



**EXPEDITED DATA EXCHANGE JIS SYSTEMS CHANGES GOVERNANCE COMMITTEE MEETING AGENDA**  
**JUNE 22, 2016 1:30 PM TO 3:30 PM**  
**AOC CRYSTAL CONFERENCE ROOM**  
**TELECONFERENCE NUMBER: 1-877-820-7831**  
**PASSCODE: 523775**

**Invited:** Kevin Ammons, Tamra Anderson, Dan Belles, Kim Bush, Kathy Bradley, Christine Cook, Vicky Cullinane, Michael Keeling, Eric Kruger, Sree Sundaram, EDE JIS Systems Changes Governance Committee Members, Cynthia Marr, Barbara Miner, Kristal Rowland, and Keri Sullivan.

**Committee Purpose: Make decisions on mitigations to impacts on existing JIS systems.**

**Agenda**

<p><b>Welcome &amp; Introductions</b></p> <ul style="list-style-type: none"> <li>• Roll Call &amp; Confirmation of Quorum</li> </ul>	5 minutes	Kim
<p><b>JIS Systems Changes Governance Committee Charter:</b></p> <ul style="list-style-type: none"> <li>• Committee Purpose and Structure</li> <li>• Decision Making &amp; Escalation Process</li> <li>• Roles &amp; Responsibilities</li> <li>• Voting Procedure</li> <li>• Approval of Charter</li> </ul>	10 minutes	Kevin
<p><b>Election of Chair:</b></p> <ul style="list-style-type: none"> <li>• Nominations from the Floor</li> <li>• Election by Roll Call</li> </ul>	5 minutes	Vicky
<p><b>Advisory Group Meeting Review:</b></p> <ul style="list-style-type: none"> <li>• High Level Overview of INH/EDR</li> <li>• Review of Questions and Feedback from Previous Meetings</li> </ul>	15 minutes	Eric/Kim
<p><b>JIS Screen Decisions:</b></p> <ul style="list-style-type: none"> <li>• Screen Impacts &amp; Mitigation Strategies</li> <li>• General Screen Scraping Overview</li> <li>• Question &amp; Answers – Discussion</li> <li>• Committee Decisions on JIS Screen Mitigations</li> </ul>	75 minutes	Kim
<p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Overview of Meeting Topic(s) for July 27, 2016</li> </ul>	5 minutes	Kim
<p><b>Closing Statement</b></p> <ul style="list-style-type: none"> <li>• JABS Training Class Information &amp; New Tutorial Link</li> <li>• Contact Information</li> </ul>	5 minutes	Kim

# Expedited Data Exchange JIS Systems Changes Governance Committee

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Authored By: Kevin Ammons  
Phone: 360-704-4085  
Email: [Kevin.ammons@courts.wa.gov](mailto:Kevin.ammons@courts.wa.gov)  
Address: 1112 Quince St. SE  
Olympia, WA 98504-1170  
Date: May 26, 2016

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## Document History

Author	Version	Date	Comments
Kevin Ammons	0.1	5/4/2016	Initial version
Kevin Ammons, Vicky Cullinane, Vonnie Diseth	0.2	5/6/2016	Revised version
Dirk Marler, Vonnie Diseth	0.3	5/26/2016	Revised version
Vicky Cullinane	0.4	6/3/2016	Technical edit and formatting
Kim Bush	0.5	6/10/2016	Technical edit and formatting
Kim Bush	0.6	6/13/2016	Revised version to add JABS screens

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## 1. Introduction

King County District Court (KCDC) and King County Department of Judicial Administration (KC DJA) are currently implementing their own case management systems and will cease using the Judicial Information System (JIS) as their primary case management system. AOC, together with KCDC and KC DJA are conducting the Expedited Data Exchange (EDE) project which will create an Enterprise Data Repository (EDR) to serve as the single source of statewide case and person data. As part of these efforts, AOC will be required to modify the existing JIS applications due to the fact that complete statewide data will no longer be available in the current JIS database. These modifications will result in significant business process changes for system users and AOC requires governance of these modifications by the JIS user community. The purpose of this document is to define the governance and decision making process for making changes to the JIS applications as a result of the EDE project.

## 2. Scope

The EDE JIS Systems Change Governance Committee will make decisions based on recommendations and alternatives developed and presented by AOC staff. The committee will only make decisions resulting from the execution of the EDE project; changes to JIS applications required by other projects, legislation, mandates, or committees will not flow through this committee. All decisions must be constrained within the scope of the overall EDE project. This committee will not consider decisions related to the EDR or how non-JIS systems interact with the EDR. This committee will conclude at the end of the EDE project.

## 3. Governance Body

The governance body for this effort will be created by adding JABS users to the EDE User Advisory Group. The voting members of the committee are listed in Appendix A. The governance body will make decisions on options and recommendations provided by AOC to address impacts to the existing JIS systems. This will be the body to address impacts to JIS and JABS screens, person matching rules, and data validation rules. Due to the fact that changes to JIS applications will have a much longer impact on courts of limited jurisdiction, the committee membership includes more representatives from courts of limited jurisdiction. Other existing advisory groups and committees will provide feedback on impacts to other applications or codes.

During the first meeting of this committee, the members of the committee will select a chairperson. The chairperson's roles and responsibilities are described in section 5 of this document.

### 3.1. Quorum

A quorum consists of a majority (50% + 1) of the members in attendance.

## 4. Decision Making and Escalation Process

- The EDE JIS Systems Change Governance Committee should work towards unanimity, but make decisions based on majority vote.
- Voting by proxy is not allowed.
- Decisions made by the EDE JIS Systems Change Governance Committee are binding.
- Decisions must be made in a timely manner to ensure the successful progression of the project
- Issues that are not able to be resolved by the EDE JIS Systems Change Governance Committee will be referred to the Judicial Information System Committee (JISC) for a final decision.

## 5. Roles and Responsibilities

JIS Systems Change Governance Committee members are expected to:

- Participate in teleconference sessions
- Provide user feedback to the AOC EDE Project team primarily on impacts to JIS screens, person matching rules, and data validation rules
- Review materials before meetings to use time efficiently
- Contact the AOC project manager or meeting facilitator if unable to attend a meeting

The Chair of the committee will:

- Review and approve draft agendas and minutes
- Conduct meetings according to the agendas
- Ensure that all members are encouraged to provide input throughout the meetings
- Ensure decisions or recommendations are adequately resolved and confirmed by the members

AOC:

- Will distribute meeting agendas and documents one week before meetings
- Will, whenever possible, schedule meetings two months in advance to ensure maximum participation

- 
- Will document and distribute feedback obtained and any meeting minutes within two weeks following each meeting

## 6. Meeting Schedule

The EDE JIS Systems Change Governance Committee will meet by teleconference approximately once per month through the course of the EDE project. The meetings are expected to be about two hours per session.

The Chair may call emergency committee meetings if necessary to avoid project delays.

## 7. Signatures

\_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

Vonnie Diseth  
ISD Director/CIO  
Administrative Office of the Courts

Dirk Marler  
JSD Director  
Administrative Office of the Courts

\_\_\_\_\_ Date \_\_\_\_\_

TBD  
Committee Chairperson

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## Appendix A Voting Membership

1. Judge Glenn Phillips  
Kent Municipal Court  
Representing DMCJA  
[gphillips@ci.kent.wa.us](mailto:gphillips@ci.kent.wa.us)  
(253)856-5734
2. Judge Kelley C. Olwell  
Yakima Municipal Court  
Representing DMCJA  
[Kelley.olwell@yakimawa.gov](mailto:Kelley.olwell@yakimawa.gov)  
(509)575-3050
3. Judge TBD  
Representing SCJA
4. Commissioner Indu Thomas  
Thurston County Superior Court  
Representing SCJA  
[thomasi@co.thurston.wa.us](mailto:thomasi@co.thurston.wa.us)  
(360)709-3232
5. Debbie Hunt, Administrator  
Port Orchard Municipal Court  
Representing DMCMA  
[dhunt@cityofportorchard.us](mailto:dhunt@cityofportorchard.us)  
(360)876-1701
6. Alisa Hill, Court Operations Supervisor  
Tacoma Municipal Court  
Representing DMCMA  
[ahill@ci.tacoma.wa.us](mailto:ahill@ci.tacoma.wa.us)  
(253)591-5234

- 7.** Barb Simmons, Administrative Analyst  
Pierce County District Court  
Representing DMCMA  
[b.simmon@co.pierce.wa.us](mailto:b.simmon@co.pierce.wa.us)  
(253) 798-2348
- 8.** Bonnie Woodrow, Administrator  
Renton Municipal Court  
Representing DMCMA  
[bwoodrow@rentonwa.gov](mailto:bwoodrow@rentonwa.gov)  
(425)430-6531
- 9.** Rick Bomar, Probation Officer  
Snohomish County District Court  
Representing MCA  
[Rick.Bomar@snoco.org](mailto:Rick.Bomar@snoco.org)  
(425)744-6824
- 10.** Monica Schneider, Probation Manager  
Olympia Municipal Court  
Representing MCA  
[mschneid@ci.olympia.wa.us](mailto:mschneid@ci.olympia.wa.us)  
(360)753-8263
- 11.** Carol Vance, Legal Process Supervisor  
Benton County Juvenile Court  
Representing WAJCA  
5606 W. Canal Pl. Suite 106  
Kennewick, WA 99336-1300  
[carol.vance@co.benton.wa.us](mailto:carol.vance@co.benton.wa.us)  
(509)783-2151

**12.** Alisha Hebden, Pre-Trial Services Officer

Kitsap County Superior Court

Representing AWSCA

614 Division St. MS-24

Port Orchard, WA 98366

[AHebden@co.kitsap.wa.us](mailto:AHebden@co.kitsap.wa.us)

(360)337-4457

**13.** Barbara J. Christensen, Clallam County Clerk

Representing WSACC

223 E. 4th St., Suite 9

Port Angeles, WA 98362-3015

[bchristensen@co.clallam.wa.us](mailto:bchristensen@co.clallam.wa.us)

(360)417-2231

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## EXPEDITED DATA EXCHANGE USER ADVISORY GROUP

May 25, 2016  
1:30 to 3:30 PM  
AOC Office, Olympia, WA

### Meeting Notes

**Members Present:**

Honorable Glenn Phillips  
Barbara J. Christensen  
Alisha Hebden  
Alisa Hill  
Debbie Hunt  
Barb Simmons  
Carol Vance

**Members Absent:**

Rick Bomar

**AOC Staff Present:**

Kevin Ammons  
Kathy Bradley  
Kim Bush  
Vicky Cullinane  
Eric Kruger  
Vijay Kumar  
Gary Myers  
Kristal Rowland  
Dan Silpatik  
Sree Sundaram

**Guests Present:**

Cynthia Marr, Analytic Support Manager,  
Pierce County District Court  
Bonnie Woodrow, Administrator, Renton  
Municipal Court

### Welcoming and Introductory Items

The meeting began at 1:35 PM, introductions followed. Ms. Kim Bush provided an overview of the agenda and the materials previously emailed to the group.

### May 25, 2016 Teleconference Meeting Notes

The meeting's focus was JIS Screen Impacts, Mitigation Strategies and Identity Management.

The overall question is whether to leave JIS access for navigation and educate users of the incomplete information, or they must obtain history information from JABS. Display fixed messages on screens would indicate information is not complete. Fixed messages would print on reports and screen shots.

One option is to remove user access to various JIS screens and toggle between JABS & JIS for navigation. A second option is to leave user access to various JIS screens with either informational warning messages that could disappear, or fixed warning messages that would remain constant. AOC will consider additional user mitigation proposals.

Screen scraping impacts are also a concern. Fixed messages on screens would potentially break screen scraping. Not all courts use screen scraping. If screen scraping applications broke by the use of fixed messages on JIS screens, it could be a form of an alert to the court that information on the

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screen is not complete. Mitigations not to break screen scraping were expressed by members as well as noting that Courts assume responsibility for screen scraping applications when used.

### **Case History Screens (DCH/ICH/SNCI)**

Discussion resulted in that Clerks still want to use DCH/ICH. Judge Phillips stated DCH/ICH screens should stay in JIS in case JABS goes down further indicating some information is better than no information. In addition, Judge Phillips stated warning messages should stay on screens as Defendants are provided a copy of their DCH for evaluation/treatment reasons; some treatment agencies have read only access and do not have access to JABS. Ms. Cynthia Marr expressed concern that people will ignore warning messages if the screens remain and her thoughts are that screens should be removed. Ms. Barbara Christensen stated she had her staff review meeting materials and the feedback she received is that DCH/ICH screens need to stay. With regards to screen scraping, Ms. Marr indicated that fixed messages would mean minor adjustments to the screen scraping applications.

From a Juvenile prospective, Ms. Carol Vance indicated courts not using Odyssey need the DCH to see payment information on defendants. Ms. Vance expressed particular concern with regard to Benton & Franklin County when one County is using Odyssey and the other JIS, yet both counties share one Juvenile Court. Screen/System navigation/business process between the two counties could be impacted further. Ms. Alisa Hill suggested that since were moving towards other systems in the future, maybe we should push the change earlier.

### **Other History Screens (IOH/DVI/FHR)**

Ms. Vance indicated removal the Family History Screen (FRH) would be a huge concern since juvenile departments use and update the screens with "Resides With & Responsible Person" information and questions whether there will be able to update screens in JABS.

### **Search Screens (SND/SAD; NMD/NAD; DND/DAD; OFO/OOD)**

When asked the question: Should a warning message be displayed on Search Screens?

Ms. Vance, Ms. Bonnie Woodrow and Ms. Hill indicated they feel clerks will start to ignore warning messages. In which Ms. Hill further expressed "what good does it do?" Judge Phillips questioned the group "why would it hurt to have the messages on the screen?" Ms. Debbie Hunt replied that messages would be helpful to new clerks to train them, drawing their attention at first. Ms. Christensen commented that most questions they get are for their own cases.

Regarding other proposed mitigations: Ms. Marr suggested the warning messages should be on any screen that will be incomplete. Judge Phillips suggested that screens should stay for as long as courts are using JIS which will only be for a few more years. Ms. Christensen expressed her agreement with Ms. Marr and Judge Phillips suggestions.

