

- 1. October 24, 2014  
Meeting Minutes**



**JISC DATA DISSEMINATION COMMITTEE**  
**October 24, 2014**  
**8:30 – 9:45 a.m.**  
**Administrative Office of the Courts**  
**SeaTac Office Building**  
**18000 International Blvd. Suite 1106**  
**SeaTac, WA 98188**

**DRAFT - MEETING MINUTES**

**Members Present**

Judge Thomas J. Wynne, Chair  
Judge James Heller  
Judge J. Robert Leach  
Ms. Barbara Miner  
Judge Steven Rosen  
Ms. Aimee Vance

**Members Not Present**

Judge Jeannette Dalton

**Guests Present**

Mr. Jonathan Baner (phone)  
Ms. Therese Ferreria, DSHS-CA  
Mr. Doug Klunder - ACLU

**AOC Staff Present**

Stephanie Happold, Data Dissemination Administrator  
Vicky Cullinane, Business Liaison (phone)

Judge Wynne called the meeting to order and the following items of business were discussed:

- 1. Meeting Minutes for September 5, 2014**  
Committee approved the meeting minutes.

- 2. Redacting Names in JIS Based on Court Order**

Mr. Jonathan Baner presented his client's request to have her name redacted to just initials in the JIS database and on the AOC public search case records website. The redactions would mirror the case title redactions in the Pierce County case management system. DDA Stephanie Happold summarized the technical issues with redacting party names in JIS and that AOC would have to reallocate resources to allow for the redactions. Judge Leach mentioned a case that is still pending before the Supreme Court addressing this issue. The Committee unanimously voted to deny Mr. Baner's request.

- 3. DSHS-CA Request for Broader JIS Access**

Ms. Therese Ferreria from DSHS-Children's Administration requested that Title IV-E Eligibility Specialists receive access to the PER, ADH, and DCH screens, to SCOMIS case type 7s, and to copies of court orders. AOC staff will provide level 22 JIS-Link access as DSHS-CA is a certified criminal justice agency. Barb Miner explained how the court orders can be accessed through the Clerks' offices. The Committee discussed granting the case type 7s access, and requested AOC staff provide information at the next meeting on how the account should be set up to allow for it. Staff is also to review how the AGO is set-up for dependencies and report back to the Committee.

- 4. JABS Access to Prosecutor Staff;  
Update on Providing JABS to All Prosecutors and Public Defenders;**

**Answers to DDC Questions about Prosecutor/Public Defender JABS Access**

The DDC voted unanimously to allow all public defenders, prosecutors and their staff access to JABS. AOC staff is to report back at the next meeting about providing the access with JIS-Link IDs. In the meantime, access will continue to be provided by court-maintained RACFIDs

**5. Public Access to Accounting Data in JIS for Data Dissemination Requests.**

The Committee would like to develop a policy on how financial data in the JIS database is disseminated for non-court requests. Barb Miner, Aimee Vance and Data Dissemination Administrator Stephanie Happold are to begin a draft policy and present it at the next meeting

**6. RACFID Training**

The Committee discussed developing a training for Court Administrators and Clerks on RACFID set-up, use, maintenance, and data confidentiality. AOC staff is to continue working on the draft power point presentation for the next meeting and to schedule the presentation for the upcoming Court Administrators and Clerks' trainings

**7. Access to JIS for Non-Court IT Employees**

The Data Dissemination Committee decided to table this topic for a later date.

There being no other business to come before the Committee, the meeting was adjourned.

**2.**

## **ACLU Request**

SARAH DUNNE  
LEGAL DIRECTOR

LA ROND BAKER  
NANCY TALNER  
VANESSA TORRES-  
HERNANDEZ  
STAFF ATTORNEYS

MARGARET CHEN  
FLOYD AND DELORES JONES  
FAMILY FELLOW



December 1, 2014

Data Dissemination Committee  
c/o Ms. Stephanie Happold  
Administrative Office of the Courts  
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JEAN ROBINSON  
BOARD PRESIDENT

KATHLEEN TAYLOR  
EXECUTIVE DIRECTOR

**Re: Request for de-identified data on legal financial obligations**

Dear Members of the Data Dissemination Committee,

The American Civil Liberties Union of Washington Foundation respectfully requests that this committee authorize the Administrative Office of the Courts to provide de-identified data related to the imposition and collection of legal financial obligations (“LFOs”). The ACLU is a statewide organization of nearly 20,000 members dedicated to the advancement of civil rights and civil liberties. It also provides direct services to individuals with criminal history seeking to successfully reintegrate. The ACLU supports public oversight of the judicial systems, and seeks to ensure fairness in Washington’s LFO systems.

LFOs are an issue of great public concern, and sound policy depends on a public understanding of the ways in which such debt is imposed, managed, and collected. Such information is available in limited form. For example, county clerks provide a report to the legislature on the collection of LFOs in superior courts, but no similar data exists for district and municipal courts. Our goal in obtaining and reviewing de-identified financial data will be to get a picture, both at the individual level and at the court level between 1994 and 2013, of what LFOs are imposed, what proportion of those LFOs are collected or waived, and by whom LFOs are primarily collected.

We hope to minimize the burden to the Administrative Office of the Courts (“AOC”), so would prefer to receive an extract of data rather than ask AOC to analyze the data. We are still working with AOC to understand the precise types of data that can be extracted, but are interested in data that, for each criminal case, will reflect:

1. Demographic information of the defendant, including race, ethnicity, gender, and date of birth
2. Charge
3. Date of conviction

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4. Originating court
5. The types of LFOs imposed (i.e., fine, costs of public defense, witness fees) and the amount for each type of LFO.
6. The amount of interest accrued on the LFOs
7. The amount of LFOs or LFO interest imposed but subsequently waived
8. Whether the obligation has been assigned to a private collections agency

It is our understanding that this committee is working to develop a policy related to the release of financial information to the public. Nevertheless, such a policy may not be developed prior to the upcoming legislative session, and it may take AOC significant time to respond to any request. Accordingly, we believe an individual authorization for release for this purpose will ensure informed policy discussions in the coming months. We would be happy to discuss the request further, or to refine it as necessary to minimize the burden on the agency. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Vanessa Torres Hernandez". The signature is fluid and cursive, with a large loop at the end.

Vanessa Torres Hernandez  
Staff Attorney