for court purposes. Courts, county clerk's offices, or their associations may apply to the DDC for an exemption to the disclaimer for specific routine summary reports that are generated in such a manner that makes the accompaniment difficult. The exemption request should include an explanation as to why producing the disclaimer is difficult for that particular report.

VII. ACCESS TO AND USE OF DATA BY COURTS

The courts, the county clerk's offices, and their employees may access and use JIS records only for the purpose of conducting official court business. Such access and use shall be governed by appropriate security policies and procedures. Each year, all court staff, county clerk staff, and anyone receiving access from a court or a county clerk's office, including prosecutors and public defenders with access to JABS, will sign a confidentiality agreement by January 31. The courts and the county clerk's offices will then submit a Statement of Compliance to the AOC by March 31 confirming that their staff and any other users receiving access from their office have executed the agreements.

VIII. ACCESS TO AND USE OF DATA BY CRIMINAL JUSTICE AGENCIES AND BY THE WASHINGTON STATE ATTORNEY GENERAL'S OFFICE

- A. "Criminal justice agencies" as defined in chapter 10.97 RCW shall have additional access to JIS records beyond that which is permitted the public.
- B. The JIS Committee shall approve the access level and permitted use(s) for classes of criminal justice agencies including, but not limited to, law enforcement,

prosecutors, and corrections. An agency that is not covered by a class may request access.

- C. Agencies requesting access under this provision shall identify the information requested and the proposed use(s).
- D. Access by criminal justice agencies shall be governed by a data dissemination contract with each such agency. The contract shall:
 - 1. Specify the data to which access is granted.
 - 2. Specify the uses which the agency may make of the data.
 - 3. Include the agency's agreement that its employees will access the data only for the uses specified.
- E. The Washington State Attorney General's Office will be provided additional access to JIS records for those cases in which it represents the State.

IX. ACCESS TO AND USE OF DATA BY PUBLIC PURPOSE AGENCIES

- A. "Public purpose agency" includes governmental agencies included in the definition of "agency" in RCW 42.56.010 and other non-profit organizations whose principal function is to provide services to the public.
- B. A public purpose agency may request court records not publicly accessible for scholarly, governmental, or research purposes where the identification of specific individuals is ancillary to the purpose of the request.
- C. Agencies requesting additional access under this provision shall identify the information requested and the proposed use(s). In reviewing such requests, the courts, the county clerk's offices, and the JIS Committee will consider such criteria as:
 - 1. The extent to which access will result in efficiencies in the operation of a court or courts.
 - 2. The extent to which access will enable the fulfillment of a legislative mandate.
 - 3. The extent to which access will result in efficiencies in other parts of the criminal justice system.
 - 4. The risks created by permitting such access.

The courts, the county clerk's offices, and the JIS Committee must determine that fulfilling the request will not violate GR 31, and must determine the minimum access to restricted court records necessary for the purpose of the request.

- D. Access by public purpose agencies shall be governed by a data dissemination contract. The contract shall:
 - 1. Require the requestor to specify provisions for the secure protection of any data that is confidential.
 - 2. Prohibit the disclosure of data in any form which identifies an individual.

3. Prohibit the copying, duplication, or dissemination of information or data provided other than for the stated purpose.
4. Maintain a log of any distribution of court records which will be open and available for audit by the court, the county clerk's office or the AOC. Any audit should verify that the court records are being appropriately used and in a manner consistent with GR 31.

X. VERSION HISTORY

These policies shall take effect 30 days from the date of their adoption by the Judicial Information Systems Committee, May 19, 1995.

- Adopted May 19, 1995
- Amended June 21, 1996
- Amended September 20, 1996
- Amended June 6, 1997
- Amended December 5, 1997
- Amended February 27, 1998
- Amended June 26, 1998
- Amended September 6, 2013

DRAFT

Data Dissemination Policy

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 - [E-MAIL](#)
 - [VERSION HISTORY](#)
-

I. AUTHORITY AND SCOPE

- A. ~~These policies govern~~This policy governs the release of information ~~in from~~ the case management systems maintained by the Administrative Office of the Courts (AOC), which includes the Judicial Information System (JIS), the Superior Court Management Information System (SCOMIS), the Appellate Court System (ACORDS) and Odyssey. It also includes data collected by AOC from other court case management systems-. The policy is approved and are promulgated by the Judicial Information System Committee (JIS Committee), pursuant to JISCR 12 and JISCR 15(d). ~~They, and apply-applies~~ to all requests for computer-based court information subject to JISCR 15.
- B. ~~These policies are to~~This policy is to be administered in the context of the requirement of Article I, § 10 of the Constitution of the State of Washington that states: "Justice in all cases shall be administered openly, and without unnecessary delay," as well as the privacy protections of Article I, § 7, and GR 31.
- C. ~~These policies do~~This policy does not apply to requests initiated by or with the consent of the ~~Administrator for the Courts~~State Court Administrator or his/her for designee for the purpose of answering a request vital to the internal business of the courts. See JISCR 15(a).
- D. This policy does not apply to documents filed with the local courts and county clerk's offices.

II. DEFINITIONS

- A. "JIS" is the acronym for "Judicial Information System" and as used in this policy represents all the case management systems that the AOC currently maintains.

B. Records—“JIS record” is an electronic representation of information stored within, or derived from the case management systems that the AOC maintains. It is programmed to be available in readable and retrievable form.

1. ~~“JIS record” is an electronic representation (bits/bytes) of information either stored within, derived from, or accessed from the OAC. (Amended February 27, 1998.)~~

~~“JIS legal record” is a JIS record that is the electronic duplication of the journal of proceedings or other case-related information which it is the duty of the court clerk to keep, and which is programmed to be available in human readable and retrievable form. Case information reflecting the official legal file and displayed by JIS programs are JIS legal records.~~

C. JIS Reports

1. ~~“JIS reportsreports” are the results of special programs written to retrieve and manipulate JIS records into a human-readable form, other than the JIS legal record. It includes, but is not limited to, index reports, compiled aggregate numbers, and statistics.~~

2. ~~“Compiled reports” are based on information related to more than one case or more than one court. As used in this policy, “compiled reports” do not include index reports.~~

3.2. ~~“Index reports” are reports containing bulk court data with set data elements.~~

4.3. ~~“Compiled aggregate numbers” are JIS reports containing only total numerical quantities without case level data elements.~~

5.4. ~~“Routine summary reports” are JIS reports automatically generated by courts, county clerk’s offices, or the AOC during the course of daily business.~~

D. Data Dissemination Management

1. ~~“Data dissemination” is the reporting or other release of information derived from JIS records.~~

2. ~~The “data-Data dissemination manageradministrator” is the individual designated within the Office of the Administrator forAdministrative Office of the Courts and within each individual court or county clerk’s office, and that is assigned the responsibility for-of administration of data dissemination, including responding to requests of the public, other governmental agencies, or other participants in the judicial information system. Courts and county clerk’s offices may use multiple staff to satisfy this role.The name and title of the current data dissemination manager for each court and the Office of the Administrator forAdministrative the Courts shall be kept on file with the Office of the Administrator for the Courts.~~

E. **Electronic Data Dissemination Contract**

The "**electronic data dissemination contract**" is an agreement between ~~the a~~ county clerk's office, a Washington state court, or the Office of the Administrator for ~~Administrative Office~~ of the Courts and any ~~non-Washington state court~~ entity, except a Washington State court (Supreme Court, court of appeals, superior court, district court, or municipal court), that is provided information for release of data contained in the JIS ~~in an electronic format~~. The data dissemination contract shall specify terms and conditions, as approved by the ~~Judicial Information System~~ JIS Committee, concerning the data including but not limited to restrictions, obligations, and cost recovery ~~agreements~~ fees. ~~Any such contract shall at a minimum include the language contained in Exhibit A — Electronic Data Dissemination Contract. (Amended February 27, 1998.)~~

F. **Well Identified Person**

"Well Identified Person" is defined for the purposes of this policy as an individual whose name and address are entered into the case management system with the possible addition of a date of birth, driver's license number, SID, or DOC number.

III. **ACCESS TO JIS ~~LEGAL~~ RECORDS**

Open Records Policy. The following principles apply to the interpretation of procedural rules or guidelines set forth in this policy.