When asked the question of what impacts warning messages could cause for screen scraping:

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If it's a fixed message, both Ms. Vance and Ms. Woodrow indicated it would break several screen scraping applications they use. Ms. Vance expressed particular screen scraping concern with regard to the Person Screen (PER). Ms. Marr commented her court (Pierce District) uses a lot of screen scraping and that a warning message in a fixed location, shouldn't have a large impact, and hasn't with recent changes in JIS. She further commented each court is responsible to fix their own screen scraping and encouraged those courts to check with their vendors.

### **Case Inquiry Commands (VIO/PAR/NCC/CIVI/CIVJ/CDK)**

Ms. Bush explained to the group Case Inquiry Commands are case specific and as such, information for a KCDC, or other Non-JIS Court would not be available. A fatal error message such as "Case does not exist" could appear when attempting to access a Non-JIS court case.

When asked the question: Is there a need to view cases for Non-Well Identified Persons in other courts?

Judge Phillips expressed his concern that it would be helpful to know when a civil case is filed in one county, and subsequently filed in another county for whatever reason (e.g. dismissal). Ms. Barb Simmons commented that she did not think that their (Pierce District) Judges would look at cases from other courts unless one of the parties brings it up as part of the case.

### **Identity Management: Person Matching Proposal:**

When asked the question: Given a set of business rules, would it ever be reasonable for the EDR to automatically associate or AKA with existing person? If so, under what criteria?

Ms. Christensen expressed concern with automatic aka/association and asked if users would be notified if the association is automatic. Ms. Bush indicated notification was possible. Ms. Marr indicated with a well-structured set of business rules, it would be reasonable; and suggested there should be an audit report that would show (automatic association) is effective & accurate. Ms. Marr indicated it would be useful for Court users to have the option to notify the system (EDR) that 2 (two) people are NOT the same person. Judge Phillips agreed it makes sense if given a set of business rules to follow. Ms. Christensen further expressed each data element should be identical for automatic association.

### **Address Cleansing & Validation Proposal:**

Each time AOC receives a new address or updates to an address, it will be cleansed. This encompasses that pre-validation meets the initial business rules, then moves onto cleansing and validation. The address will be cleansed against US postal standards. The address will then be validated and given a status such as good, bad, incomplete, or other applicable status. The original source system address and cleansed address information will be stored in the EDR and could be viewable by authorized users.

## Expedited Data Exchange User Group Notes

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When asked the question: What business processes could be impacted if all address information is in an application such as JABS but not in JIS? Would the impact affect: Judicial Decision Making, Public Safety, Court Operations, or Statistical Analysis?

Judge Phillips indicated the biggest problem is not being able to see the most recent address in JABS. Both Judge Phillips & Ms. Marr concur that it would be helpful for King County (or Non-JIS Court) address information be updated in JIS. The overall goal is to avoid updating a new address with an old address as the user may not know what the most recent address should be.

When asked a preference for address information to auto-update in JIS, or show/display 2 (or more) addresses & have a user manually choose between a JIS address or Non-JIS Court address, Ms. Marr indicated it was not reasonable for all JIS courts to get a notification & for them to have to do the work every time King County changes an address and expressed that King County should do their due diligence in reviewing & updating address information just as they should do now.

When asked the question: Are there any specific times/conditions when JIS needs to have the most current EDR address information?

Ms. Marr indicated the most crucial conditions for needing the most up-to-date address is when notices, warrants, and protection orders are issued, as well as collection action. As such, a suggestion was made that if King County updates an address in their system, it should automatically update in JIS.

With regard to person association or address notifications in general: A few agree that it's not reasonable for all JIS users to get notification when King County changes an address. If there is notification, the majority group in attendance indicated that a report in the print domain will be more efficient than email considering different types of fire walls, the number of potential notifications, and potential public record requests/disclosure with regard to email. Some type of portal access may be an option.

### **Other Questions/Comments:**

Judge Phillips asked whether ASRA will pull information from the EDR. Mr. Kruger confirmed that it will pull information from the EDR.

Ms. Hunt expressed further concern with regard to notifications and suggested they not be sent via email, but rather in a report in a print domain or JIS menu noting that email would be problematic for public records requests. Ms. Marr expressed her thoughts that she would prefer email notification rather than to go looking for it, but understood public records request issue and spam filters may block email.

## Expedited Data Exchange User Group Notes

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At the conclusion of the meeting, Ms. Bush reviewed JABS class & online tutorial information as well as the contact email for the EDE team. Ms. Vicky Cullinane provided an overview of the new Committee that is being chartered and expected to be joined with the current group.

Meeting was adjourned at 3:20 PM

<b>Action Log</b>		
<b>Open Date</b>	<b>Description</b>	<b>Closed Date</b>
5/26/16	Judge Phillips email questions RE: JABS Training Tutorial for use by Prosecutors/Defense Attorneys	Completed
5/25/16	JABS Training & Log In Assistance for Clallam County Clerk's Office	Completed
4/14/16	Screen Scraping Technologies – Fixed warning messages on JIS screen could impact screen scraping applications.	Future Mitigation
3/2/16	Determine which JIS screens may be removed and/or disabled	Future Mitigation
3/2/16	Inability for DCH Batch Printing if DCH screen removed in JIS. Mitigation to be considered	Future Mitigation
3/2/16	Mitigation Strategy if JABS is unavailable & KC data is not viewable	Future Mitigation
3/2/16	Will King County provide a separate portal?	Future Mitigation
3/2/16	Determine if King County will have JUV system	Future Mitigation
3/2/16	Overall training/education on how/where to view information & printing of documents as mitigation strategies are resolved with regard to JIS screens and data which may not be available in JIS for KCDC or other Non-JIS Courts.	Ongoing – Future Mitigation
3/2/16	Determine what accounting information must be provided in JABS	Future Mitigation

# **Expedited Data Exchange (EDE) JIS Systems Changes Governance Committee Meeting**

Presented by:

Kevin Ammons, PMP, PMO/QA Manager

Eric Kruger, Enterprise Architect

Kim Bush, Business Analyst, System Integrator

June 22, 2016

# Agenda

- Welcome & Introductions
- Committee Charter
- Elect Committee Chairperson
- Information Overview
- JIS Screen Impacts and Mitigations
- Next Steps

# New Charter Review

- Committee Purpose and Structure
- Decision Making & Escalation Process
- Roles & Responsibilities
- Voting Procedure
- Approval of Charter
- Election of Chair



# **Information Network Hub (INH) Enterprise Data Repository (EDR) Information Overview**

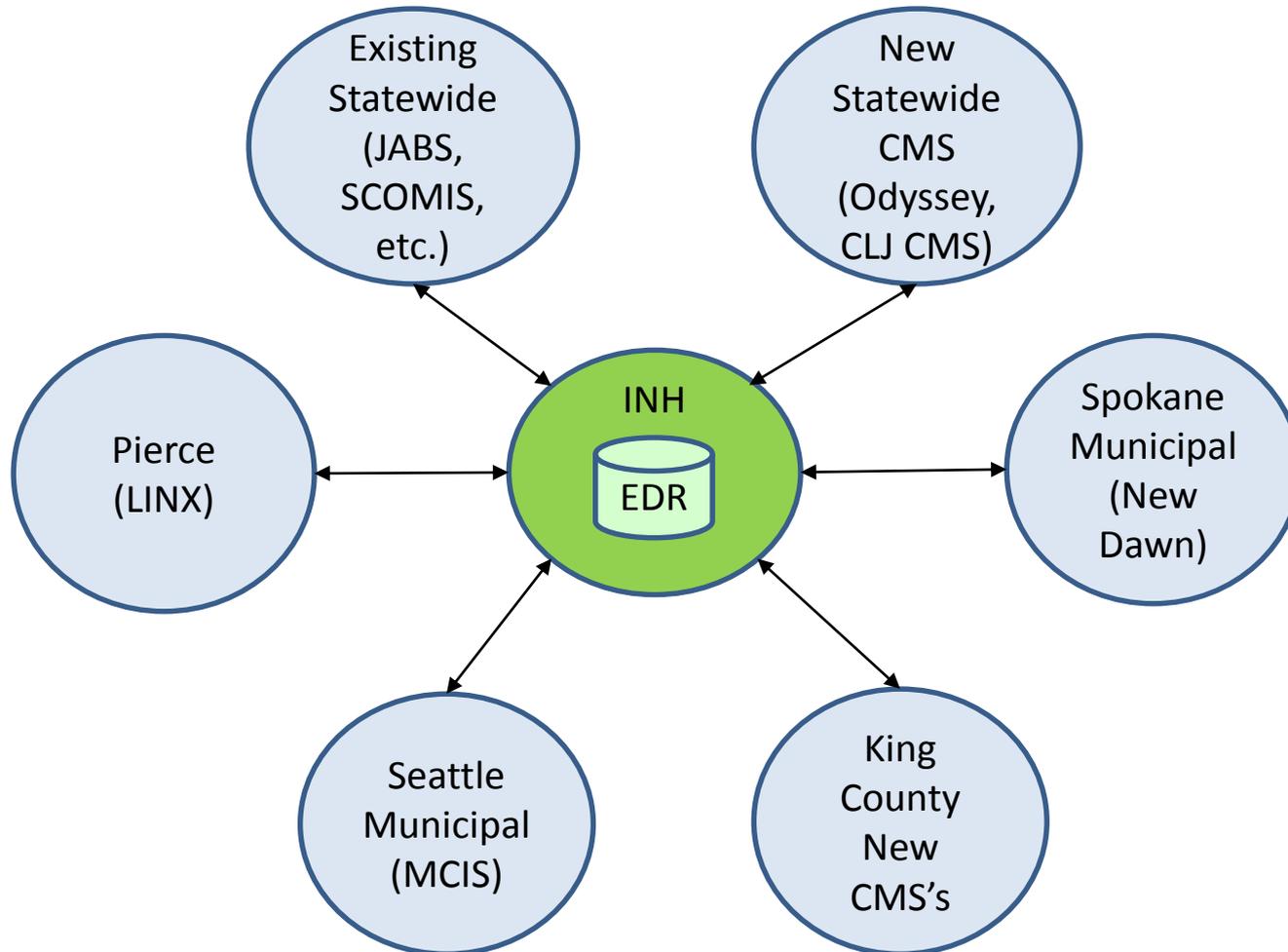


# INH EDR - Overview

- The Enterprise Data Repository (EDR) will be the central place where statewide information is shared between organizations and applications.
- The JIS Standard for Alternative Electronic Court Record Systems provides the standard for the data elements contained in the EDR
- The EDR is needed in the short term because when King County District and Superior Courts leave the statewide system, their data will no longer be in JIS.
- The EDR is needed in the long term to share information as AOC and the courts transition to new case management systems.



# INH EDR – “Hub Model”





# What does the EDR Provide?

- Defendant and Individual Case History
- Domestic Violence Inquiry
- Caseload Statistics
- Party Information (person, organizations, officials, etc.)
- Information related to firearms, voter status, mental health, and other dispositions, etc.
- Detention History
- Accounting information specified in the data standards
- Other data needed in a statewide context



# Impacts and Options for JIS Screens

**King County case and other Non-JIS Court information will no longer be in JIS**

## What screens are impacted?

- Search Screens
- Person Screens
- Case Inquiry Screens
- History Screens
- Batch Print Screens
- Overall Screen Scraping

## What options/mitigations should be implemented?

- Leave screens
- Remove Screens

# Business Process Questions

As we review the Impacts to JIS screens, please keep the following question in mind:

1. How would any of the options and proposed **mitigation strategies** impact your business processes?
  - Would the impact affect:
    - Judicial Decision Making
    - Public Safety
    - Court Operations, or
    - Statistical Analysis?



# Mitigation Options

## Leave Screen in JIS

- Add informational warning messages in JIS
- Add fixed warning messages in JIS:
  - On the Main Menu (MAM) screen
  - Above list of cases, or the middle of the screen
  - On top of printed report(s) and/or screen shots
  - On Batch Selection screens
- Courts may disable access if desired (ATHX)



# Mitigation Options

## Informational Warning Messages

- Could display at top left of screen
- Disappear when a key is pressed
- May not affect screen scraping

```

D1884I JIS persons displayed                                     DG0060SX
This is where an informational message could display          05/11/16 11:05:40
DG1351MX Search Name Duplicate (SND)      ABERDEEN MUNI  DVOL  K_B      1 of 2
Case: _____ Csh:      Pty: _____ StID: _____
Name: _____ NmCd: _____
IN Individual          CONFIDENTIAL--NOT FOR RELEASE
Name..: TEST, TEST, _____ DOB: _____

```



# Mitigation Options

## Fixed Warning Messages

- Remain constant on JIS screens
- Could display above a list of cases, the middle of screen, or at the top of a report
- Could print on reports and/or screen shots
- Could affect screen scraping
  - Screen scraping applications could need updating

# Mitigation Options

## Fixed Messages remain on screen

- Main Menu (MAM) Sample

```

05/11/16 11:37:03
DM1000MX JIS Main Menu (MAM) STATEWIDE COURT DVOL
█ Case: _____ csh: _____ Pty: _____ StID: _____
  Name: _____ NmCd: _____
-----Sign On-----
Court: *SW  User ID: _____ Password: _____ Cashier ID: _____
                New Password: _____ New Cashier ID: _____
-----
*** Warning ***
Some information contained in this system is confidential and not for release.
Release of information is governed by the JIS Data Dissemination Policy.
Refer to the JIS Data Dissemination Administrator's Handbook.
Accounting data for Odyssey and Non JIS courts is not available in JIS
Data for some courts is unavailable, see JIS Manual for court list
  
```

# Mitigation Options

## Fixed Messages remain on screen

- Case History (DCH) Sample

```

D0091I Top of list
                                                    DN2000SX
                                                    05/11/16 11:54:10
DN2001MI Defendant Case History (DCH)      CHENEY MUNI  DVOL      K_B 1  of  1
Case: _____ Csh: _____ Pty: _____ StId: _____
Name: KERI, TEST R _____ NmCd: IN 514 10694
CONFIDENTIAL--NOT FOR RELEASE
True Name: KERI, TEST R      IN 514 10694      More>
AKA's:
Print: N
Violation
--- Status ---
S N Case      LEA Tv Crt  Date  Short Title      DV Jg CD W F O
A FIXED MESSAGE COULD DISPLAY HERE
-      2 CEP IT MLM 04/06/16 SPEEDING 10 MPH OVER LIMIT (O N
-      4 CEP IN CYM 04/05/16 VIOLENT VIDEO/COMPUTER GAME      N
-      3 CEP IT CYM 04/03/16 SPEEDING 10 MPH OVER LIMIT (O N
-      2 CEP CN CYM 04/02/16 ASSAULT 4TH DEGREE      N
-      1 CEP CT CYM 04/01/16 DUI      N
  