- A. Access to and release of JIS data will be consistent with Article I, § 10 of the Constitution of the State of Washington, GR 31 and Washington state statutes. Statutes, court rules, case law, and policy guidelines that protect individual privacy and confidential court records shall be adhered to when JIS records or JIS reports are disseminated. All access to JIS records and JIS reports is subject to the requirements of the criteria for release of data specified in JISCR 15(f): availability of data, specificity of the request, potential for infringement of personal privacy created by release of the information requested, and potential disruption to the internal ongoing business of the courts. JIS records or JIS reports provided in electronic format shall be subject to provisions contained in the data dissemination contract. Information related to the conduct of the courts' business, including statistical information and information related to the performance of courts and judicial officers, is to be disclosed as fully as resources will permit. In order to effectuate the policies protecting individual privacy which are incorporated in statutes, case law, and policy guidelines, direct downloading of the database is prohibited except for the index items identified in Section III.B.6. Such downloads shall be subject to conditions contained in the electronic data dissemination contract. (Amended February 27, 1998.)

~~3. Dissemination of compiled reports on an individual, including information from more than one case, is to be limited to those items contained in a case index, as defined in Section III.B.6.~~

~~B. Privacy protections accorded by the United States Congress and by the Washington State Legislature to records held by other state agencies are to be applied to requests for computerized information from courtJIS records or JIS reports, unless such record is a “court record” as defined in GR 31 and access is controlled by GR 31(d) and GR 31(e). admitted in the record of a judicial proceeding, or otherwise made a part of a file in such a proceeding, so that court computer records will not be used to circumvent such protections.~~

~~C. **Contact Lists:** Access to JIS information will not be granted when to do so would have the effect of providing access to lists of individuals for commercial purposes, defined as set forth in RCW 42.17.260(6) and WAC 390-13-010, i.e., that in connection with access to a list of individuals, the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit expecting activity. The use of JIS records or JIS reports for the purpose of commercial solicitation of individuals named in the court records is prohibited. Requests for JIS data for this purpose will be denied.~~

~~6. Except to the extent that dissemination is restricted by Section IV.B, or is subject to provisions in the electronic data dissemination contract, electronic records representing court documents are to be made available on a case by case and court by court basis as fully as they are in hard copy form. (Amended February 27, 1998.)~~

~~All access to JIS information is subject to the requirements of the criteria for release of data specified in JISCR 15(f): availability of data, specificity of the request, potential for infringement of personal privacy created by release of the information requested, and potential disruption to the internal ongoing business of the courts. JIS information provided in electronic format shall be subject to provisions contained in the electronic data dissemination contract. (Amended February 27, 1998.)~~

~~D. Court and county clerk data dissemination managers-administrators will restrict the public dissemination of JIS reports to data related to the manager's administrator's particular court, or court operations subject to the supervision of that court, except where the court has access to JIS statewide indices. A court or county clerk may disseminate a report or data summarizing an individual's case history.~~

~~E. Courts and county clerk's offices may direct requestors to the Administrative Office of the Courts if the request falls under GR 31 (g)(2) and creates an undue burden on the court's or the county clerk's operations because of the amount of equipment, materials, staff time, computer time or other resources required to satisfy the request.~~

F. Routine summary reports will be made available to the public upon request, subject to the payment of an established fee and so long as such request can be met without unduly disrupting the on-going business of the courts.

~~3. Access to JIS legal records, in the form of case-specific records, will be permitted to the extent that such records in other forms are open to inspection by statute, case law and court rule, and unless restricted by the privacy and confidentiality policies below.~~

~~4. Individuals, personally or through their designees, may obtain access to compiled legal records pertaining to themselves upon written request, accompanied by a signed waiver of privacy.~~

~~5. No compiled reports will be disseminated containing information which permits a person, other than a judicial officer or an attorney engaged in the conduct of court business, to be identified as an individual, except that data dissemination managers may disseminate the following:~~

~~a. Public agency requested reports. Reports requested by public agencies which perform, as a principal function, activities directly related to the prosecution, adjudication, detention, or rehabilitation of criminal offenders, or to the investigation, adjudication, or enforcement of orders related to the violation of professional standards of conduct, specifically including criminal justice agencies certified to receive criminal history record information pursuant to RCW 10.97.030(5)(b).~~

~~b. Personal reports, on the request or signed waiver of the subject of the report.~~

~~c. On court order.~~

G. Index Report

~~1. An index report, containing some or all of the following information, may be disseminated: (Amended February 27, 1998.) shall not contain confidential information as determined by Court Rules, Washington state law and Federal law. In addition, the following data is confidential information:~~

~~1a. filing date; social security numbers;~~

~~2b. case caption; financial account numbers;~~

~~3c. party name and relationship to case (e.g., plaintiff, defendant); driver's license numbers;~~

~~4d. cause of action or charge; dates of birth of a minor child;~~

~~5e. case number or designation; party addresses and telephone numbers;~~

~~6f. case outcome; witness and victim addresses and phone numbers;~~

~~7g. disposition date; abstract driving records as defined in RCW 46.52.130; and~~

~~h. well identified person addresses and phone numbers.~~

COMMENT

The JISC DD Policy adopted May 19, 1995 limited public access to JIS data to an index report. Address information was not a data element included in that index report. The DD Policy also prohibited public access to compiled reports. This policy predated the adoption of GR 31 and GR 22. Neither GR 15, GR 31 nor GR 22 provide for confidentiality of party addresses. A Confidential Information Form promulgated by the Pattern Forms Committee must be completed and provided to the Clerk upon filing a family law matter or domestic violence petition. The current version of the CIF, as of 11/1/2016, provides a block, which may be checked by a party providing: “the health, safety, or liberty of a party or child would be jeopardized by disclosure of address information because: _____.” See RCW 26.27.281(5). No additional security is provided in the JIS system by a party checking this block. A reasonable expectation of privacy in the address information on the CIF is created by checking this block.

Neither the JIS system, nor Odyssey can differentiate the source of an address currently contained in the system.

2. No screen or report in a JIS system shall be made available for public dissemination if it contains confidential information, as defined in this section, notwithstanding any other provision of this policy.

(III.B.6.f. and III.B.6.g. added December 5, 1997.)

3. An index report provided in electronic format shall be subject to the provisions contained in the ~~electronic~~-data dissemination contract. (Amended February 27, 1998.)

~~A report sorted by case resolution and resolution type, giving index criteria except individual names, may be compiled and released. (Section added June 21, 1996.)~~

4. A local court or county clerk’s office is not precluded by this policy from releasing, without redaction, a document or pleading containing a residential address, as this policy does not apply to documents filed with local courts or county clerk’s offices.
5. A local court or county clerk’s office is not precluded by this policy from providing the address of a party or well identified person to a state agency to meet requirements of law or court rules.
6. A local court or county clerk’s office is not precluded from providing the address of a party or well identified person for the purpose of conducting the court’s or the county clerk’s business

H. Financial Data.

1. Requests to courts or county clerk's offices will be handled by that individual office in the same manner as all other requests for court data.
2. Requests to the AOC for statewide financial court data or for an individual court's data will be handled in the following manner:
 - a. Requestor will provide as much detail as possible regarding specific financial information requested. Explanations may include such information as specific codes, accounting or non-accounting needs, statewide aggregate, court aggregate or case-by-case data, and court levels.
 - b. The AOC will review the request and submit any clarifications to the requestor. Communications may need to take place between the AOC staff and the requestor so the parties know what is being asked for and what can be provided. The time taken for clarifications and meetings will be in addition to any time estimates given for compiling the data. Further, the requestor will be charged for the staff time under the approved cost recovery fee for research/programming.
 - c. Prior to release of the report, the data will be reviewed by delegated court and/or county clerk representatives for accuracy and completeness. Review period for representatives will be ten (10) days. Any disputes between AOC and the court/county clerk representatives regarding the data contained in the reports shall be resolved by the JISC Data Dissemination Committee.

IV. JIS PRIVACY AND CONFIDENTIALITY POLICIES

- A. Information in JIS records which is sealed, exempted, or otherwise restricted by law, including ~~or~~ court rule, whether or not directly applicable to the courts, may not be released except by specific court order, by statutory authority, or for research requests described in Section IV.C.
- B. Confidential information regarding individual litigants, witnesses, ~~or jurors, or well identified persons~~ that ~~has been collected for the internal administrative operations-is contained in case management systems~~ of the courts will not be disseminated. ~~This information includes, but is not limited to, credit card and P.I.N. numbers, and social security numbers.~~ Identifying information (including, but not limited to, residential addresses and ~~residential personal~~ phone numbers) regarding individual litigants, witnesses, ~~or jurors, or well identified persons~~ will not be disseminated, except that the residential addresses of litigants will be

available to the extent otherwise permitted by law and court rule. (*Section amended September 20, 1996; June 26, 1998.*)

- C. A data dissemination ~~manager~~administrator may provide data for a research report when the identification of specific individuals is ancillary to the purpose of the research, the data will not be sold or otherwise distributed to third parties, and the ~~requester~~requestor agrees to maintain the confidentiality required by these policies. In such instances, the ~~requester~~requestor shall complete a research agreement in a form prescribed by the ~~Office of the Administrator for~~Administrative Office of the Courts. The research agreement shall: 1) require the ~~requester~~requestor to explain provisions for the secure protection of any data that is confidential, using physical locks, computer passwords and/or encryption; 2) prohibit the disclosure of data in any form which identifies an individual; 3) prohibit the copying or duplication of information or data provided other than for the stated research, evaluative, or statistical purpose. (*Amended June 6, 1997.*)

V. LIMITATION ON DISSEMINATION OF JUVENILE OFFENDER COURT RECORDS*

The dissemination of juvenile offender court records maintained in the Judicial Information System shall be limited as follows:

- A. Juvenile offender court records shall be excluded from any bulk distribution of JIS records by the Administrative Office of the Courts otherwise authorized by GR 31(g), except for research purposes as permitted by statute or court rule.
- B. The Administrative Office of the Courts shall not display any information from an official juvenile offender court record on a publicly-accessible website that is a statewide index of court cases.

* Juvenile offender court records shall remain publicly accessible on the JIS Link notwithstanding any provision of this section. (*Section added September 6, 2013.*)

VI. PROCEDURES

- A. Uniform procedures for requesting JIS information, and for the appeal of decisions of data dissemination ~~managers~~administrators, shall be as set forth in policies issued by the ~~Office of the Administrator for the Courts~~Administrative Office of the Courts pursuant to JISCR 15(d).
- B. In any case where a report is provided, the report must be accompanied by a suitable disclaimer noting that the court, the county clerk's office, and the Administrative Office of the Courts can make no representation regarding the identity of any persons whose names appear in the report, and ~~that the court makes~~can make no representation as to the accuracy and completeness of the data except for court purposes. Courts, county clerk's offices, or their associations may apply to the DDC for an exemption to the disclaimer for specific routine

summary reports that are generated in such a manner that makes the accompaniment difficult. The exemption request should include an explanation as to why producing the disclaimer is difficult for that particular report.

VII. ACCESS TO AND USE OF DATA BY COURTS

The Courts, the county clerk's offices, and their employees may access and use JIS records only for the purpose of conducting official court business. Such access and use shall be governed by appropriate security policies and procedures. Each year, all court staff, county clerk staff, and anyone receiving access from a court or a county clerk's office, including prosecutors and public defenders with access to JABS, will sign a confidentiality agreement by January 31. The courts and the county clerk's offices will then submit a Statement of Compliance to the AOC by March 31 confirming that their staff and any other users receiving access from their office have executed the agreements.

VIII. ACCESS TO AND USE OF DATA BY CRIMINAL JUSTICE AGENCIES AND BY THE WASHINGTON STATE ATTORNEY GENERAL'S OFFICE

- A. "Criminal justice agencies" as defined in RCW Chapter chapter 10.97 RCW shall have additional access to JIS records beyond that which is permitted the public.
- B. The JIS Committee shall approve the access level and permitted use(s) for classes of criminal justice agencies including, but not limited to, law enforcement, prosecutors, and corrections. An agency that is not covered by a class may request access.
- C. Agencies requesting access under this provision shall identify the information requested and the proposed use(s).
- D. Access by criminal justice agencies shall be governed by an electronic data dissemination contract with each such agency. The contract shall:
 1. Specify the data to which access is granted.
 2. Specify the uses which the agency may make of the data.
 3. Include the agency's agreement that its employees will access the data only for the uses specified.
- E. The Washington State Attorney General's Office will be provided additional access to JIS records for those cases in which it represents the State.

IX. ACCESS TO AND USE OF DATA BY PUBLIC PURPOSE AGENCIES

- A. "Public purpose agency" includes governmental agencies included in the definition of "agency" in RCW 42.17.02042.56.010 and other non-profit organizations whose principal function is to provide services to the public.

B. A public purpose agency may request court records not publicly accessible for scholarly, governmental, or research purposes where the identification of specific individuals is ancillary to the purpose of the request.

~~C. Upon approval by the JIS Committee, public purpose agencies may be granted additional access to JIS records beyond that which is permitted the public.~~

D.C. Agencies requesting additional access under this provision shall identify the information requested and the proposed use(s). In reviewing such requests, the JIS courts, the county clerk's offices, and the JIS Committee will consider such criteria as:

1. The extent to which access will result in efficiencies in the operation of a court or courts.
2. The extent to which access will enable the fulfillment of a legislative mandate.
3. The extent to which access will result in efficiencies in other parts of the criminal justice system.
4. The risks created by permitting such access.

The courts, the county clerk's offices, and the JIS Committee must determine that fulfilling the request will not violate GR 31, and must determine the minimum access to restricted court records necessary for the purpose of the request.

E.D. Access by public purpose agencies shall be governed by an electronic data dissemination contract ~~with each such agency~~. The contract shall:

1. Require the requestor to specify provisions for the secure protection of any data that is confidential.
- ~~1.2. Specify the data to which access is granted. Prohibit the disclosure of data in any form which identifies an individual.~~
- ~~2.3. Specify the uses which the agency may make of the data. Prohibit the copying, duplication, or dissemination of information or data provided other than for the stated purpose.~~
- ~~3.4. Include the agency's agreement that its employees will access the data only for the uses specified. Maintain a log of any distribution of court records which will be open and available for audit by the court, the county clerk's office or the AOC. Any audit should verify that the court records are being appropriately used and in a manner consistent with GR 31.~~

~~X. E-MAIL~~

~~The JIS provides e-mail for official court business use only. Access to judicial officers' and court employees' e-mail is restricted. Access to a judicial officer's e-mail files shall only be granted with the permission of the judicial officer involved. Request for access to~~

~~a court employee's e-mail or to logs containing records on an employee's e-mail shall be subject to the review and approval of the county clerk if the employee is employed in the clerk's office, or the presiding judge or court administrator if the employee is employed by the court. Nothing in this policy shall be used as a reason to withhold records which are the subject of a subpoena or otherwise available to the public.~~

XI.X. **VERSION HISTORY**

These policies shall take effect 30 days from the date of their adoption by the Judicial Information Systems Committee, May 19, 1995.

- Adopted May 19, 1995
- Amended June 21, 1996
- Amended September 20, 1996
- Amended June 6, 1997
- Amended December 5, 1997
- Amended February 27, 1998
- Amended June 26, 1998
- Amended September 6, 2013

DRAFT

BOARD FOR JUDICIAL ADMINISTRATION

Policy and Planning Committee

STRATEGIC PLANNING PROGRAM:

Strategic Goals Development

This document sets out a process for the development of strategic goals and provides a template for drafting goal statements.

The charter of the Policy and Planning Committee directs the committee to “identify strategic goals of the BJA and propose recommendations to address them in conjunction with the other standing committees.” To accomplish this task the Policy and Planning Committee seeks proposals for strategic goals from BJA members and persons representing stakeholder entities. Any member may submit a proposed goal in their individual capacity or on behalf of a standing committee or other court organization.

What is a “strategic goal of the BJA?”

A goal is an intended outcome. A strategic goal is a goal relevant to a matter of strategic importance. A matter of strategic importance is one that fundamentally implicates an organization’s vision or mission or its ability to effectively function as an entity.