```





# Mitigation Options

## Remove Screen in JIS

- Remove access to the screens in JIS; **and**
- Educate Users:
  - They must obtain complete case history and person information from JABS
  - Must use alternative navigation methods (e.g. Find a case # in JABS and use JIS commands with that case number)

# Search Screens

- SND/SAD - Search Name/Address Duplicate
- NMD/NAD - Name/Address Duplicate
- DND/DAD -Defendant Name/Address Duplicate
- OFO/OOD - Official Organization/Official Organization Duplicate

## **Purpose of screens:**

- To search for persons or officials/organizations.
- To navigate to other screens to view/input additional detail about each case

## **Proposed Mitigation Strategy:**

- Leave access to Search Screens in JIS



# Search Screens Proposed Mitigation

- Educate Users:
  - That case filing in JIS will remain unchanged
  - Must perform statewide person searches in JABS



# Search Screens Proposed Mitigation

## Sample warning messages could display on Search Screens:

- Would messages provide clarity for users or cause confusion?
- If a warning message is displayed, should it be a fixed message, or informational message that could disappear?

```

D1884I JIS persons displayed                                DG0060SX
A WARNING MESSAGE COULD DISPLAY HERE                    05/11/16 11:05:40
DG1351MX Search Name Duplicate (SND)  ABERDEEN MUNI  DVOL  K_B  1 of 2
Case: _____ Csh: _____ Pty: _____ StID: _____
Name: _____ NmCd: _____
IN Individual CONFIDENTIAL--NOT FOR RELEASE
Name.: TEST, TEST, _____ DOB: _____

```

```

D1875I JIS Person was not selected or added                DG0060SX 04/14/16 12:58:36
DG1050MI Name Duplicate (NMD)  ABERDEEN MUNI  DVOL  K_B  1 of 1
Case: _____ Csh: _____ Pty: _____ StID: _____
Name: TEST, TEST NmCd: IN
CONFIDENTIAL--NOT FOR PUBLIC RELEASE
A WARNING MESSAGE COULD DISPLAY HERE
Add New Name:  (Y/N)
Name: TEST, TEST Sex: M
NmCd: IN 041 46883 Race: U DrLic: 123453436666
DOB: 02/16/1990 JUV #: V29143
Name: TEST, TEST Sex: M Ht: 5 5
NmCd: IN 079 57250 Race: W Wt: 348 DrLic: TESTET
DOB: 01/01/1950 JUV #: P57663

```



# Committee Decisions

## Search Screen Mitigation Options:

- 1. Should access to the Search Screens SND/SAD, NMD/NAD, DND/DAD, and OFO/OOD remain in JIS for all users?**
  - A. Yes
  - B. No
- 2. If Search Screens remain in JIS, should Informational Warning Messages appear on the screens?**
  - A. Yes
  - B. No
- 3. If the answer to question #2 is yes, should Informational Warning messages be:**
  - A. Temporary
  - B. Fixed
  - C. Both Temporary and Fixed

# Person Screens

- PER/PCMT - Person/Person Comment
- AKA - Alias/Doing Business As
- ADH/RAPC - Address History/Related Address Phone Change

## **Purpose of screens:**

- To view detailed person & address information

## **Proposed Mitigation Strategy:**

- Leave access to Person Screens in JIS

# Person Screen Proposed Mitigation

## Educate Users:

- That JIS information is incomplete
- Must get complete person detail from JABS
- About Person Identity Matching in the EDR

In JIS, add fixed messages on each person screen

```

DG1000MU Individual Information (PER)                                05/11/16 12:36:08
Case: _____ Csh: _____ Pty: _____ DVOL: K_B 1 of 2
Name: TEST, TEST A _____ NmCd: IN 041 46883 StID: D TEST*TA10AB1 WA
CONFIDENTIAL--NOT FOR RELEASE
A FIXED MESSAGE COULD DISPLAY HERE
NmCd: IN 041 46883 Name Updated on 05/11/2016 By K_B From Court CYM
Name: TEST, TEST A _____
Addr: TEST _____
City: ANY CITY _____ St: WA Zip: 98000 _____ Cy: US Co: _____
Hm Ph: _____ wk Ph: _____ Cell Ph: _____ RW: _____
Race: U Ethnicity: U ICWA: _____ Sex: M DOB: 02 16 1990 Age: 26 DOD: _____
Dr Lic No: TEST*TA10AB1 St: WA Expires: 02 16 2017
Address Last Updated on 05/11/2016 by K_B From Court CYM SC
More addresses (PF4)
---- Identifying Information Updated on 05/11/2016 By K_B from Court CYM ----
Wash St Id: _____ Height: _____ weight: _____ JUV #: _____
Eyes: _____ Hair: _____ True Name: _____ DOC Number: _____
FBI Nu: _____ Emp Name: _____
Interpretr: _____
Phy Desc : _____
  
```



# Committee Decisions

## Person Screen Mitigation Options:

- 1. Should access to the Person Screens PER/PCMT, AKA, ADH/RAPC remain in JIS for all users?**
  - A. Yes
  - B. No
- 2. If Person Screens remain in JIS, should Informational Warning Messages appear on the screens?**
  - A. Yes
  - B. No
- 3. If the answer to question #2 is yes, should Informational Warning messages be:**
  - A. Temporary
  - B. Fixed
  - C. Both Temporary and Fixed

# Other JIS Screens

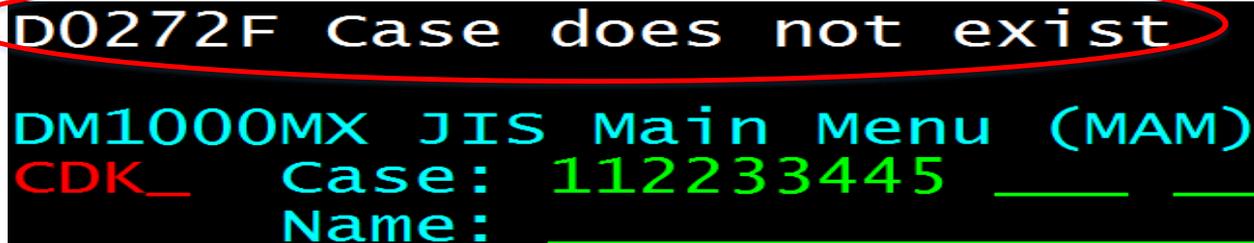
## **Case Inquiry Commands:**

- Case number specific and King County cases will no longer be viewable in JIS
  - VIO - Violation Inquiry/Update
  - PAR - Participant Inquiry
  - NCC - Non-Civil Case Inquiry
  - CIVI - Civil Case Inquiry
  - CVJI - Civil Judgment Inquiry
  - CDK - Case Docket Update/Inquiry

## Mitigations for Other JIS Screens

Existing JIS fatal error messages such as “Case does not exist” could appear when attempting to access a King County case.

- Sample CDK Screen



```

D0272F Case does not exist
DM1000MX JIS Main Menu (MAM)
CDK_ Case: 112233445
Name: _____
  
```



# Committee Decisions

## Case Inquiry Screen Mitigation Options:

- 1. Should case number specific screens VIO, PAR, NCC, CIVI, CVJI, and CDK remain in JIS for all users?**
  - A. Yes
  - B. No
  
- 2. If Case Inquiry Screens remain in JIS, should Informational Warning Messages appear on the screens when a Non-JIS case number is entered?**
  - A. Yes
  - B. No



# Committee Decisions

## Case Inquiry Screen Mitigation Options:

- 3. If answer to question #2 is yes, should Informational Warning messages be:**
  - A. Temporary
  - B. Fixed
  - C. Both Temporary and Fixed
  
- 4. Given the answers to questions 1-3 above; should all other JIS Case Number Specific Commands follow the same principles for Non-JIS Court case numbers? (e.g. TPSE, WAR, COS, etc.)**
  - A. Yes
  - B. No

# Case History Screens (ICH/DCH/SNCI)

## History screens

- ICH/DCH - Individual/Defendant Case History
- SNCI - Statewide Name Index

## Purpose of Screens:

- To navigate to other screens to view/input additional detail about each case
- To view all cases for a person with some case detail

## Proposed Mitigation Options:

1. Leave access to ICH/DCH/SNCI screens in JIS
2. Remove access to ICH/DCH/SNCI screens for all users

# Other History Screens (IOH/DVI/FRH)

## Purpose of Screens:

- Used to navigate to other screens to view/input additional detail about each case
- IOH - Individual Order History displays all orders for an individual for all court levels
- DVI - Domestic Violence Inquiry displays domestic, dependency, parentage and sex-related cases
- FRH - Family Relationship History displays family relationships

## Proposed Mitigation Options:

1. Leave access to IOH/DVI/FRH screens in JIS
2. Remove access to IOH/DVI/FRH for all users

# History Screen Proposed Mitigation

## Option 1:

Leave History screens in JIS due to navigation needs.

- Educate users they must obtain complete case history from JABS
- Enhance JIS screens & reports so users understand information is incomplete



# History Screen Proposed Mitigation

## Option 1 Cont.:

- Add informational warning messages in JIS
- Add fixed warning messages in JIS:
  - On the Main Menu (MAM) screen
  - Above list of cases, or the middle of the screen
  - On top of printed report(s) and/or screen shots
  - On Batch Selection screens
- Courts may disable access if desired (ATHX)

# History Screen Proposed Mitigation

## Option 2:

Remove access to History screens for all users

- Educate Users:
  - Must get complete case history from JABS
  - Must use alternative navigation methods
    - e.g. Find a case # in JABS and use JIS commands with that case number

# History Screen Proposed Mitigation

## Option 2 - Cont.:

- Display a fatal error if History command is entered for a Non-JIS Court case number

```

D0105F Invalid command                                     DG0010PX
                                                           04/08/16 11:27:06
DM1000MX JIS Main Menu (MAM)          STATEWIDE COURT DVOL
DCH Case: _____ Csh: _____ Pty: _____ StID: _____
Name: _____ NmCd: _____
  
```

- Users would be unable to print batch reports

```

D1875I JIS Person was not selected or added             DG1350SX 05/11/16 12:13:12
DL1060MX Prepare Calendar Select. (PCS) CHENEY MUNI DVOL K_B 1 of 1
Case: _____ Csh: _____ Pty: _____ StID: _____
Name: TEST _____ NmCd: _____

Prepare the following reports:           Run Overnight?

Start Date/Time: _____ at _____ in Room: _____ with Judge: _____
End Date/Time: _____ at _____ Sequence: _____ (C/H/P/D/O) in Cus: N (Y/N)
DKTS: N (Y/N) ADRS: N (Y/N) CFH: N (Y/N) DCH: N (Y/N) Sort: _____ (C=cal,D=def nm)
Judge Nm: _____ Prev DKT: N (Y/N) HRH Done: _____ (Y/N)
  
```



# Committee Decisions

## History Screen Mitigation Options:

- 1. Should the History Screens DCH, ICH, SNCI, IOH, DVI and FRH:**
  - A. Remain in JIS with the ability for Courts to disable access if desired on the ATHX Screen
  - B. Be Removed in JIS for all users
- 2. If History Screens remain in JIS, should Informational Warning Messages appear on the screens?**
  - A. Yes
  - B. No
- 3. If the answer to question #2 is yes, should Informational Warning messages be:**
  - A. Temporary
  - B. Fixed
  - C. Both Temporary and Fixed



# Committee Decisions

## History Screen Mitigation Options:

### 4. If the DCH screen remains in JIS:

**Given the potential need for complete DCH information to be provided for defendant treatment assessments, possible public access, and/or other needs:**

**Should a complete DCH be available for display and printing in an application such as JABS in addition to the option of the ICH?**

- A. Yes
- B. No

# Batch Print Screens

- PCS – Prepare Calendar Select
- DCHB – Defendant Case History Batch
- ICHB – Individual Case History Batch
- IOHB – Individual Order History Batch

## **Purpose of Screens:**

- Provides the capability to submit and print multiple defendant/individual history reports

## **Proposed Mitigation Options:**

1. Leave access to screens in JIS
2. Remove access screens for all users

# Batch Print Screen Proposed Mitigation

- Users would be unable to print batch reports

```

D1875I JIS Person was not selected or added          DG1350SX  05/11/16 12:13:12
DL1060MX Prepare Calendar Select. (PCS)  CHENEY MUNI  DVOL      K_B      1 of  1
----- Case: _____ Csh: _____ Pty: _____ StID: _____
Name: TEST _____ NmCd: _____

Prepare the following reports:           Run Overnight?

Start Date/Time: _____ at _____ in Room: _____ with Judge: _____
End   Date/Time: _____ at _____ Sequence: _____ (C/H/P/D/O) in Cus: N (Y/N)
DKTS: N (Y/N)  ADRS: N (Y/N)  CFH: N (Y/N)  DCX N (Y/N)  Sort: _____ (C=cal,D=def nm)
Judge Nm: _____ Prev DKT: N (Y/N)  HRH Done: _____ (Y/N)
  
```



# Committee Decisions

## Batch Print Screen Mitigation Options:

### 1. **Should the Batch Print Screens:**

- A. Remain in JIS with the ability for Courts to disable access if desired on the ATHX Screen
- B. Be Removed in JIS for all users

### 2. **If Batch Print Screens remain in JIS, should Informational Warning Messages appear on the screens?**

- A. Yes
- B. No

### 3. **If the answer to question #2 is yes, should Informational Warning messages be:**

- A. Temporary
- B. Fixed
- C. Both Temporary and Fixed



# Committee Decisions

## Potential Screen Scraping Impacts:

- 1. If warning messages are added to JIS screens: Should the use of Release Notes be the preferred method used to inform courts of potential screen scraping impacts to JIS screens?**
  - A. Yes
  - B. No
  
- 2. If warning messages are added to JIS screens: When considering screen scraping applications, should greater consideration be given:**
  - A. To minimize the impact by placing messages in locations on JIS screens that may not break screen scraping applications, knowing there is no guarantee the screen scraping application would not break.
  - B. To enhance the impact by placing messages in locations on JIS screens that could break screen scraping applications, knowing there is no guarantee the screen scraping application would break.