The vision of the BJA is that it will “*become the leader and voice of the Washington State Courts.*” The mission of the BJA is “*to enhance the judiciary’s ability to serve as an equal, independent and responsible branch of government.*”

Incorporating the vision and mission into the definition, therefore, a *strategic goal of the BJA is a statement of intended outcome adopted by the BJA relevant to the ability of the BJA to enhance the judiciary’s ability to serve as an equal, independent and responsible branch of government, or function as the leader and voice of the Washington State Courts.*

Goals are intended to provide direction to the work of the board, linking the activities and communications of the board to its long-range aspirations. Strategic goals of the BJA should align with the mission and vision of the BJA as well as the principal policy objectives of the judicial branch, and should be responsive to trends and conditions and the interests of branch stakeholders.

A strategic goal can be either externally or internally focused. An internal goal pertains to the functioning or organizational maintenance of the BJA; an external goal pertains to the larger judicial system beyond the BJA.

What is the process for developing and adopting strategic goals of the BJA?

The Policy and Planning Committee has adopted a process with five steps:

A. January -- Preliminary identification of possible issue areas and goal statements.

BJA members and stakeholder entities¹ will be asked to identify potential strategic issues and to draft goal language, following a simple format. They may do so in their individual capacity and as representatives of BJA standing committees or judicial levels. Multiple proposals may be submitted. Proposals will be due February 3 for circulation in the February BJA meeting materials.

B. February BJA Meeting -- Ranking of issues.

The proposal goals will be presented for discussion by the full BJA. Following discussion members will be asked to score the proposals for ranking.

C. February BJA Meeting -- Selection of issues.

The results of the ranking will be presented for discussion at the same meeting. The board can then elect to advance as many proposals as it prefers for further development and consideration.

D. February-March -- Refinement of goal language.

The committee and staff will coordinate with proponents to refine the goal proposals consistent with discussions of the BJA and intentions of the proponents. The Committee will circulate a package of revised proposed goal statements in advance of the March BJA meeting.

E. March BJA Meeting – Consideration and Adoption.

Revised proposed goals will be presented to the BJA for discussion at the March meeting. Motions for adoption or other action can be entertained at that point.

¹ Supreme Court Commissions, JISC, ATJ, AOC, OPD, OCLA, WSBA, etc.
Board for Judicial Administration
Policy and Planning Committee

BOARD FOR JUDICIAL ADMINISTRATION
Policy and Planning Committee

GUIDELINES FOR DEVELOPMENT A STRATEGIC GOAL OF THE BJA

This document provides guidelines and a template for drafting a strategic goal for the BJA.

The purpose of adopting strategic goals of the BJA is to enhance the ability of the BJA to achieve its mission and vision.

The *mission* of the BJA is “to enhance the judiciary’s ability to serve as an equal, independent and responsible branch of government.”

The *vision* of the BJA is that it will “become the leader and voice of the Washington State Courts.”

Definitions:

A *strategic issue* is a development of trends or conditions, existing or foreseeable, which present an opportunity for or a threat to the ability of the BJA to fulfill its mission and vision. An issue describes the existing state relevant to the area of concern.

A *strategic goal of the BJA* is a statement of intended outcome relevant to the area of concern. A goal describes a desired outcome relative to the area of concern. It describes what could be relevant to the area of concern.

A goal proposal should refrain from describing strategies or actions to be taken to achieve the goal. After a goal is adopted by the BJA, groups of affected stakeholders will be organized and those groups will be asked to work collaboratively to develop and recommend strategies.

The BJA will consider adopting both external and internal goals: an *external goal* pertains to the judicial system beyond the BJA; an *internal goal* pertains to the functioning or organizational maintenance of the BJA.

Template: Strategic Goal of the BJA

TITLE. *Provide a short title.*

PROPONENT. *Enter your name. If the proposal is on behalf of an entity provide the name of the entity as well as individual proponent.*

ISSUE STATEMENT. *Provide a brief summary of the issue.*

GOAL STATEMENT. *Provide a statement of desired outcome(s).*

STAKEHOLDERS. *Identify stakeholder organizations with a likely interest in the issue.*

INTERNAL/EXTERNAL. *Indicate whether the goal is internally or externally focused to the BJA.*

Proponents may submit more than one proposal. Each proposal should be on a separate form. Send completed proposals to committee staff at Steve.Henley@courts.wa.gov by end of day on February 3, 2017

BOARD FOR JUDICIAL ADMINISTRATION

Policy and Planning Committee

STRATEGIC PLANNING PROGRAM:

Overview

Mandates

Board for Judicial Administration Rule 1 provides that the BJA “is created to provide effective leadership to the state courts and to develop policy to advance the administration of the court system in Washington State.”

The Board for Judicial Administration Rules Preamble provides that the BJA “is established to adopt policies and provide strategic leadership for the courts at large, enabling the judiciary to speak with one voice.”

These mandates are implemented by the BJA through the charter of the Policy and Planning Committee approved by the board in October, 2014. The charter provides that the purpose of the committee, among other things, is “to create and manage a process of engagement within the judicial branch around policy matters affecting the courts of Washington, to identify and analyze priority issues, and to develop strategies to address those issues.” The charter directs the committee to “propose a process and schedule for the periodic review of the *mission statement, vision statement, and principal policy objectives of the judicial branch,*” and to identify “*strategic goals of the BJA* and propose recommendations to address them in conjunction with the other standing committees.” The charter also provides that the committee will develop and propose *strategic initiatives* to the BJA intended to address identified strategic issues. (Emphasis added.)

The committee charter outlines a structure of planning elements common to traditional models of strategic planning. The elements reflect a hierarchical framework, moving from general to specific:

- Principal Policy Objectives of the Judicial Branch
- Mission Statement of the BJA
- Vision Statement of the BJA
 - Strategic Goals of the BJA
 - Strategic Initiatives

What is Different?

While this hierarchy of elements is familiar and traditional, the charter accommodates a non-traditional approach to planning adopted by the board consistent with recommendations provided by consultants from the National Center for State Courts following a BJA retreat in 2012. The consultants advised that the BJA develop an alternative approach to planning and branch leadership designed to produce results in a decentralized system such as the Washington court system. After study the BJA concurred and the charter was drafted to provide the committee with flexibility to develop such an approach.

The underlying rationale for departing from the traditional planning model relates to the difficulties in implementation within a non-unified system. Traditional planning can be effective in a relatively unified system where an effective chain of command and control exists connecting front-line activities to central direction, it is not effective where those links are relatively weak, or “loosely coupled.” In theoretic terms, an organization where components are relatively independent and insulated from one another – where interdependencies are weaker – is a loosely coupled system. There are some benefits to loosely coupled structures; they can be more adaptable, flexible and resilient, but they have less capacity for consistency and system-wide coordination.

The challenge in planning in a loosely coupled system is not in setting priorities and goals, but in setting priorities and goals that have a reasonable likelihood of being implemented. To achieve meaningful change in a loosely coupled system it is necessary to create mechanisms that mimic a chain of command, to nurture the connectivity and responsiveness that interdependencies create in a tightly coupled system. The planning approach of the BJA therefore is to attempt to do this by building collaborative capacity among the parts of the judicial branch. To do this the planning process seeks to emphasize shared goals and engagement around issues of mutual.

There are at least three significant differences between this approach and traditional planning:

Planning Body and Stakeholder Participation. The most significant difference is the manner in which the content of plans are generated. When undertaking the development of a strategic plan, the traditional approach is to create a single, high-level planning body -- a “blue ribbon” commission -- populated with top management and subject experts, and to empower that body to develop a single master plan. Planning bodies for court systems are generally populated with leadership judges, perhaps supreme court justices, bar leaders and court managers. To the extent other system stakeholders have a role they might be offered relatively minor representation on the planning body, or perhaps are engaged through outreach mechanisms such as surveys. A planning body might create subcommittees or subject-area work groups with representatives from components of the overall system, but the body retains ultimate control over the entire plan.

A tightly coupled system is characterized by concentrated and centralized authority exercised through command over critical resources. Authority in a loosely coupled system is diluted and disbursed among system components because the component parts are less reliant on centralized resources. The achievement of focused and coordinated action – the goal of planning -- must be created in a loosely coupled environment by voluntary participation on the part of the parts. For this reason the charter of the BJA planning committee does not direct the committee to produce a strategic plan, but instead instructs the committee to create processes to engage stakeholders in planning. It is a responsive posture, rather than directive. The charter directs the committee to set out “a clear and accessible plan and schedule for outreach to justice system partners and stakeholders that provides multiple opportunities for input and identifies major decision points.” Similarly, the charter provides that any strategic initiatives undertaken would not be directly overseen by the committee, but that the committee is to draft a charter for a steering committee or task force that would then guide the initiative.