**King County and other Non-JIS  
Court case information  
will no longer be in JIS**

# Business Process Questions

Statewide information for King County cases will display in JABS  
**except for cases without Well Identified Persons (WIP)**

- e.g. Dissolution w/o children, Judgments, Small Claims, Parking cases

Is there a need to view cases for Non-Well Identified Persons in other courts?

- Would the impact affect:
  - Judicial Decision Making
  - Public Safety
  - Court Operations, or
  - Statistical Analysis?



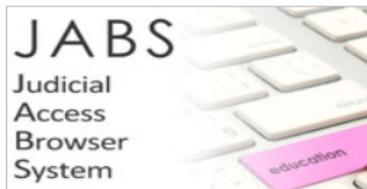


## Next Steps

- We will keep a log of these decisions, which the project will use moving forward.
- Follow-up meeting information and topics will be provided.

# Additional Follow-Up: JABS

The next Judicial Access Browser (JABS) class is currently scheduled for Wednesday, October 12, 2016. You may sign up for the class on the inside courts website.



## A101 - Judicial Access Browser (JABS) - Fall

Wednesday, October 12, 2016 8:30:00 AM PDT - 4:30:00 PM PDT

One-day course for Judicial officers and staff of all court levels, hands-on practice maneuvering in the JABS application.

: [Classes](#)

[Register](#)

[Details](#)

## Additional Follow-Up: JABS

A self paced JABS Tutorial is also available. Additional information is provided in your meeting materials.

Individuals without Inside Courts access may view the tutorial using this link:

<http://aoceccl.adobeconnect.com/p6w6buke7o8/>

- New Logon Procedure
- Window Navigation
- Person and Calendar Searching
- Case and Person Tabs

Take 20 minutes to  
learn about the new  
features in JABS

[aoceccl.adobeconnect.com/jabs-tutorial/](http://aoceccl.adobeconnect.com/jabs-tutorial/)

See all the tutorials at [inside.courts.wa.gov](http://inside.courts.wa.gov) >> Education >> Education Events >> Tutorials



# Contact Information

Thank you for your time and valuable feedback. The information you provide is very important.

Please send any business process impact questions or concerns to the EDE team at:

[edeuseradvisorygroup@courts.wa.gov](mailto:edeuseradvisorygroup@courts.wa.gov)

 ADMINISTRATIVE OFFICE OF THE COURTS  
Information Services Division

## Expedited Data Exchange (EDE) JIS Systems Changes Governance Committee Meeting

Presented by:  
Kevin Ammons, PMP, PMO/QA Manager  
Eric Kruger, Enterprise Architect  
Kim Bush, Business Analyst, System Integrator

June 22, 2016

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 ADMINISTRATIVE OFFICE OF THE COURTS  
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## Agenda

- Welcome & Introductions
- Committee Charter
- Elect Committee Chairperson
- Information Overview
- JIS Screen Impacts and Mitigations
- Next Steps

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## New Charter Review

- Committee Purpose and Structure
- Decision Making & Escalation Process
- Roles & Responsibilities
- Voting Procedure
- Approval of Charter
- Election of Chair

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## Information Network Hub (INH) Enterprise Data Repository (EDR) Information Overview

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### INH EDR - Overview

- The Enterprise Data Repository (EDR) will be the central place where statewide information is shared between organizations and applications.
- The JIS Standard for Alternative Electronic Court Record Systems provides the standard for the data elements contained in the EDR
- The EDR is needed in the short term because when King County District and Superior Courts leave the statewide system, their data will no longer be in JIS.
- The EDR is needed in the long term to share information as AOC and the courts transition to new case management systems.

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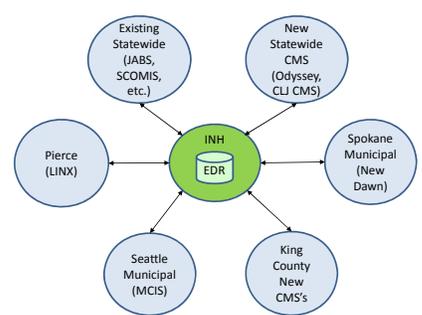
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### INH EDR – “Hub Model”



```
graph TD; A((Existing Statewide (IABS, SCOMIS, etc.))) --> B((INH EDR)); C((New Statewide CMS (Odyssey, CLJ CMS))) --> B; D((Spokane Municipal (New Dawn))) --> B; E((King County New CMS's)) --> B; F((Seattle Municipal (MCIS))) --> B; G((Pierce (LINX))) --> B;
```

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### What does the EDR Provide?

- Defendant and Individual Case History
- Domestic Violence Inquiry
- Caseload Statistics
- Party Information (person, organizations, officials, etc.)
- Information related to firearms, voter status, mental health, and other dispositions, etc.
- Detention History
- Accounting information specified in the data standards
- Other data needed in a statewide context

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### Impacts and Options for JIS Screens

**King County case and other Non-JIS Court information will no longer be in JIS**

What screens are impacted?

- Search Screens
- Person Screens
- Case Inquiry Screens
- History Screens
- Batch Print Screens
- Overall Screen Scraping

What options/mitigations should be implemented?

- Leave screens
- Remove Screens

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### Business Process Questions

As we review the Impacts to JIS screens, please keep the following question in mind:

1. How would any of the options and proposed **mitigation strategies** impact your business processes?
  - Would the impact affect:
    - Judicial Decision Making
    - Public Safety
    - Court Operations, or
    - Statistical Analysis?



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## Mitigation Options

### Leave Screen in JIS

- Add informational warning messages in JIS
- Add fixed warning messages in JIS:
  - On the Main Menu (MAM) screen
  - Above list of cases, or the middle of the screen
  - On top of printed report(s) and/or screen shots
  - On Batch Selection screens
- Courts may disable access if desired (ATHX)

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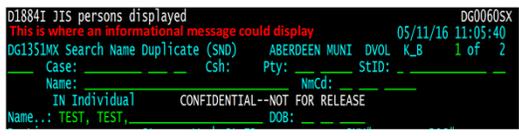
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## Mitigation Options

### Informational Warning Messages

- Could display at top left of screen
- Disappear when a key is pressed
- May not affect screen scraping




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## Mitigation Options

### Fixed Warning Messages

- Remain constant on JIS screens
- Could display above a list of cases, the middle of screen, or at the top of a report
- Could print on reports and/or screen shots
- Could affect screen scraping
  - Screen scraping applications could need updating

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### Mitigation Options

Remove Screen in JIS

- Remove access to the screens in JIS; **and**
- Educate Users:
  - They must obtain complete case history and person information from JABS
  - Must use alternative navigation methods (e.g. Find a case # in JABS and use JIS commands with that case number)

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### Search Screens

- SND/SAD - Search Name/Address Duplicate
- NMD/NAD - Name/Address Duplicate
- DND/DAD -Defendant Name/Address Duplicate
- OFO/OOD - Official Organization/Official Organization Duplicate

**Purpose of screens:**

- To search for persons or officials/organizations.
- To navigate to other screens to view/input additional detail about each case

**Proposed Mitigation Strategy:**

- Leave access to Search Screens in JIS

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### Search Screens Proposed Mitigation

- Educate Users:
  - That case filing in JIS will remain unchanged
  - Must perform statewide person searches in JABS

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### Search Screens Proposed Mitigation

Sample warning messages could display on Search Screens:

- Would messages provide clarity for users or cause confusion?
- If a warning message is displayed, should it be a fixed message, or informational message that could disappear?

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### Committee Decisions

Search Screen Mitigation Options:

1. Should access to the Search Screens SND/SAD, NMD/NAD, DND/DAD, and OFO/OOD remain in JIS for all users?
  - A. Yes
  - B. No
2. If Search Screens remain in JIS, should Informational Warning Messages appear on the screens?
  - A. Yes
  - B. No
3. If the answer to question #2 is yes, should Informational Warning messages be:
  - A. Temporary
  - B. Fixed
  - C. Both Temporary and Fixed

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### Person Screens

- PER/PCMT - Person/Person Comment
- AKA - Alias/Doing Business As
- ADH/RAPC - Address History/Related Address Phone Change

**Purpose of screens:**

- To view detailed person & address information

**Proposed Mitigation Strategy:**

- Leave access to Person Screens in JIS

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## Person Screen Proposed Mitigation

Educate Users:

- That JIS information is **incomplete**
- Must get complete person detail from JABS
- About Person Identity Matching in the EDR

In JIS, add fixed messages on each person screen

The screenshot shows a person screen with the following details: Case: CHENEY MUNI DVOL, Name: TEST, TEST A, City: ANY CITY, State: WA, Zip: 98000, DOB: 02 16 1990, Age: 26. A red arrow points to a message: 'Name Updated on 05/11/2016 By K\_B From Court CVM'. Another red arrow points to a placeholder: 'A FIXED MESSAGE COULD DISPLAY HERE'.

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## Committee Decisions

### Person Screen Mitigation Options:

1. Should access to the Person Screens PER/PCMT, AKA, ADH/RAPC remain in JIS for all users?
  - A. Yes
  - B. No
2. If Person Screens remain in JIS, should Informational Warning Messages appear on the screens?
  - A. Yes
  - B. No
3. If the answer to question #2 is yes, should Informational Warning messages be:
  - A. Temporary
  - B. Fixed
  - C. Both Temporary and Fixed

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## Other JIS Screens

### Case Inquiry Commands:

- Case number specific and King County cases will no longer be viewable in JIS
  - VIO - Violation Inquiry/Update
  - PAR - Participant Inquiry
  - NCC - Non-Civil Case Inquiry
  - CIVI - Civil Case Inquiry
  - CVJI - Civil Judgment Inquiry
  - CDK - Case Docket Update/Inquiry

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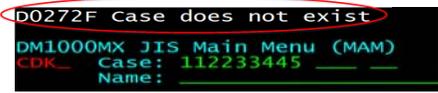
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### Mitigations for Other JIS Screens

Existing JIS fatal error messages such as “Case does not exist” could appear when attempting to access a King County case.

- Sample CDK Screen



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### Committee Decisions

Case Inquiry Screen Mitigation Options:

1. Should case number specific screens VIO, PAR, NCC, CIVI, CVJI, and CDK remain in JIS for all users?
  - A. Yes
  - B. No
2. If Case Inquiry Screens remain in JIS, should Informational Warning Messages appear on the screens when a Non-JIS case number is entered?
  - A. Yes
  - B. No

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### Committee Decisions

Case Inquiry Screen Mitigation Options:

3. If answer to question #2 is yes, should Informational Warning messages be:
  - A. Temporary
  - B. Fixed
  - C. Both Temporary and Fixed
4. Given the answers to questions 1-3 above; should all other JIS Case Number Specific Commands follow the same principles for Non-JIS Court case numbers? (e.g. TPSE, WAR, COS, etc.)
  - A. Yes
  - B. No

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### Case History Screens (ICH/DCH/SNCI)

**History screens**

- ICH/DCH - Individual/Defendant Case History
- SNCI - Statewide Name Index

**Purpose of Screens:**

- To navigate to other screens to view/input additional detail about each case
- To view all cases for a person with some case detail

**Proposed Mitigation Options:**

1. Leave access to ICH/DCH/SNCI screens in JIS
2. Remove access to ICH/DCH/SNCI screens for all users

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### Other History Screens (IOH/DVI/FRH)

**Purpose of Screens:**

- Used to navigate to other screens to view/input additional detail about each case
- IOH - Individual Order History displays all orders for an individual for all court levels
- DVI - Domestic Violence Inquiry displays domestic, dependency, parentage and sex-related cases
- FRH - Family Relationship History displays family relationships

**Proposed Mitigation Options:**

1. Leave access to IOH/DVI/FRH screens in JIS
2. Remove access to IOH/DVI/FRH for all users

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### History Screen Proposed Mitigation

**Option 1:**

Leave History screens in JIS due to navigation needs.

- Educate users they must obtain complete case history from JABS
- Enhance JIS screens & reports so users understand information is **incomplete**

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### History Screen Proposed Mitigation

**Option 1 Cont.:**

- Add informational warning messages in JIS
- Add fixed warning messages in JIS:
  - On the Main Menu (MAM) screen
  - Above list of cases, or the middle of the screen
  - On top of printed report(s) and/or screen shots
  - On Batch Selection screens
- Courts may disable access if desired (ATHX)

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### History Screen Proposed Mitigation

**Option 2:**

Remove access to History screens for all users

- Educate Users:
  - Must get complete case history from JABS
  - Must use alternative navigation methods
    - e.g. Find a case # in JABS and use JIS commands with that case number

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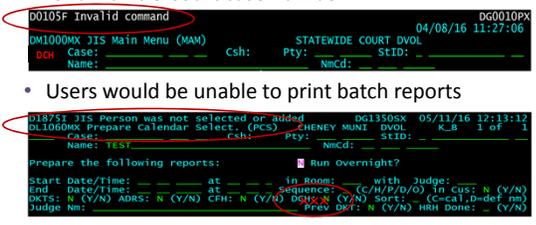
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ADMINISTRATIVE OFFICE OF THE COURTS  
Information Services Division

### History Screen Proposed Mitigation

**Option 2 - Cont.:**

- Display a fatal error if History command is entered for a Non-JIS Court case number



The screenshot shows two terminal windows. The first window displays an error: 'D0105F Invalid command' with a date of 04/08/16 and time 11:27:06. The second window displays an error: 'D18751 JIS Person was not selected on added' with a date of 05/11/16 and time 12:13:12. Both errors are circled in red in the original image.

- Users would be unable to print batch reports

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## Committee Decisions

History Screen Mitigation Options:

- Should the History Screens DCH, ICH, SNCL, IOH, DVI and FRH:**
  - Remain in JIS with the ability for Courts to disable access if desired on the ATHX Screen
  - Be Removed in JIS for all users
- If History Screens remain in JIS, should Informational Warning Messages appear on the screens?**
  - Yes
  - No
- If the answer to question #2 is yes, should Informational Warning messages be:**
  - Temporary
  - Fixed
  - Both Temporary and Fixed

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 ADMINISTRATIVE OFFICE OF THE COURTS  
Information Services Division

## Committee Decisions

History Screen Mitigation Options:

- If the DCH screen remains in JIS:**  
**Given the potential need for complete DCH information to be provided for defendant treatment assessments, possible public access, and/or other needs:**  
**Should a complete DCH be available for display and printing in an application such as JABS in addition to the option of the ICH?**
  - Yes
  - No

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## Batch Print Screens

- PCS – Prepare Calendar Select
- DCHB – Defendant Case History Batch
- ICHB – Individual Case History Batch
- IOHB – Individual Order History Batch

**Purpose of Screens:**

- Provides the capability to submit and print multiple defendant/individual history reports

**Proposed Mitigation Options:**

- Leave access to screens in JIS
- Remove access screens for all users

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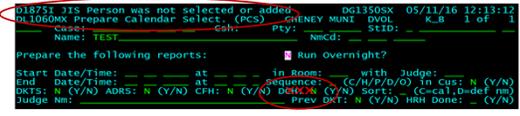
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### Batch Print Screen Proposed Mitigation

- Users would be unable to print batch reports



D1875I JIS Person was not selected or added. Dcl3505X 05/11/16 12:13:12  
 D11000X Prepare Calendar Select, (PCS) GRENEY MUNI DVOL KLB 1 of 1  
 Case: TEST Csh: PTV: STID:  
 Name: TEST Nmcid:  
 Prepare the following reports: Run overnight?  
 Start Date/Time: at in Room with Judge:  
 End Date/Time: at sequence: (C=M/D/D) in cus: N (Y/N)  
 DKTS: N (Y/N) ADRS: N (Y/N) CFH: N (Y/N) DESK: (Y/N) Sort: (C=cal,D=def,m)  
 Judge Nm: Prev Dkt: N (Y/N) HRH Date: (Y/N)

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**ADMINISTRATIVE OFFICE OF THE COURTS**  
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### Committee Decisions

#### Batch Print Screen Mitigation Options:

- Should the Batch Print Screens:**
  - Remain in JIS with the ability for Courts to disable access if desired on the ATHX Screen
  - Be Removed in JIS for all users
- If Batch Print Screens remain in JIS, should Informational Warning Messages appear on the screens?**
  - Yes
  - No
- If the answer to question #2 is yes, should Informational Warning messages be:**
  - Temporary
  - Fixed
  - Both Temporary and Fixed

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### Committee Decisions

#### Potential Screen Scraping Impacts:

- If warning messages are added to JIS screens: Should the use of Release Notes be the preferred method used to inform courts of potential screen scraping impacts to JIS screens?**
  - Yes
  - No
- If warning messages are added to JIS screens: When considering screen scraping applications, should greater consideration be given:**
  - To minimize the impact by placing messages in locations on JIS screens that may not break screen scraping applications, knowing there is no guarantee the screen scraping application would not break.
  - To enhance the impact by placing messages in locations on JIS screens that could break screen scraping applications, knowing there is no guarantee the screen scraping application would break.

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**Business Process Questions**

King County and other Non-JIS Court case information will no longer be in JIS

Statewide information for King County cases will display in JABS **except for** cases **without** Well Identified Persons (WIP)

- e.g. Dissolution w/o children, Judgments, Small Claims, Parking cases

Is there a need to view cases for Non-Well Identified Persons in other courts?

- Would the impact affect:
  - Judicial Decision Making
  - Public Safety
  - Court Operations, or
  - Statistical Analysis?




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**Next Steps**

- We will keep a log of these decisions, which the project will use moving forward.
- Follow-up meeting information and topics will be provided.

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**Additional Follow-Up: JABS**

The next Judicial Access Browser (JABS) class is currently scheduled for Wednesday, October 12, 2016. You may sign up for the class on the inside courts website.




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### Additional Follow-Up: JABS

A self paced JABS Tutorial is also available. Additional information is provided in your meeting materials.

Individuals without Inside Courts access may view the tutorial using this link:  
<http://aocecccl.adobeconnect.com/p6w6buke7o8/>

- New Logon Procedure
- Window Navigation
- Person and Calendar Searching
- Case and Person Tabs

Take 20 minutes to learn about the new features in JABS

[aocecccl.adobeconnect.com/jabs-tutorial/](http://aocecccl.adobeconnect.com/jabs-tutorial/)

See all the tutorials at [inside.courts.wa.gov](http://inside.courts.wa.gov) >> Education >> Education Events >> Tutorials

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### Contact Information

Thank you for your time and valuable feedback. The information you provide is very important.

Please send any business process impact questions or concerns to the EDE team at:

[edeuseradvisorygroup@courts.wa.gov](mailto:edeuseradvisorygroup@courts.wa.gov)

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# Judicial Information Systems Screen Impacts and Proposed Mitigation Options

By  
Kim Bush, Business Analyst, System Integrator  
6-16-2016

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# Search Screens

- SND/SAD - Search Name/Address Duplicate
- NMD/NAD – Name/Address Duplicate
- DND/DAD - Defendant Name/Address Duplicate
- OFO/OOD - Official Organization/Official Organization Duplicate

## **SND/SAD – Search Name Duplicate/Search Address Duplicate**

The Search Name/Address Duplicate screens (SND/SAD) are used to enter search criteria and initiate a search of the JIS Person Database.

The SND command can be used to search for:

- Statewide individuals.
- Statewide organizations (i.e. school, school district, law enforcement agency, jurisdiction, detention facility).

Local officials (i.e., judge, administrator, accountant, cashier, clerk, probation officer, juvenile unit).

SND/SAD searches for a person within a specified Name Type using one or more of the following identifiers:

- Name
- Driver's License or State ID Card Number (DL#) and issuing state
- Washington State ID Number (SID#)
- Juvenile Number (JUV#)
- Department of Corrections Number (DOC#)
- Date of Birth
- Address
- Sex
- 

**Note:** The **ICH**, **IOH** and **FRH** commands use the **SND** (Search Name Duplicate) as a search screen when a name is entered in the **Navigator Name** field WITHOUT a positive identifier in other **Navigator** fields.

JIS Manual Page: [Search Screens](#)

### **Purpose of the Screen:**

The SND screen uses either an Alpha Weighted or a Phonetic Weighted search type to return a list of names from the database. The search type can be changed to broaden or narrow the search results. The screen provides access to the other data screens by selecting a name and pressing a function key. The following screens can be accessed either in update or display mode depending on the screen function and user security rights:

- Person Add (PERA) PF2
- Search Address Duplicate (SAD) PF3
- Person (PER) PF4
- Individual Case History (ICH) PF6
- Department of Licensing Abstract of Driving Record (DOL) PF9
- Family Relationship History (FRH) PF10

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

Not all Individual Person records will be in the JIS. If a person has cases only in King County District Court, or another Non-JIS Court, that person record may not be in JIS. If a person is on cases in JIS, but not on any Non-JIS Court case they may not be in the Non-JIS database. If a new JIS case is created, the JIS user may need to add a new person record.

**Screen Currently Available in JABS:** No

**JABS Functionality:** Person Search

## **NMD/NAD – Name/Address Duplicate**

The Name/Address Duplicate screen (NMD/NAD) searches the JIS Person Database for **IN**-type person to return a list of names from the database.

JIS Manual Page: [Search Screens](#)

### **Purpose of the Screen:**

The Name/Address Duplicate screen (NMD/NAD) searches the JIS Person Database for **IN**-type persons. **IN**-type persons include:

- Names associated with court of limited jurisdiction or superior court cases.
- Names who are linked in a True/AKA relationship or family relationship.
- Names linked by juvenile departments in Resides With and Responsible Party relationships.

The NMD screen does not include names associated only with juvenile referrals or detention episodes.

**Note:** The **AKA** and **SNCI** commands use **NMD** as a search screen when a name is entered in the **Navigator Name** field WITHOUT a positive identifier in other **Navigator** fields.

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

Not all Individual Person records will be in the JIS. If a person has cases only in King County District Court, or another Non-JIS Court, that person record may not be in JIS. If a person is on cases in JIS, but not on any Non-JIS Court case they may not be in the Non-JIS database. If a new JIS case is created, the JIS user may need to add a new person record.

**Screen Currently Available in JABS:** No

**JABS Functionality:** Person Search

## **DND/DAD – Defendant Name/Address Duplicate**

The Name/Address Duplicate screen (DND/DAD) searches the JIS Person Database for **IN**-type person to return a list of defendant names from the database.

JIS Manual Page: [Search Screens](#)

### **Purpose of the Screen:**

The Defendant Name Address Duplicate screens (DND/DAD) search the JIS Person Database for IN-type persons who are **defendants** in:

- Court of limited jurisdiction non-civil cases (felony, criminal, infraction, probable cause).
- Superior court criminal or juvenile offender cases.

**Note:** The **DCH** command uses **DND** as a search screen when a name is entered in the **Navigator Name** field **WITHOUT** a positive identifier in other **Navigator** fields.

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

Not all Individual Person records will be in the JIS. If a person has cases only in King County District Court, or another Non-JIS Court, that person record may not be in JIS. If a person is on cases in JIS, but not on any Non-JIS Court case they may not be in the Non-JIS database. If a new JIS case is created, the JIS user may need to add a new person record.

**Screen Currently Available in JABS:** No

**JABS Functionality:** Person Search

## **OFO/OOD – Official/Organization Duplicate**

The Official/Organization Duplicate screen (OFO/OOD) searches the statewide JIS Person Database for official or organization name types and displays a list of names with information from the JIS Official/Organization (OFO) record.

JIS Manual Page: [Search Screens](#)

### **Purpose of the Screen:**

The Official/Organization Duplicate screen (OFO/OOD) searches the statewide JIS Person Database for official or organization name types and displays a list of names with information from the JIS Official/Organization (OFO) record.

**Note:** The **OFO** command uses **OOD** as the search screen when a name is entered in the **Navigator Name** field without a complete Name Code in the **Navigator NmCd** fields.

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

Not all Individual Person records will be in the JIS. If a person has cases only in King County District Court, or another Non-JIS Court, that person record may not be in JIS. If a person is on cases in JIS, but not on any Non-JIS Court case they may not be in the Non-JIS database. If a new JIS case is created, the JIS user may need to add a new person record.

**Screen Currently Available in JABS:** No

**JABS Functionality:** Person Search

## **EDE User Advisory Group Feedback 5-25-2016**

Overall concern was expressed that warning messages would be ignored on search screens. Group input was considered that there may be no harm in having the warning message, and that messages could help with training new clerks to know information in JIS would be incomplete. Some individuals expressed that to err on the side of caution and have warning messages whenever possible would be a good thing. There was great consideration with regard to fixed informational warning messages and the possibility of screen scraping technologies breaking. Some expressed depending upon where the message was located, there may not be significant impact and there was comment the group may wish to speak to their IT departments or screen scraping technology vendors.

# Search Screen Proposed Mitigation Options

## Proposed Mitigation Options:

1. Leave access to the screen in JIS; **and**
  - Educate users they must perform statewide person searches in JABS
  - Enhance JIS screens & reports so users understand information is **incomplete** (i.e. missing data such as King County District Court or other Non-JIS Court)
  - Add informational warning messages in JIS
    - Messages could possibly display on top left of screen
    - Messages could disappear when a key is pressed
    - May not affect screen scraping
  - Add fixed warning message in JIS
    - Fixed warning messages could remain constant on JIS screen
    - Message may appear on the Main Menu (MAM) screen
    - Message may appear above a list of names, or the middle of the screen
    - Message may appear on top of screen shots
  - Courts may disable access to screens if desired via the [Authorization Overrides Screen \(ATHX\)](#) screen

## **Committee Decision on JIS Search Screen Mitigation**

- 1. Should access to the Search Screens SND/SAD, NMD/NAD, DND/DAD, and OFO/OOD remain in JIS for all users?**
  - A. Yes
  - B. No
  
- 2. If Search Screens remain in JIS, should Informational Warning Messages appear on the screens?**
  - A. Yes
  - B. No
  
- 3. If the answer to question #2 is yes, should Informational Warning messages be:**
  - A. Temporary
  - B. Fixed
  - C. Both Temporary and Fixed

# Person Screens

- PER/PCMT - Person/Person Comment
- AKA - Alias/Doing Business As
- ADH/RAPC - Address History/Related Address  
Phone Change

## **PER/PCMT – PERSON/PERSON COMMENT**

The Person screens include details of a person's name, description, contact information, and person comments, including Home Detention Violations.

JIS Manual Page: [Person](#) / [Person Comment](#)

### **Purpose of the Screen:**

The Individual Information (PER) screen is used to:

- Update an individual's person record.
- Add and link an Alias Name to a True Name.
- Copy a person record.
- Add a new person and link a juvenile in a family relationship. (*This functionality is available only to juvenile departments.*)

The Person Comments (PCMT) screen is used to record specific types of comments related to a person. The screen displays all comments associated with either the True Name person or any linked AKA Name persons. **The Person Comments (PCMT) screen is not used to record alias relationships.**

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

Not all Individual Person records will be in the JIS. If a person has cases only in King County District Court, or another Non-JIS Court, that person record may not be in JIS. If a person is on cases in JIS, but not on any Non-JIS Court case they may not be in the Non-JIS database. If a new JIS case is created, the JIS user may need to add a new person record.

**Screen Currently Available in JABS:** No

**JABS Functionality:** Summary Tab

## **AKA/DBA – Alias/Doing Business As**

The AKA/DBA screen provides information of names that are linked together as AKA (Also Known As) or DBA (Doing Business As)

JIS Manual Page: [Maintaining AKA/DBA Relationships](#)

### **Purpose of the Screen:**

The AKA screen provides information of names that are linked together as AKA (Also Known As) or DBA (Doing Business As)

AKA name information appears on the Defendant Case History (DCH), Individual Case History (ICH), Individual Order History (IOH), Family Relationship History (FRH), and Domestic Violence Inquiry (DVI) screens.

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

Complete Alias/DBA relationships for a person record that is in or updated by a non-JIS court, for non JIS court cases, would not be available or display in JIS (DISCIS)

Not all Individual Person records will be in the JIS (DISCIS). If a person has cases only in King County District Court, or another Non-JIS Court, that person record may not be in JIS. If a person is on cases in JIS, but not on any Non-JIS Court case they may not be in the Non-JIS database. If a new JIS case is created, the JIS user may need to add a new person record.