In essence, the legitimacy and ultimate effectiveness of any plans produced in a loosely coupled system flow from the voluntary participation in the development process by components of the system and a willingness to work toward agreed-upon goals. Rather than attempting to wrest authority upward and inward to a blue-ribbon committee, it is spread outward and down. Control over the content of plans and the planning process itself is dispersed. It should be noted that this sort of downside-up, outside-in approach may seem counter-intuitive and even disconcerting to those used to a more traditional hierarchy, and tendencies to revert to top-down assertions of authority may be in evidence.

Sequencing and work product. A second major difference concerns the timeline for producing planning elements. A traditional strategic planning process is a major effort by an organization, almost always resulting – if the effort is completed – in a major planning document, a “master plan.” This master plan is intended to be a blueprint for organizational activities, typically for several years. All of the elements of the plan, from higher order statements to whatever level of specificity the authors choose to go down to, is contained within this document.

The common practice is for planning body to start with the higher-order elements of mission and vision statements, and work down to subordinate measures, sometimes to a very specific task or activity level. A very elaborate plan may even link to organizational budgeting and performance measures. An endeavor such as this typically takes two or more years, and costs can be very substantial. These large-scale strategic plans are generally not revisited for several years, as many as ten. It is not uncommon for a state court system to produce one strategic plan and forego ever producing a second in consideration of the costs and effort involved.

The committee charter, on the other hand, does not direct the committee to produce a “master plan,” but allows the committee to approach the planning process and the development of the various elements more flexibly. Notably, the direction to address the mission and vision statements, as well as the policy objectives of the judicial branch, call for the committee to

“propose a schedule and process for the periodic review” of these elements, contemplating that they might be reviewed only occasionally and even then may be left unchanged. Conversely, the charter specifically instructs the committee to develop a two-year cycle for strategic goals and initiatives.

In short, the charter contemplates that higher-order planning statements can be considered relatively constant and fixed, while the lower, more operational level elements can be examined and adjusted or replaced more or less constantly, following a two-year cycle. Higher elements should respond only to very significant changes in the environment (i.e.: a constitutional amendment or change in law affecting court jurisdictions, or major evolutions in the nature of court caseloads), while the operational elements can be adjusted in to shorter-term changes. It is an ongoing rather than an episodic process.

The result is not a static master plan, but a relatively dynamic planning system capable of accommodating and adapting shifting needs, opportunities, and leadership priorities. The focus, therefore, is not on producing a “final” work product, but on managing a program of continuous planning and providing an orderly, transparent framework and process that individuals within the system can come to understand and participate in.

Focus on the Issues and Stakeholders. The third difference is the emphasis on issues and issue management. A traditional planning process requires system participants to work across a broad range of issues more or less simultaneously, and system actors are ultimately asked to accept a multifaceted plan, something of a package deal. Planners may have to make decisions about priorities and goals in areas beyond their expertise and outside of their interest. If one part of the plan is not acceptable to them, leaders in one part of the system might elect to discount the whole endeavor.

The alternative approach is to focus on a few strategic issues, seeking to build functional collaborative coalitions around them disconnected from other issues. Over time all major issues can be identified and managed separately in coordination with internal and external stakeholders that have an interest in that issue but may have no interest in other areas.

Strategic Goals and Initiatives.

The BJA is charged by BJAR 1 “to provide effective leadership to the state courts and to develop policy to advance the administration of the court system of Washington State.” However, within the general framework of the loosely coupled system of the Washington judicial branch, and under the specific language of the BJAR, the BJA has no power to implement policy. To the extent any policies developed by the BJA are implemented it is because others – funding bodies, local court leaders, the Supreme Court in its rule-making function – concur in the policies and take action to effectuate them. The challenge in planning and policy-making in this context is to fashion plans and policies that have a substantial likelihood of being effectuated.

The planning program being developed by the Policy and Planning Committee has two elements that operate at the issue level: strategic goals and strategic initiatives. Strategic goals

are statements of intended outcome. They are not self-effectuating. Strategic initiatives are intended to create the link between intention and actual change.

The committee's Strategic Issue Management (SIM) project was an experiment in bringing together groups of stakeholders to address an issue of common concern. Under this model, the engaged stakeholders – who themselves volunteer for the project -- have control over the process of defining and analyzing an issue, crafting a strategy and designating the activities and tasks to be carried out. The stakeholders negotiate the resources and commitments necessary to implement the strategy. The BJA plays a role in convening and supporting the effort, but ultimately a strategy succeeds or fails based on the capacity and efforts of the involved stakeholders.

The National Center for State Courts consultants who advised the BJA to develop an alternative approach to planning and governance also advised focusing on one big project at a time: a “campaign” approach. While the committee is receptive to this approach, the goal/initiative framework allows for the committee to pursue several minor, relatively focused initiatives contemporaneously with oversight of a single, large scale “campaign” initiative.

In practical terms the logistics of developing and conducting an initiative can be kept flexible. The SIM project created informal work groups, ranging from five to about twelve people. The committee charter provides that the committee should develop and submit to the BJA a charter for any steering committee or task force to be created to pursue a strategic initiative. A major campaign would justify the creating of a formal body. A smaller committee might or might not. The committee should probably consider designating at least one committee member as a liaison to any body created, regardless of size and level of formality.

Conclusion.

The attached table (“BJA Table of Planning Elements”) identifies the planning elements, organized from higher-order, long-range components to strategic level elements of goals and initiatives, linking to the actual communications and activities that would emanate from an initiative.

The table provides definitions and recommends a schedule for each element. Notes are included about the authority or authorship of each element, and some notes about who should be involved in developing each.

All of this is subject to change and approval of the committee and the BJA. Even after a two-year planning cycle is begun or completed the specifics should be reexamined and modified based on experience.

PRINCIPAL POLICY GOALS OF THE WASHINGTON STATE JUDICIAL BRANCH

“Justice in all cases shall be administered openly, and without unnecessary delay.”
Washington State Constitution, Article I, Section 10.

Washington State’s judicial branch is a constitutionally separate, independent and co-equal branch of government. It is the duty of the judicial branch to protect rights and liberties, uphold and interpret the law, and resolve disputes peacefully through the open and fair administration of criminal and civil justice in the state.

The judicial branch in Washington State is not structurally unified at the statewide level. Ours is a local and state partnership where local courts, court managers and court personnel work in concert with statewide courts, judicial branch agencies and support systems.

The judicial branch maintains effective relations with the executive and legislative branches of state and local governments which are grounded in mutual respect for the constitutional prerogatives of each branch and constitutional separation of powers considerations.

The following represent the principal policy goals of the Washington State Judicial Branch.

1. Fair and Effective Administration of Justice in All Civil and Criminal Cases. Washington courts will openly, fairly, efficiently and effectively administer justice in all criminal and civil cases, consistent with constitutional mandates and the judiciary’s duty to maintain the highest level of public trust and confidence in the courts.
2. Accessibility. Washington courts, court facilities and court systems will be open and accessible to all participants regardless of cultural, linguistic, ability-based or other characteristics that serve as access barriers.

3. Access to Necessary Representation. Constitutional and statutory guarantees of the right to counsel shall be effectively implemented. Litigants with important interest at stake in civil judicial proceedings should have meaningful access to counsel.
4. Commitment to Effective Court Management. Washington courts will employ and maintain systems and practices that enhance effective court management.
5. Appropriate Staffing and Support. Washington courts will be appropriately staffed and effectively managed, and court personnel, court managers and court systems will be effectively supported.

Approved En Banc June 5, 2008

BOARD FOR JUDICIAL ADMINISTRATION

Policy and Planning Committee

Proposal Strategic Goal: Effective Coordination of Court Education

Please provide the information below. Members may submit more than one proposal. Each proposal should be on a separate form. Send completed proposals to committee staff at Steve.Henley@courts.wa.gov by end of day on February 3, 2017

TITLE:

Effective Coordination of Court Education

PROPONENTS:

Judge Judy Rae Jasprica and Judge Douglas Fair, Co-Chairs on behalf of the Court Education Committee

ISSUE:

Currently there is a lack of coordination of the various education and training programs delivered to the judicial branch through several outside providers. The Court Education Committee (CEC) hired Dr. John Martin as a consultant, via a State Justice Institute Grant, to work with the (CEC) develop their purpose, scope and improve state court capacity for assuring effective high quality education throughout the Washington Courts. Five components of exemplary court education have been identified. 1) Accessible Education for the Entire Judicial Branch 2) High Quality Learning for all Judicial Officers 3) High Quality Learning for all Court and Clerk Personnel 4) Effective Partnerships and Support for Court Education and 5) High Quality Sustainable Infrastructure for Court Education.