**Screen Currently Available in JABS:** No

**JABS Functionality:** ICH Screen; Relations Tab; DVI Tab

### **Proposed Mitigation Options:**

1. Leave access to the screen in JIS; **and**
  - Educate users they must perform statewide person searches in JABS
  - Enhance JIS screens & reports so users understand information is **incomplete** (i.e. missing data such as King County District Court or other Non-JIS Court)
  - Add **informational** warning messages in JIS
    - Messages could possibly display on top left of screen
    - Messages could disappear when a key is pressed
    - May not affect screen scraping
  - Add **fixed** warning message in JIS
    - Fixed warning messages could remain constant on JIS screen
    - Message may appear on the Main Menu (MAM) screen
    - Message may appear above a list of names, or the middle of the screen
    - Message may appear on top of screen shots
  - Courts may disable access to the AKA screen if desired via the [Authorization Overrides Screen \(ATHX\)](#) screen

## **ADH/RAPC – Address History/Related Address Phone Change**

The Address History (ADH) screen displays all addresses historically for the person.

JIS Manual Page: [Address History Screen](#) / [Related Persons RAPC Screen](#)

### **Purpose of the Screen:**

**The Address History (ADH) screen is used to:**

- Add/update mailing and/or residence addresses.
- Inquire on changes made to the address for a person, official or organization. For example, you may view the address history information to determine:
  - If the address you have on the charging document is the most current.
  - If a past address matches information you have, supporting the three items of sameness that must exist in order to positively identify an individual
  - Which court you may need to call in order to verify the most current address.

The Related Address/Phone Change (RAPC) screen is used to maintain address and home phone information for related person records. The types of relationships include True/AKA relationships, family relationships, and, for Juvenile Departments, Resides With/Responsible Party relationships.

**The RAPC screen provides the ability to:**

- View address and home phone information for a related person group.
- Update address and/or home phone information for one or more persons in the related person group.
- Copy address and/or home phone number information from the primary person to other persons in the related person group.

**Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

Complete address & phone information for a person record that is in or updated by a non-JIS court, for non JIS court cases, would not be available or display in JIS (DISCIS)

Not all Individual Person records will be in the JIS (DISCIS) thus not all family relationships would be linked. If a person has cases only in King County District Court, or another Non-JIS Court, that person record may not be in JIS. If a person is on cases in JIS, but not on any Non-JIS Court case they may not be in the Non-JIS database. If a new JIS case is created, the JIS user may need to add a new person record.

**Screen Currently Available in JABS:** No

**JABS Functionality:** None (Summary Tab provides most recent address only with no phone number)

## **EDE User Advisory Group Feedback 5-25-2016**

Overall concern was expressed that warning messages would be ignored on search screens. Group input was considered that there may be no harm in having the warning message, and that messages could help with training new clerks to know information in JIS would be incomplete. Some individuals expressed that to err on the side of caution and have warning messages whenever possible would be a good thing. There was great consideration with regard to fixed informational warning messages and the possibility of screen scraping technologies breaking. Some expressed depending upon where the message was located, there may not be significant impact and there was comment the group may wish to speak to their IT departments or screen scraping technology vendors.

# Person Screen Proposed Mitigation Options

## Proposed Mitigation Options:

1. Leave access to the screen in JIS; **and**
  - Educate users they must perform statewide person searches in JABS
  - Enhance JIS screens & reports so users understand information is **incomplete** (i.e. missing data such as King County District Court or other Non-JIS Court)
  - Add informational warning messages in JIS
    - Messages could possibly display on top left of screen
    - Messages could disappear when a key is pressed
    - May not affect screen scraping
  - Add fixed warning message in JIS
    - Fixed warning messages could remain constant on JIS screen
    - Message may appear on the Main Menu (MAM) screen
    - Message may appear above a list of names, or the middle of the screen
    - Message may appear on top of screen shots
  - Courts may disable access to screens if desired via the [Authorization Overrides Screen \(ATHX\)](#) screen

## **Committee Decision on JIS Person Screen Mitigation**

- 1. Should access to the Person Screens PER/PCMT, AKA, ADH/RAPC remain in JIS for all users?**
  - A. Yes
  - B. No
  
- 2. If Person Screens remain in JIS, should Informational Warning Messages appear on the screens?**
  - A. Yes
  - B. No
  
- 3. If the answer to question #2 is yes, should Informational Warning messages be:**
  - A. Temporary
  - B. Fixed
  - C. Both Temporary and Fixed

## **Other JIS Screens**

### **Case Inquiry Commands**

- VIO - Violation Inquiry/Update
- PAR - Participant Inquiry
- NCC - Non-Civil Case Inquiry
- CIVI - Civil Case Inquiry
- CVJI - Civil Judgment Inquiry
- CDK - Case Docket Update/Inquiry

## **VIO – Violation Inquiry/Update**

JIS Manual Page: [Additional Violations](#)

### **Purpose of the Screen:**

The Additional Violations Update/Inquiry screen is used to:

- Record additional violations that are included on the citation or complaint.
- Correct case filing/violation dates or incorrect violations.
- Add or update a case related note.
- Display all violations for a case.

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

The VIO command is case number specific. King County District Court or other Non-JIS court cases will not display when attempting to use this command with a Non-JIS case number and may return a fatal error message such as “Case does not exist.”

**Screen Currently Available in JABS:** No

**JABS Functionality:** Violation date displays on ICH Screen

## **PAR – Participant Inquiry**

JIS Manual Page: [Participant Inquiry Screen](#)

### **Purpose of the Screen:**

The Participant Inquiry (PAR) screen is used to:

- Display the parties in a JIS case, juvenile referral, or detention episode.
- Select a participant in order to navigate to another screen for further action.

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

The PAR command is case number specific. King County District Court or other Non-JIS court cases will not display when attempting to use this command with a Non-JIS case number and may return a fatal error message such as “Case does not exist”.

**Screen Currently Available in JABS:** Yes

**JABS Functionality:** Participants Tab

## **NCC - Non-Civil Case Inquiry**

The non-Civil Case screen displays the case information, defendant name, address, Date of birth, Gender, Drivers' License information, violation with associated plea and findings.

JIS Manual Page: [Non-Civil Case Inquiry](#)

### **Purpose of the Screen:**

**The Case Filing Update (NCC) screen is used to:**

- Modify or display non-civil case information.
- Change the case number or originating agency number.
- Add, remove, or correct charges (including the DV flag).
- Change the defendant's mailing address.
- Add or change the filing officer.

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

The NCC command is case number specific. King County District Court or other Non-JIS court cases will not display when attempting to use this command with a Non-JIS case number and may return a fatal error message such as "Case does not exist".

**Screen Currently Available in JABS:** No

**JABS Functionality:** None (Some display information is available on the Summary Tab and ICH)

## **CIVI - Civil Case Inquiry**

JIS Manual Page: [Civil Case Filing Inquiry](#)

### **Purpose of the Screen:**

**The Civil Case Filing Inquiry (CIVI) screen allows you to view:**

- Filing information for a civil case.
- Parties in a civil case.
- Links between parties.

The parties displayed on this screen are arranged alphabetically by participant type

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

The CIVI command is case number specific. King County District Court or other Non-JIS court cases will not display when attempting to use this command with a Non-JIS case number and may return a fatal error message such as “Case does not exist”.

**Screen Currently Available in JABS:** No

**JABS Functionality:** None

## **CVJI - Civil Judgment Inquiry**

JIS Manual Page: [Civil Judgment Inquiry](#)

### **Purpose of the Screen:**

The Civil Judgment Inquiry screen displays civil case and judgment information (judgment type, date, judge, ordered amounts, paid, etc.)

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

The CIVJ command is case number specific. King County District Court or other Non-JIS court cases will not display when attempting to use this command with a Non-JIS case number and may return a fatal error message such as “Case does not exist”.

**Screen Currently Available in JABS:** No

**JABS Functionality:** None

## **CDK - Case Docket Update/Inquiry**

The Case Docket screen provides a chronology of all events on a case (filings, proceedings, warrants, FTA, receipts, collection, etc.) and court case notes.

JIS Manual Page: [Case Docket Update](#)

### **Purpose of the Screen:**

**The Case Docket Update (CDK) screen is used to:**

- View a docket.
- Make manual docket entries by typing free-form text.
- Make manual docket entries using docket codes.
- Delete a manually-entered docket entry.
- Request a printed docket.

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

The CDK command is case number specific. King County District Court or other Non-JIS court cases will not display when attempting to use this command with a Non-JIS case number and may return a fatal error message such as “Case does not exist”.

**Screen Currently Available in JABS:** Yes

**JABS Functionality:** Docket Tab

## **EDE User Advisory Group Feedback 5-25-2016**

Overall concern was expressed that warning messages would be ignored on search screens. Group input was considered that there may be no harm in having the warning message, and that messages could help with training new clerks to know information in JIS would be incomplete. Some individuals expressed that to err on the side of caution and have warning messages whenever possible would be a good thing. There was great consideration with regard to fixed informational warning messages and the possibility of screen scraping technologies breaking. Some expressed depending upon where the message was located, there may not be significant impact and there was comment the group may wish to speak to their IT departments or screen scraping technology vendors.

# Other JIS Screen Proposed Mitigation Options

## **Proposed Mitigation Option:**

1. Leave access to the screen in JIS; **and**
  - Educate users they must perform statewide person and case searches in JABS
  - Add fixed warning message in JIS on the Main Menu (MAM) screen.

## **Committee Decision on Other JIS Screen Mitigations**

1. **Should case number specific screens VIO, PAR, NCC, CIVI, CVJI, and CDK remain in JIS for all users?**
  - A. Yes
  - B. No
  
2. **If Case Inquiry Screens remain in JIS, should Informational Warning Messages appear on the screens when a Non-JIS case number is entered?**
  - A. Yes
  - B. No
  
3. **If the answer to question #2 is yes, should Informational Warning messages be:**
  - A. Temporary
  - B. Fixed
  - C. Both Temporary and Fixed
  - D. Fatal Error (e.g. "Case does not exist") as current JIS functionality
  
4. **Given the answers to questions 1-3 above; should all other JIS Case Number Specific Commands follow the same principles for Non-JIS Court case numbers? (e.g. TPSE, WAR, COS, etc.)**
  - A. Yes
  - B. No

# History Screens

- ICH/DCH - Individual/Defendant Case History
- SNCI - Statewide Name Index
- IOH - Individual Order History
- DVI - Domestic Violence Inquiry
- FRH - Family Relationship History

## **DCH – Defendant Case History**

Displays statewide criminal and infraction cases filed in courts of limited jurisdiction, and criminal and juvenile offender cases filed in superior courts in which the individual is the defendant (DEF).

JIS Manual Page: [Case History Screens](#)

### **Purpose of the Screen:**

The DCH screen is used to view case history information for a person (defendant) with some case detail. DCH is also used as a screen to navigate and access additional person & case information via program function keys. The screen provides access to the other data screens by selecting a case and pressing a function key. The following screens can be accessed either in update or display mode depending on the screen function and user security rights:

- Person (PER) PF2
- Also Known As (AKA) PF3
- Case Docket (CDK) PF4
- Please Sentencing (PLS) PF5
- Set Court Date (CDT) PF6
- Department of Licensing Abstract of Driving Record (DOL) PF9
- Case Obligation Status (COS) PF10
- Case Financial History (CFHS) PF11

**Note:** The **DCH** command uses **DND** (Defendant Name Duplicate) as a search screen when a name is entered in the **Navigator Name** field WITHOUT a positive identifier in other **Navigator** fields.

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

**Screen Currently Available in JABS:** No

**JABS Functionality:** ICH Screen

## **ICH - Individual Case History**

Displays all non-restricted case type field statewide in JIS for Name Code Type IN (individual), regardless of the individual's case participant type.

JIS Manual Page: [Case History Screens](#)

### **Purpose of the Screen:**

The ICH screen is used to view case history information for a person (individual) with some case detail. ICH is also used as a screen to navigate and access additional person & case information via program function keys. The screen provides access to the other data screens by selecting a case and pressing a function key. The following screens can be accessed either in update or display mode depending on the screen function and user security rights:

- Person (PER) PF2
- Also Known As (AKA) PF3
- Case Docket (CDK) PF4
- Please Sentencing (PLS) PF5
- Set Court Date (CDT) PF6
- Department of Licensing Abstract of Driving Record (DOL) PF9
- Case Obligation Status (COS) PF10
- Case Financial History (CFHS) PF11

**Note:** The **ICH** command uses **SND** (Search Name Duplicate) as a search screen when a name is entered in the **Navigator Name** field WITHOUT a positive identifier in other **Navigator** fields.

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

**Screen Currently Available in JABS:** Yes

**JABS Functionality:** ICH Screen

### **EDE User Advisory Group Feedback from 5-25-2016:**

## **SNCI – Statewide Name Index**

Searches for case indexes (i.e., case listings for a person) can be performed in JIS either statewide using the State Name/Case Index (SNCI) screen.

JIS Manual Page: [Search for Case Indexes](#)

### **Purpose of the Screen:**

The SNCI screen gets all cases for a single JIS Individual Person record statewide. Only cases in which the user has case type access are displayed, with some case detail.

Types of cases found:

#### **For superior courts and courts of limited jurisdiction:**

All cases associated with one **IN**-type name code regardless of the person's case participation.

#### **For juvenile departments:**

All cases, juvenile referrals, and detention episodes associated with one **IN**-type name code regardless of the person's case/referral participation.

A positive identification of a person is required. SNCI is differentiated from DCH/ICH as it does not display cases for related person records (true name and aliases).

**Note:** The **SNCI** command uses **NMD** (Name Duplicate) as a search screen when a name is entered in the **Navigator Name** field **WITHOUT** a positive identifier in other **Navigator** fields.

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

**Screen Currently Available in JABS:** No

**JABS Functionality:** ICH Screen

## **IOH - Individual Order History**

Displays all orders for an individual for all court levels. The IOH screen is not case-related.

JIS Manual Page: [Order History Screens](#)

### **Purpose of the Screen:**

The IOH screen is used to display all orders statewide for an individual with some limited case detail.

IOH is also used as a screen to navigate and access additional person & case information.

### **Impact Statement:**

A complete individual order history will not be available in JIS. The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

**Note:** The **IOH** command uses **SND** (Search Name Duplicate) as a search screen when a name is entered in the **Navigator Name** field WITHOUT a positive identifier in other **Navigator** fields.

**Screen Currently Available in JABS:** Yes

**JABS Functionality:** Order Tab

## **DVI – Domestic Violence Inquiry**

Displays domestic, dependency, parentage, and civil cases with domestic violence, anti-harassment, or sexual assault related cases.

JIS Manual Page: [Domestic Violence Inquiry Screen](#)

### **Purpose of the Screen:**

The DVI screen is used to view domestic, dependency, parentage and civil cases with domestic violence, anti-harassment, or sexual assault related case information for a person (individual) with some case detail. DVI is also used as a screen to navigate and access additional person & case information via program function keys. The screen provides access to the other data screens by selecting a case and pressing a function key. The following screens can be accessed either in update or display mode depending on the screen function and user security rights:

- Person (PER) PF2
- Also Known As (AKA) PF3
- Individual Case History (ICH) PF4

### **Impact Statement:**

A complete domestic violence history will not be available in JIS. The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

**Screen Currently Available in JABS:** Yes

**JABS Functionality:** DVI Tab

## **FRH – Family Relationship History**

For superior and limited jurisdiction court users, Family Relationship History (FRH) screen displays a statewide history of case-based relationships recorded for an individual, including relationships recorded for all of that individual's alias names.

Juvenile departments maintain person-based family relationships for participants in referrals outlined in JIS Person Business Rule 1.70. Person-based relationships are created using the F11 Copy feature on the Individual Information (PER) screen. Person-based relationships are maintained on the Family Relationship History (FRH) screen.

JIS Manual Page: [Family Relationship History Screen](#)

### **Purpose of the Screen:**

The FRH screen is used to display family relationship information for a person (individual) with some limited person detail. DVI is also used as a screen to navigate and access additional person and history information via program function keys. The screen provides access to the other data screens by selecting a name and pressing a function key. The following screens can be accessed either in update or display mode depending on the screen function and user security rights:

- Also Known As (AKA) PF3
- Statewide Case Index (SNCI) PF4
- Individual Case History (ICH) PF6

For juvenile court users, the Family Relationship History (FRH) screen displays case-based relationships (excluding case-based parent-child relationships) and person-based relationships (including parent-child, Resides With, and Responsible Person relationships). Resides With, and Responsible Person relationships are updated on this screen.

**Note:** The **FRH** command uses **SND** (Search Name Duplicate) as a search screen when a name is entered in the **Navigator Name** field WITHOUT a positive identifier in other **Navigator** fields.

### **Impact Statement:**

A complete family relationship history will not be available in JIS. The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system.

**Screen Currently Available in JABS:** Yes

**JABS Functionality:** Relations Tab

## **EDE User Advisory Group Feedback 5-25-2016**

### **DCH Screen:**

Concern was expressed with the removal of the DCH screen from JIS. In the event the JABS application system went down, there would be no way to access case history information during court, and it was noted that some information was better than no information. Also that DCH's are provided to defendants for evaluation/treatment reasons and some treatment agencies do not have access to JABS. Navigation to screens such as COS and CFHS to view payment information for Juvenile Courts may cause a significant business impact. Concern was expressed with regard to those who may not use or who are not familiar with JABS; they could be significantly impacted.

There were a few different opinions with regard to informational warning messages if the DCH screen remained in JIS. Concerns were expressed that people would ignore warning messages therefore screens should be removed. Concern was expressed with regard to fixed messages and possible impacts to screen scraping applications.

### **ICH Screen:**

Concerns expressed with the removal of the ICH screen from JIS were the same as noted for the DCH screen.

### **SNCI Screen:**

No specific feedback was given with regard to the SNCI screen other than concerns noted for the DCH/ICH screens.

### **IOH Screen:**

No specific feedback was given with regard to the IOH screen other than concerns noted for the DCH/ICH screens.

### **DVI Screen:**

No specific feedback was given with regard to the IOH screen other than concerns noted for the DCH/ICH screens.

### **FRH Screen:**

There was great concern expressed with regard to Juvenile Departments if this screen were to be removed from JIS, as the Juvenile Departments use this screen to update Resides With, and Responsible Party information. Concern was expressed as to how Juvenile Departments would update this information as the JABS application does not allow for update capability.

No specific discussion was mentioned with regard to informational warning messages on the FRH screen.

### **Email Comment Received 6-14-16:**

A general comment was received by the EDE team via email from an Advisory Group Member indicating some County Clerks are saying to eliminate the DCH and ICH screens due to all of the Odyssey courts and King County data making the Data not accurate in JIS and that JABS provides them with the same information they get from the ICH/DCH screens. Some have never used JABS, but were willing to try.

# History Screen Proposed Mitigation Options

## Proposed Mitigation Options:

1. Leave access to the screen in JIS; **and**
  - Educate users they must obtain complete case history from JABS
  - Enhance JIS screens & reports so users understand information is **incomplete** (i.e. missing Non-JIS court data such as King County District Court or other Non-JIS Court)
  - Add informational warning messages in JIS
    - Messages could possibly display on top left of screen
    - Messages could disappear when a key is pressed
    - May not affect screen scraping
  - Add fixed warning message in JIS
    - Fixed warning messages could remain constant on JIS screen
    - Message may appear on the Main Menu (MAM) screen
    - Message may appear above a list of cases, or the middle of the screen
    - Message may appear on top of printed reports and/or screen shots
    - Message may appear on Batch Selection screens such as [Print Calendar Select \(PCS\)](#) screen, and DCHB, ICHB, IOHB.
  - Courts may disable access to history screens if desired via the [Authorization Overrides Screen \(ATHX\)](#) screen
2. Remove access to the screen in JIS; **and**
  - Educate users they must obtain complete case history from JABS
  - Must use alternate navigation methods (e.g. Find a case # in JABS and use JIS commands with that case number)

# **Committee Decision on JIS History Screen Mitigation**

- 1. Should the History Screens DCH, ICH, SNCI, IOH, DVI and FRH:**
  - A. Remain in JIS with the ability for Courts to disable access if desired on the ATHX Screen
  - B. Be Removed in JIS for all users
  
- 2. If History Screens remain in JIS, should Informational Warning Messages appear on the screens?**
  - A. Yes
  - B. No
  
- 3. If the answer to question #2 is yes, should Informational Warning messages be:**
  - A. Temporary
  - B. Fixed
  - C. Both Temporary and Fixed

**If the DCH screen remains in JIS:**

**Given the potential need for complete DCH information to be provided for defendant treatment assessments, possible public access, and/or other needs:**

- 4. Should a complete DCH be available for display and printing in an application such as JABS in addition to the option of the ICH?**
  - A. Yes
  - B. No

## **Batch Print Screens**

- PCS – Prepare Calendar Select
- DCHB – Defendant Case History Batch
- ICHB – Individual Case History Batch
- IOHB – Individual Order History Batch

## **PCS – Prepare Calendar Select**

JIS Manual Page: [Court Calendar](#)

### **Purpose of the Screen:**

Calendars are prepared from the Print Calendar Selection screen (PCS). Any or all of the following reports can also be requested for each case or person on the calendar:

- Abstract of Driving Record (ADR)
- Printed Docket Report (CDK)
- Case Financial History Report (CFHS)
- Defendant Case History Report (DCH)

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system. The DCH report would have incomplete information.

If Defendant Case History (DCH) screen is disabled in JIS, batch reports would no longer be available to print using the PCS screen.

**Screen Currently Available in JABS:** No

**JABS Functionality:** Search Calendar. Must print individual reports for each defendant.

## **DCHB – Defendant Case History Batch**

JIS Manual Page: [Defendant Case History Report](#)

### **Purpose of the Screen:**

Provides the capability to submit and print multiple Defendant Case History Reports by entering up to 64 case numbers at a time.

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court or another Court implements their own case management system. The DCH report would have incomplete information.

If Defendant Case History (DCH) screen is disabled in JIS, batch reports would no longer be available to print using the DCHB screen.

**Screen Currently Available in JABS:** No

**JABS Functionality:** Must print individual reports per case/defendant.

## **ICHB – Individual Case History Batch**

JIS Manual Page: [Individual Case History Report](#)

### **Purpose of the Screen:**

Provides the capability to submit and print multiple Individual Case History Reports by entering up to 64 case numbers at a time.

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court or another Court implements their own case management system. The ICH report would have incomplete information.

If Individual Case History (ICH) screen is disabled in JIS, batch reports would no longer be available to print using the ICHB screen.

**Screen Currently Available in JABS:** No

**JABS Functionality:** Must print individual reports per case/defendant.

## **IOHB – Individual Order History Batch**

JIS Manual Page: [Individual Order History Report](#)

### **Purpose of the Screen:**

Provides the capability to submit and print multiple Individual Order History Reports by entering up to 64 case numbers at a time.

### **Impact Statement:**

The JIS (DISCIS) database will not have complete information once King County District Court, or another Court implements their own case management system. The IOH report would have incomplete information.

If Individual Order History (IOH) screen is disabled in JIS, batch reports would no longer be available to print using the IOHB screen.

**Screen Currently Available in JABS:** No

**JABS Functionality:** Must print individual reports per case/defendant.

## **EDE User Advisory Group Feedback**

### **Email Comment Received 3-2-2016:**

A general comment was received by the EDE team via email from an Advisory Group Member encouraging ways to limit the ability of Courts to run full calendar DCH, ADR & Dockets as it would encourage change. It was expressed that unless the option to batch print became cumbersome or taken away completely, it could be many more years for Courts to fully eliminate the process.

# Batch Printing Proposed Mitigation Options

## Proposed Mitigation Options:

1. Leave access to the screen in JIS; **and**
  - Educate users they must obtain complete case history from JABS
  - Enhance JIS screens & reports so users understand information is **incomplete** (i.e. missing Non-JIS court data such as King County District Court or other Non-JIS Court)
  - Add informational warning messages in JIS
    - Messages could possibly display on top left of screen
    - Messages could disappear when a key is pressed
    - May not affect screen scraping
  - Add fixed warning message in JIS
    - Fixed warning messages could remain constant on JIS screen
    - Message may appear on the Main Menu (MAM) screen
    - Message may appear above a list of cases, or the middle of the screen
    - Message may appear on top of printed reports and/or screen shots
    - Message may appear on Batch Selection screens such as [Print Calendar Select \(PCS\)](#) screen, and DCHB, ICHB, IOHB.
  - Courts may disable access to history screens if desired via the [Authorization Overrides Screen \(ATHX\)](#) screen
2. Remove access to the screen in JIS; **and**
  - Educate users they must obtain complete case history from JABS
  - Must use alternate navigation methods (e.g. Find a case # in JABS and use JIS commands with that case number)

# **Committee Decision on Batch Print Screen Mitigation**

- 1. Should the Batch Print Screens:**
  - A. Remain in JIS with the ability for Courts to disable access if desired on the ATHX Screen
  - B. Be Removed in JIS for all users
  
- 2. If Batch Print Screens remain in JIS, should Informational Warning Messages appear on the screens?**
  - A. Yes
  - B. No
  
- 3. If the answer to question #2 is yes, should Informational Warning messages be:**
  - A. Temporary
  - B. Fixed
  - C. Both Temporary and Fixed

## **Screen Scraping Applications Used in JIS**

### **What is Screen Scraping?**

**Screen Scraping – is a technique in which a computer program extracts data from the display output of another program.**

### **Impact Statement:**

If temporary or fixed warning messages are added to JIS screens, other data fields on the screen could be moved to provide room for the message. If a court utilizes screen scraping applications, the addition of warning messages on JIS screens could impact the application causing it to halt or break the screen scrape process. Courts may need to update or change their business processes/applications/forms in order to for their screen scraping applications to work as they are intended.

### **Proposed Mitigation Options:**

- Provide Release Notes prior to changes being implemented on JIS screens; **and**
- Attempt to minimize the impact by placing messages in locations on JIS screens that may not break screen scraping applications, knowing there is no guarantee the screen scraping application would not break; **or**
- Attempt to enhance the impact by placing messages in locations on JIS screens that could break screen scraping applications, knowing there is no guarantee the screen scraping application would break.

# **Committee Decision on Potential Screen Scraping Impacts**

1. **If warning messages are added to JIS screens: Should the use of Release Notes be the preferred method used to inform courts of potential screen scraping impacts to JIS screens?**
  - A. Yes
  - B. No
  
2. **If warning messages are added to JIS screens: When considering screen scraping applications, should greater consideration be given:**
  - A. To minimize the impact by placing messages in locations on JIS screens that may not break screen scraping applications, knowing there is no guarantee the screen scraping application would not break.
  - B. To enhance the impact by placing messages in locations on JIS screens that could break screen scraping applications, knowing there is no guarantee the screen scraping application would break.



**EXPEDITED DATA EXCHANGE USER ADVISORY GROUP MEETING AGENDA**  
**MAY 25, 2016 1:30 PM TO 3:30 PM**  
**AOC CRYSTAL CONFERENCE ROOM**  
**TELECONFERENCE NUMBER: 1-877-820-7831**  
**PASSCODE: 523775**

**Invited:** Kevin Ammons, Kim Bush, Kathy Bradley, Christine Cook, Vicky Cullinane, Eric Kruger, Sree Sundaram, EDE User Advisory Group Members, Cynthia Marr, Barbara Miner, Gary Myers, Kristal Rowland, and Keri Sullivan.

**Purpose – Solicit Feedback for Various EDE Program Items**

**Agenda –**

<p><b>Welcome &amp; Introductions</b></p> <ul style="list-style-type: none"> <li>• Re-Cap &amp; Highlights from Meeting March 2, 2016</li> </ul>	5 minutes	Kim
<p><b>Review of JIS Screens</b></p> <ul style="list-style-type: none"> <li>• Screen Impacts &amp; Mitigation Strategies</li> <li>• General Screen Scraping Overview</li> <li>• Business Process Questions</li> </ul>	80 minutes	Kim
<p><b>Introduction to Identity Management</b></p> <ul style="list-style-type: none"> <li>• High Level Actor (Person) Matching Concepts</li> <li>• High Level Address Cleansing &amp; Validation Concepts</li> <li>• Business Process Questions</li> </ul>	30 minutes	Eric/Kim
<p><b>Closing Statement</b></p> <ul style="list-style-type: none"> <li>• JABS Training Class Information</li> <li>• Contact Information</li> </ul>	5 minutes	Kristal

## EXPEDITED DATA EXCHANGE (EDE) USER ADVISORY GROUP

March 2, 2016  
1:30 to 3:30 PM  
AOC Office, Olympia, WA

### Meeting Notes

**Members Present:**

Honorable Glenn Phillips  
Rick Bomar  
Barbara J. Christensen  
Alisa Hill  
Debbie Hunt  
Barb Simmons  
Carol Vance

**Members Absent:**

**AOC Staff Present:**

Kathy Bradley  
Kim Bush  
Christine Cook  
Jennifer Creighton (by phone)  
Vicky Cullinane (by phone)  
Michael Keeling  
Eric Kruger  
Gary Myers  
Kristal Rowland  
Keri Sullivan

**Guests Present:**

Cynthia Marr, Analytic Support Manager,  
Pierce County District Court  
Barbara Miner, King County DJA & Superior  
Court Clerk  
Beth Taylor, King County

### Welcoming and Introductory Items

The meeting was called to order at 1:35 PM, introductions followed. Ms. Kim Bush provided an agenda overview and Mr. Eric Kruger presented EDE/EDR background information.