GOAL. *Please provide a draft statement of a goal responsive to the issue:*

Institutionalize the role of the CEC and align that role with judges, court administration, clerk associations, and Washington State Supreme Court Commissions and other education providers.

STAKEHOLDERS. *Please list stakeholder organizations with a likely interest in the issue.*

- Annual Conference Committee
- Appellate Judges Education Committee
- Superior Court Judges' Association and SCJA Education Committee, Mentor Committee
- District and Municipal Court Judges' Association and DMCJA Education Committee, Mentor Committee
- Washington State Association of County Clerks
- District and Municipal Court Management Association and DMCMA Education Committee
- Association of Washington Superior Court Administrators and AWSCA Education Committee
- Washington Association of Juvenile Court Administrators and WAJCA Strategic Planning and Education Committee
- Washington State Law School Deans
- Court Management Council
- Presiding Judge and Administrator Education Committee
- Judicial College Deans
- Institute for New Court Employees Committee
- Institute for Court Management Committee
- Gender and Justice Commission
- Minority and Justice Commission
- Interpreter Commission
- Commission on Children and Foster Care
- Commission on Judicial Conduct
- Counties and Cities

INTERNAL OR EXTERNAL. *Is the goal intended to be internally or externally focused?*

Internal and External

DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION

OPERATIONAL RULES

(Adopted December 8, 2006)
(Revised June 2015)

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 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.

II. Board Meetings

- A. Board meeting schedules shall be adopted at the 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.



DMCJA Bylaws Committee Report November 2016

Committee Members:

Commissioner Kipling, Chair
Judge Gregory
Judge Hedine
Judge Phillips

AOC Staff:

Ms. J Benway

The DMCJA Board requested that the Bylaws Committee consider proposing a Bylaws amendment that would add a representative from “central” Washington to the DMCJA Nominating Committee. The Nominating Committee currently has representatives from four geographic areas in Washington: northeastern, southeastern, northwestern, and southeastern. After consideration of the proposal and review of the section pertaining to the Nominating Committee, the Bylaws Committee determined that presenting this option to the membership would be in the best interests of the DMCJA. Therefore, the Bylaws Committee recommends the following amendment be presented to the DMCJA membership for approval:

Proposed amendment to DMCJA Bylaws Article X, Sec. 2
ARTICLE X - Committees

Section 1. Membership of Committees:

[no change]

Section 2. Committee Functions:

(a) Nominating Committee:

- (1) The Nominating Committee shall serve for one year and shall consist of not less than ~~five~~ six members with at least one member from each of the following ~~four~~ five geographic areas: northeastern, southeastern, northwestern, ~~and~~ and southeastern, and central Washington, and one member-at-large.
- (2) [no change]
- (3) [no change]
- (4) [no change]

Greetings Judge Marinella-

I am one of the co-chairs of the 2017 Judicial Institute. We are a collaborative initiative comprised of Washington State's bar associations, law schools, and judges. Our mission is to provide training and mentorship to attorneys from diverse backgrounds in order to prepare them for a career in the judiciary. Our next training is scheduled for January 2017. DMCJA members serve as faculty at our training events, and also serve as mentors to our program fellows. The DMCJA has historically sponsored the Judicial Institute, and we are asking you to do so again this year. Last year, the DMCJA sponsored the Judicial Institute at the \$500 level. It is our hope that you will match or exceed that contribution this year. Attached is our formal request letter, we well as our sponsorship form. If you have any questions, please do not hesitate to contact me.

Warm regards,

Johanna Bender
Judge, King County Superior Court
516 3rd Ave., Room E955
Seattle, WA 98104
Johanna.Bender@kingcounty.gov
(206) 477-1495

WSBA Rules for Appeal of Decisions of Courts of Limited Jurisdiction Meeting

Hi Sharon,

My name is Dan Samas.

I called the DMJCA office and was given your name as a contact.

I am currently serving as chair of the WSBA RALJ (Rules for Appeal of Decisions of Courts of Limited Jurisdiction) Subcommittee. Our members are reaching out to various stakeholders including DMJCA to see if any of the groups have proposals to amend RALJ.

Our subcommittee is meeting again on Jan 27 to discuss any input that we have received from the stakeholders. The meetings are open to anyone who would like to attend. Are you the appropriate individual to reach out to DMJCA to see if anyone has a suggested amendment? Thank you for your assistance and for your time.

Regards,

Dan Samas, Attorney 206.406.2477

I am not your lawyer until we enter into an agreement to that effect and your attorney fee is paid in full



WASHINGTON
COURTS

District and Municipal Court Judges' Association

President

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

President-Elect

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

Vice-President

JUDGE JOSEPH M. BURROWES
Benton County District Court
7122 W Okanogan Pl, Bldg A
Kennewick, WA 99336-2359
(509) 735-8476

Secretary/Treasurer

JUDGE REBECCA C. ROBERTSON
Federal Way Municipal Court
33325 8th Ave S
Federal Way, WA 98003-6325
(253) 835-3000

Past President

JUDGE DAVID A. STEINER
King County District Court
1309 114th Ave SE Ste 100
Bellevue, WA 98004
(206) 477-2102

Board of Governors

JUDGE LINDA COBURN
Edmonds Municipal Court
(425) 771-0210

JUDGE KAREN DONOHUE
Seattle Municipal Court
(206) 684-7903

JUDGE DOUGLAS J. FAIR
Snohomish County District Court
(425) 744-6804

JUDGE MICHAEL FINKLE
King County District Court
(206) 477-2121

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

JUDGE MICHAEL J. LAMBO
Kirkland Municipal Court
(425) 587-3179

COMMISSIONER RICK LEO
Snohomish County District Court
(360) 435-7700

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

JUDGE DOUGLAS B. ROBINSON
Whitman County Dist. Court
(509) 397-5297

JUDGE CHARLES D. SHORT
Okanogan County District Court
(509) 422-7170

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

December 13, 2016

Honorable Barbara A. Madsen
Washington State Supreme Court
Temple of Justice
P.O. Box 40929
Olympia, WA 98504-0929

RE: 2016 DMCJA ANNUAL REPORT

Dear Chief Justice Madsen:

On behalf of the District and Municipal Court Judges' Association (DMCJA), I submit this annual report of the condition of business in the courts of limited jurisdiction (CLJs), pursuant to the Revised Code of Washington (RCW) 3.70.040 (3).

The courts of limited jurisdiction were busy in 2016. District and municipal court judges have handled approximately 1.8 million cases, which include infractions, misdemeanors, civil protection orders, civil, small claims, and felony complaints. See *Administrative Office of the Courts' 2016 Caseload Report for January 2016 to October 2016*. The revenue generated from CLJs during this period is approximately \$210 million dollars. The 250 CLJs in the State of Washington process more than eighteen million transactions per month, which is approximately eighty-seven percent of Washington State's judicial caseload. See *2016 State of the Judiciary*, 14 (2016).

Adequate Court Funding

In 2016, the DMCJA Board of Governors (Board) determined that its first priority is to obtain adequate court funding, which permeates all other DMCJA priorities. The district and municipal courts cannot provide services or justice when we are chronically underfunded. We intend to educate the public, from the voters to the legislators, regarding the effect minimal funding has on our ability to serve the public's constitutionally protected interests. This includes legislative cuts to the Administrative Office of the Courts' (AOC's) budget that resonate through every level of the courts. We plan to assess the mandated services the court provides and determine whether we are able to provide these services in an environment of shrinking budgets.

Case Management System

The DMCJA joined with the Administrative Office of the Courts to gather requirements for and develop a procurement plan to select a modern commercial-off-the-shelf (COTS) case management system that would meet the needs of the courts and efficiently administer justice for the public. The DMCJA continues to work with the Judicial Information System Committee (JISC), which is the leader of the new CLJ-CMS project, and has established a CLJ-CMS Project Steering Committee (PSC). The PSC serves as the business and strategic decision-making team that speaks for the CLJs with a unified voice and vision. Another committee, the CLJ-CMS Court User Work Group (CUWG), serves as the subject matter expert on court business processes. The PSC and the CUWG have met project deadlines and continue to work toward establishing an efficient and effective case-management system. Requests for Proposals (RFPs) from vendors were issued in 2016, and DMCJA Judges are volunteering their time to assist the CLJ-CMS Project by evaluating vendor proposals. It is imperative this project be funded. The volume of cases and transactions at our level of courts is overloading our current 1980's system.

Court Security

The Association strongly holds that the public and all court users have an inherent right to expect a safe environment while in court. Each year there is news of a judge and/or court official who has been injured by a disgruntled party because of a deficiency in courthouse security. Many of the district and municipal courts lack the most basic security measures. Court security continues to be a major priority for the DMCJA. The Board has encouraged the creation of minimum standards for courtroom security in order to ensure that all of our courts have some level of security. For this reason, the Board voted to support a court rule that outlines recommended court security measures in order to protect its courts. The proposed rule has been recently amended to include those minimum security standards for district and municipal courts. The Supreme Court is currently reviewing this amended proposed court security rule.

Educate Justice Partners

In 2016, the DMCJA created the Public Outreach Committee, which is a special initiative to educate local legislators of the accomplishments and needs of courts of limited jurisdiction. This Committee will work with the DMCJA Legislative Committee during the 2017 legislative session by reaching out to legislators and inviting them to visit district and municipal courts in their districts. The Board continues to support its members' efforts to reach out to local and state representatives and discuss our needs in order to provide services.

Statewide Relicensing Program

In 2016, the State Legislature passed Senate Bill 6360, *Consolidation of traffic-based financial obligations through a unified payment system*. This bill charged the Attorney General's Office with convening a workgroup consisting of stakeholders interested in the subject. The DMCJA has selected a representative for the workgroup, who regularly provides updates regarding the progress of the workgroup's plan to consolidate traffic-based financial obligations statewide.

Honorable Barbara A. Madsen
December 13, 2016
Page 3

Legislation

During the 2015-2016 legislative biennium, the DMCJA proposed Senate Bill 5125 (House Bill 1328), *Increasing district court civil jurisdiction*, which increases the district court civil jurisdiction amount from \$75,000 to \$100,000. This bill passed the Legislature in 2015.

Department of Licensing (DOL) Court Leadership Meeting

The DMCJA and the DOL continue to meet annually to work together to resolve administrative issues that may arise from the high volume of cases administered. In September 2016, a joint meeting was held with the AOC, DMCJA, District and Municipal Court Management Association (DMCMA), and DOL to identify and resolve issues impacting the courts. All parties have committed to continued communication and efforts to improve business and technical processes regarding license issues.

Thank you for the opportunity to report on the business of the DMCJA. On behalf of the DMCJA Board and officers, I sincerely thank the Supreme Court and the Board for Judicial Administration for its continued support of all of the courts of limited jurisdiction.

Sincerely,



Judge G. Scott Marinella
DMCJA President



DMCJA BOARD MEETING
FRIDAY, JANUARY 13, 2016
12:30 PM – 3:30 PM
AOC SEATAC OFFICE
SEATAC, WA

PRESIDENT JUDGE G. SCOTT MARINELLA

SUPPLEMENTAL AGENDA

PAGE

Call to Order

General Business

- A. Minutes – November 4, 2016
- B. Treasurer’s Report – *Judge Robertson***
- C. Special Fund Report
- D. Standing Committee Reports
 - 1. Legislative Committee – *Judge Meyer*
 - 2. Diversity Committee
 - 3. Rules Committee
 - a. Minutes for October 26, 2016
 - b. November 28, 2016 Meeting regarding CrRLJ 3.2 – *Judge Marinella*
- E. Trial Court Advocacy Board (TCAB)
- F. Judicial Information Systems (JIS) Report – *Ms. Vicky Cullinane*

X 1

Liaison Reports

- A. District and Municipal Court Management Association (**DMCMA**) – *Ms. Paulette Revoir*
- B. Misdemeanant Corrections Association (**MCA**) – *Ms. Melissa Patrick*
- C. Superior Court Judges’ Association (**SCJA**) – *Judge Sean O’Donnell*
 - 1. 3DaysCount Initiative Status Update
- D. Washington State Bar Association (**WSBA**) – *Sean Davis, Esq.*
- E. Washington State Association for Justice (**WSAJ**) – *Loyd James Willaford, Esq.*
- F. Administrative Office of the Courts (**AOC**) – *Ms. Callie Dietz*
- G. Board for Judicial Administration (**BJA**) – *Judges Garrow, Jasprica, Logan, and Ringus*

<p>Discussion</p> <ul style="list-style-type: none"> A. Salary Commission Meeting on January 25, 2017 B. Data Dissemination Policy Section VI.B C. BJA Strategic Planning D. Board Operational Rules – Whether to Add Inclement Weather Policy E. Revisit: Whether to Amend DMCJA Bylaws, Art. X, Sec. 2, <i>Nominating Committee</i>, to include members from Central WA <ul style="list-style-type: none"> 1. DMCJA Bylaws Committee Report 2. Map of Counties with Number of DMCJA Members in each Region 3. Number of DMCJA Members by County F. Judicial Institute Sponsorship Request G. WSBA Rules for Appeal of Decisions of Courts of Limited Jurisdiction (RALJ) Meeting on January 27, 2017 H. Judicial Information System Committee (JISC) Appointment (Vacancy of Judge David Svaren) I. Appointment of DMCJA Vice President (Vacancy of Judge Joseph Burrowes) J. Judicial Masters at Duke Law School – Request for Nominations K. AOC Staff Reorganization 	<p>X 2</p> <p>X 3</p> <p>X 4</p> <p>X 5</p>
<p>Information</p> <ul style="list-style-type: none"> A. 2016 DMCJA Annual Report B. Judge Holman has resigned from the Washington Pattern Forms Committee and Courts of Limited Jurisdiction Forms Subcommittee effective December 31, 2016. There is a position vacancy on the Committee for a four year term. C. There is a position vacancy for one DMCJA Representative to serve a two year term on the BJA Public Trust and Confidence Committee. D. There are position vacancies for the Presiding Judge and Administrator Education Committee. The positions are for a three year term. E. There is a position vacancy for one DMCJA Representative to serve an indefinite term on the Washington Traffic and Safety Commission. 	
<p>Other Business</p> <p>The next DMCJA Board Meeting is February 10, 2017, 12:30 p.m. to 3:30 p.m., AOC Office, SeaTac, WA.</p>	
<p>Adjourn</p>	
<p>Persons with a disability, who require accommodation, should notify Susan Peterson at 360-705-5278 or susan.peterson@courts.wa.gov to request or discuss accommodations. While notice five days prior to the event is preferred, every effort will be made to provide accommodations, when requested.</p>	



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

3452 TRN

Y ST01

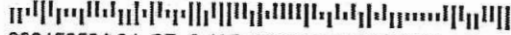
Business Statement

Account Number: [REDACTED]

Statement Period:

Dec 1, 2016
through
Dec 31, 2016

Page 1 of 1



000152501 01 SP 0.465 106481832466580 P
THE WASHINGTON STATE DISTRICT AND
MUNICIPAL COURT JUDGES ASSOCIATION
PO BOX 7
DAYTON WA 99328-0007



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24-Hour Business

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Telecommunications Device
for the Deaf:

1-800-685-5065

Internet:

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INFORMATION YOU SHOULD KNOW

Price changes for U.S. Bank Business Checking, Savings and Treasury Management Services are effective January 1, 2017. Please contact your Banker or Treasury Management Consultant for pricing information specific to your account. If you need assistance in reaching your bank contact, call Customer Service at the number listed in the upper right corner of this statement or send an email to Customer Service at commercialsupport@usbank.com.

PLATINUM BUSINESS MONEY MARKET

U.S. Bank National Association

Member FDIC

Account Summary

Account Number [REDACTED]

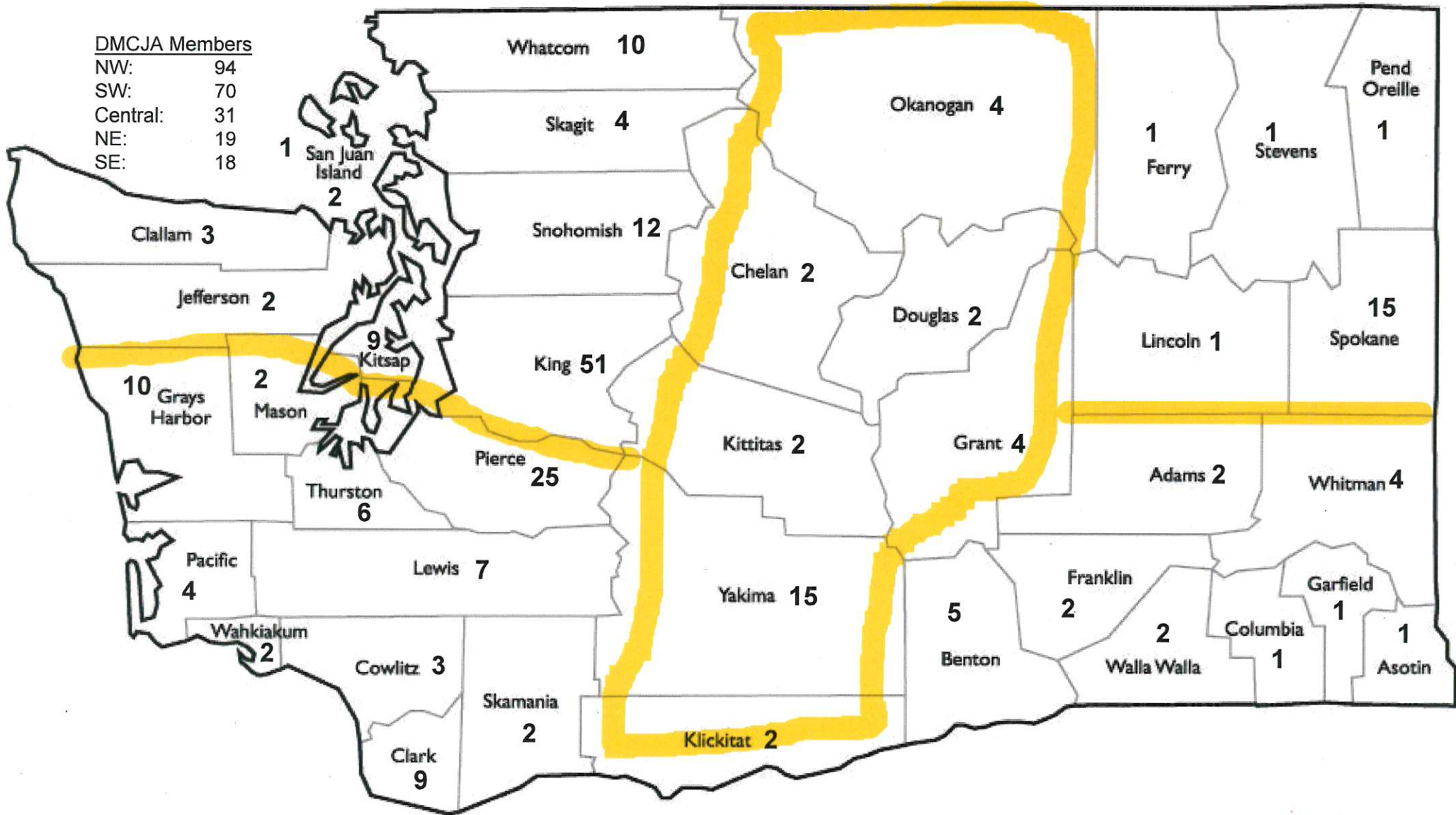
Beginning Balance on Dec 1		\$	70,705.05	Annual Percentage Yield Earned	0.07%
Other Deposits	1		4.79	Interest Earned this Period	\$ 4.79
Ending Balance on Dec 31, 2016		\$	70,709.84	Interest Paid this Year	\$ 94.11
				Number of Days in Statement Period	31

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Dec 30	Interest Paid	[REDACTED]	\$ 4.79
Total Other Deposits			\$ 4.79

DMCJA Members

NW: 94
SW: 70
Central: 31
NE: 19
SE: 18



DMCJA Members by County - 2016

Adams	2	Lewis	7	NW	94
Asotin	1	Lincoln	1	SW	70
Benton	5	Mason	2	Central	31
Chelan	2	Okanogan	4	NE	19
Clallam	3	Pacific	4	SE	18
Clark	9	Pend Oreille	1	TOTAL: 232	
Columbia	1	Pierce	25		
Cowlitz	3	San Juan	1		
Douglas	2	Skagit	4		
Ferry	1	Skamania	2		
Franklin	2	Snohomish	12		
Garfield	1	Spokane	15		
Grant	4	Stevens	1		
Grays Harbor	10	Thurston	6		
Island	2	Wahkiakum	2		
Jefferson	2	Walla Walla	2		
King	51	Whatcom	10		
Kitsap	9	Whitman	4		
Kittitas	2	Yakima	15		
Klickitat	2				
			114		
			118		

The Supreme Court
State of Washington

MARY E. FAIRHURST
CHIEF JUSTICE
TEMPLE OF JUSTICE
POST OFFICE BOX 40929
OLYMPIA, WASHINGTON
98504-0929



(360) 357-2053
E-MAIL MARY.FAIRHURST@COURTS.WA.GOV

January 10, 2017

Judge Thomas Wynne
Everett Municipal Court
3028 Wetmore Avenue
Everett, WA 98201

Re: Appointment to the Judicial Information System Committee

Dear Judge ~~Wynne~~ *Tom*:

At the request of the District and Municipal Court Judges Association (DMCJA), I am pleased to appoint you as a DMCJA representative to the Judicial Information System Committee (JISC). JISC Rule 2 provides for the appointment of five members from the courts of limited jurisdiction to the JISC. Your new appointment is effective January 9, 2017 and continues through July 31, 2018.

Thank you for your interest in the success of the JISC. I appreciate your willingness to serve, and I am sure you will be a valuable asset to the committee.

Very truly yours,

A handwritten signature in cursive script that reads "Mary".

MARY E. FAIRHURST
Chief Justice

cc: Judge G. Scott Marinella, President, DMCJA
Ms. Callie Dietz, Court Administrator
Ms. Vonnie Diseth, ISD Director, AOC



DAVID F. LEVI
DEAN
DUKE UNIVERSITY SCHOOL OF LAW
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BOX 90362 • DURHAM, NC 27708-0362
(919) 613-7001 • FACSIMILE (919) 613-7158
LEVI@LAW.DUKE.EDU
WWW.LAW.DUKE.EDU

November 18, 2016

Honorable Barbara Madsen
Chief Justice
Washington State Supreme Court
PO Box 40929
Olympia, WA 98504

Dear Chief Justice Madsen:

Greetings from Duke Law School. I write to ask you to nominate a judge in your state (justice colleague, appellate judge, or trial court judge) who would be a suitable candidate willing to complete the on-site Judicial Masters at Duke Law. The Masters requires 8 weeks of class time over two consecutive summers. Duke Law provides a full scholarship covering the cost of tuition, lodging, books, and transportation per summer. We are the only law school offering a post-graduate degree exclusively for judges.

Duke Law is now accepting applications for the 2018-2019 class, which runs from May 21 through June 15, 2018, and May 20 through June 14, 2019. We limit the class to approximately 20 state, federal, and international judges, so the sooner an application is submitted the greater the likelihood of acceptance.

The LLM program is rigorous and not a good fit for some judges, but the judges who have completed the program universally praise it as rewarding and fulfilling. If you would like additional information about the program, I encourage you to contact one of our LLM alumni, such as Judges Michael Hawkins (9th Cir.), Johnnie Rawlinson (9th Cir.), Paul Grimm (D. Md.), Anthony Trenga (E.D. Va.), Michelle Childs (D. S.C.), Don Willett (Tex. Sup. Ct.), Terry Fox (Ct. of App. Col.), and Donald Molloy (D. Mon.). Additional information on the program is posted at <https://law.duke.edu/judicialstudies/degree/>.

Thank you for considering this request. I look forward to hearing from you.

I send best wishes and regards,

David F. Levi