### March 2, 2016 Teleconference Meeting Notes

Mr. Kruger provided a high level Expedited Data Exchange overview and planned JABS changes since King County District Court will no longer use JIS. It was clarified that JIS is not DISCIS. JIS means all applications included in Judicial Information Systems defined by the Legislature. Mr. Kruger confirmed King County's information would not flow back to DISCIS. It will flow to the EDR and from the EDR to a "viewer" such as JABS.

Mr. Kruger stressed the feedback AOC is soliciting is not based on technical questions, rather if King County sends information to the EDR, and the information is not in DISCIS, what business processes would be in jeopardy.

Ms. Keri Sullivan explained how KC data would not display in JIS emphasizing protection orders and warrants. AOC's current mitigation is to display information in JABS. The future plan is to replace the CLJ CMS, so no changes will be made to DISCIS at this time.

## Expedited Data Exchange User Group Notes

March 2, 2016

Page 2 of 4

The Honorable Judge Glenn Phillips asked when King County will implement their new CMS. Mr. Kruger indicated the last published date is sometime in February 2017. Judge Phillips also questioned what process will be followed if JABS is not available or fails. His concern is that immediate judicial decision making would be impacted with emphasis on DUIs and/or detain & release conditions. Ms. Vicky Cullinane indicated there will be pilot prior to KC going off line.

A major question was whether King County's information would be available in the new statewide CMS. Currently, there is no plan for pushing KC data to the new system. EDR would be the source system for any new CMS system. Ms. Cynthia Marr asked that if a new CLJ CMS is being implemented, does that mean no guarantee of KC data being available to new CMS? Mr. Kruger stated currently there is no plan for pushing KC data to the new CLJ system. EDR will be the source system.

Ms. Carol Vance asked how information will be transferred to JCS. JCS is not in scope. The current JCS proposal is to obtain its data from the EDR as they currently do from JIS. JABS is not required because a local system would send out a web request and will be able to display in JCS. This includes other systems such as ASRA.

Judge Phillips asked if warrant information for KC will still be available in JABS. Ms. Sullivan clarified that only for WIPs, same as protection orders, the exception is parking type cases. Ms. Sullivan reiterated that if a person record is only associated with KC, it will not appear in JIS, but will appear in JABS. AOC is also working on person matching to merge cases from KC and other courts.

Ms. Debbie Hunt asked if JABS gets AKA information from JIS. Ms. Sullivan said yes, but AKA does not come from Odyssey. Ms. Hunt indicated this is a critical issue for the courts. Mr. Kruger stated this is on the next meeting agenda and a detailed solution has not been designed.

Judge Phillips stated he often looks at court dates from other jurisdictions to determine whether there is good cause for a Failure to Appear (FTA) due to simultaneous hearings. He questioned whether KC District Court would have separate access to view to their system. Ms. Sullivan confirmed that past and future court dates will be viewable in JABS.

Judge Phillips discussed address history would be needed prior to issuing warrants. Another focus is the JABS speed if there are more users. Mr. Kruger stated there is an estimate to simulate the performance and AOC will complete testing with an answer in the future.

Ms. Barbara Christensen asked if the same process was followed for Pierce LINX and SMC New Dawn. Mr. Kruger replied that KC will be the first and over time others will migrate to the same model. Ms. Sullivan advised the group that they currently do double data entry.

Ms. Vance stated a Juvenile Court creates a new person when information is filed. If a person is already in KC, it will not appear in JIS. This will create a duplicate record. Mr. Kruger reassured group mitigation will be planned and the goal for EDR person matching whether merging or an associating record would appear an AKA as in current JIS.

## Expedited Data Exchange User Group Notes

March 2, 2016

Page 3 of 4

The User Group was questioned "What discipline is needed if ICH/DCH still appears in JIS with just a warning?" Should there be a screen warning, or should the ICH/DCH be removed completely? It was strongly suggested that AOC remove those screens as public safety may be at risk.

System performance was questioned on how quickly will KC information be available? EDR will accept the data and will be viewable near instantaneously.

A question was raised about what civil information is researched from other courts. It was explained that usually judges do not look at civil cases in other jurisdictions. Superior Court will look at other court's cases regarding family matters, divorces, filing dates, etc.

Ms. Sullivan inquired how much financial information is needed in JABS. Probation uses it for compliance monitoring. Standard sentence amounts are used more on the court side. Others indicated it was not used frequently; sometimes it's looked at to defer the beginning of payment plans.

Due to JABS & JIS changes, it will be necessary for clerks to have two screens to operate. Some expressed the probability of more errors due to using two systems. It may result in a decrease in public service by taking more time for the clerks to interpret information. Probation will be the biggest challenge. They may need three screens if using a probation program in addition to JABS and JIS.

At the meeting's end, Ms. Christine Cook asked the user group of their communication preference. Group consensus is to send comments and inquires to Ms. Cook via email. She will disburse and follow up accordingly.

Expedited Data Exchange User Group Notes

March 2, 2016

Page 4 of 4

<b>Action Log</b>		
<b>Open Date</b>	<b>Description</b>	<b>Closed Date</b>
3/2/16	Email Statewide Data Element List to User Group	Completed - Included with 5/25 Materials
3/2/16	Critical Concern of unavailability of free form docket entries	Completed – Added to Version 1.6 SW Data Standards
3/2/16	JIS & JABS education for probation officers	Completed - Included with 5/25 Materials
3/2/16	Determine which JIS screens will be removed	5/25/16 Mtg Topic
3/2/16	Mitigation Strategy if JABS is unavailable & KC data is not viewable	Future Mitigation
3/2/16	Will King County provide a separate portal?	Future Mitigation
3/2/16	Determine if King County will have JUV system	Future Mitigation
3/2/16	DCH/ADR Batch Printing will no longer be available in JABS – Education & change management to be considered	Future Mitigation
3/2/16	Determine what accounting information must be provided in JABS	Future Mitigation

Meeting was adjourned at 3:25 PM.



# Expedited Data Exchange (EDE) User Advisory Group Meeting

Presented by:

Eric Kruger, Enterprise Architect

Kim Bush, Business Analyst, System Integrator

May 25, 2016



# Agenda

- Welcome & Introductions
  - Review & Highlights from meeting 3-2-2016
- JIS Screen Impacts & Proposed Mitigations
- Introduction to Identity Management:
  - High Level Actor (Person) Matching Concepts
  - High Level Address Cleansing & Validation Concepts
- Next Steps

# Impacts and Options for JIS Screens

**King County case information will no longer be in JIS**

What screens are impacted?

- History Screens
- Search Screens
- Person Screens
- Case Screens
- Overall Screen Scraping

What options/mitigations should be implemented?

- Leave screens
- Remove Screens

**King County case information  
will no longer be in JIS**

# Business Process Questions

As we review the Impacts to JIS screens, please keep the following question in mind:

1. How would any of the options and proposed **mitigation strategies** impact your business processes?
  - Would the impact affect:
    - Judicial Decision Making
    - Public Safety
    - Court Operations, or
    - Statistical Analysis?





# Impacts to JIS Screens

## History screens

- ICH/DCH - Individual/Defendant Case History
- SNCI - Statewide Name Index
- IOH - Individual Order History
- DVI - Domestic Violence Inquiry
- FRH - Family Relationship History

## Search Screens

- SND/SAD - Search Name/Address Duplicate
- NMD/NAD – Name/Address Duplicate
- DND/DAD - Defendant Name/Address Duplicate
- OFO/OOD - Official Organization/Official Organization Duplicate

# Impacts to JIS Screens

## Person Screens

- PER/PCMT - Person/Person Comment
- AKA - Alias/Doing Business As
- ADH/RAPC - Address History/Related Address Phone Change

## Case Screens

- VIO - Violation Inquiry/Update
- PAR - Participant Inquiry
- NCC - Non-Civil Case Inquiry
- CIVI - Civil Case Inquiry
- CIVJ - Civil Judgment Inquiry
- CDK - Case Docket Update/Inquiry

# Case History (ICH/DCH/SNCI)

## Purpose of Screens:

- To navigate to other screens to view/input additional detail about each case
- To view all cases for a person with some case detail

## Proposed Mitigation Options:

1. Leave access to ICH/DCH/SNCI screens in JIS
2. Remove access to ICH/DCH/SNCI screens for all users



# Case History Proposed Mitigation

## Option 1:

Leave ICH/DCH/SNCL screens in JIS due to navigation needs

- Educate users they must obtain complete case history from JABS
- Enhance JIS screens & reports so users understand information is incomplete

# Case History Proposed Mitigation

## Option 1 Cont.:

- Add informational warning messages in JIS
- Add fixed warning messages in JIS:
  - On the Main Menu (MAM) screen
  - Above list of cases on ICH/DCH/SNCI
  - On top of printed report(s)
  - On Batch Selection screens
- Courts may disable access if desired (ATHX)



# Case History Proposed Mitigation

## Informational Warning Messages

- Could display at top left of screen
- Disappear when a key is pressed
- May not affect screen scraping

```

D1884I JIS persons displayed                                     DG0060SX
This is where an informational message could display          05/11/16 11:05:40
DG1351MX Search Name Duplicate (SND)      ABERDEEN MUNI  DVOL  K_B      1 of 2
Case: _____ Csh:      Pty: _____ StID: _____
Name: _____ NmCd: _____
IN Individual          CONFIDENTIAL--NOT FOR RELEASE
Name..: TEST, TEST, _____ DOB: _____

```

# Case History Proposed Mitigation

## Fixed Warning Messages

- Remain constant on JIS screens
- Could display above a list of cases, the middle of screen, or at the top of a report
- Could print on reports and/or screen shots
- Could affect screen scraping
  - Screen scraping applications could need updating or changed

# Case History Proposed Mitigation

## Fixed Messages remain on screen

- Main Menu (MAM) Sample

```

                                05/11/16 11:37:03
DM1000MX JIS Main Menu (MAM)          STATEWIDE COURT DVOL
█ Case: _____ csh:   Pty: _____ StID: _____
  Name: _____ NmCd: _____
-----Sign On-----
Court: *SW  User ID: _____ Password: _____ Cashier ID: _____
                    New Password: _____ New Cashier ID: _____
-----
*** Warning ***

Some information contained in this system is confidential and not for release.
Release of information is governed by the JIS Data Dissemination Policy.
Refer to the JIS Data Dissemination Administrator's Handbook.

Accounting data for Odyssey and Non JIS courts is not available in JIS
  
```

Data for some courts is unavailable, see JIS Manual for court list

# Case History Proposed Mitigation

Fixed Messages remain on screen

- Case History (DCH) Sample

```

D0091I Top of list
                                                    DN2000SX
DN2001MI Defendant Case History (DCH)          CHENEY MUNI  DVOL      05/11/16 11:54:10
Case: _____ Csh: _____ Pty: _____ StId: _____
Name: KERI, TEST R                               NmCd: IN 514 10694
CONFIDENTIAL--NOT FOR RELEASE
True Name: KERI, TEST R                          IN 514 10694
AKA's:
Print: N
                                                    More>
                                                    5 Cases
S N Case      LEA Tv Crt   Date   Short Title      --- Status ---
DV Jg CD W F O
A FIXED MESSAGE COULD DISPLAY HERE
-          2 CEP IT MLM 04/06/16 SPEEDING 10 MPH OVER LIMIT (O N
-          4 CEP IN CYM 04/05/16 VIOLENT VIDEO/COMPUTER GAME      N
-          3 CEP IT CYM 04/03/16 SPEEDING 10 MPH OVER LIMIT (O N
-          2 CEP CN CYM 04/02/16 ASSAULT 4TH DEGREE      N
-          1 CEP CT CYM 04/01/16 DUI                          N
  
```



# Case History Proposed Mitigation

## Fixed Messages remain on screen

- Batch Selection Screen (PCS) Sample

```

D1875I JIS Person was not selected or added      DG1350SX  05/11/16 12:13:12
DL1060MX Prepare Calendar Select. (PCS)  CHENEY MUNI  DVOL      K_B  1 of  1
  Case: _____ Csh:      Pty: _____ StID:  _____
  Name: TEST _____ NmCd: _____
  
```

**A FIXED MESSAGE COULD DISPLAY HERE**

```

Prepare the following reports:       Run Overnight?

Start Date/Time: _____ at _____ in Room: _____ with Judge: _____
End   Date/Time: _____ at _____ Sequence: _____ (C/H/P/D/O) in Cus: N (Y/N)
DKTS: N (Y/N)  ADRS: N (Y/N)  CFH: N (Y/N)  DCH: N (Y/N)  Sort: _____ (C=cal,D=def nm)
Judge Nm: _____ Prev DKT: N (Y/N)  HRH Done: _____ (Y/N)
  
```

# Case History Proposed Mitigation

- Courts may remove user access if desired

```

05/11/16 11:20:06
DT0110MU Authorization Overrides (ATHX) EASTSIDE DISTRICT PAGE 7__ of 16
Case: _____ Csh: _____ Pty: _____ StID: _____
Name: TRAINEE30 _____ NmCd: AC T30 EDC__

Name: TRAINEE30 Court: EASTSIDE DISTRICT
Local Court Profile: Command Default Profile NU: 00001
Authorization Type: S Start with: _____

Ovr Prf Values Code Description Auth Type
-----
N N,U CVF Civil Fee SCREEN
D N,D,U CVJ Civil Judgement Disposition SCREEN
N N,U CVJD Civil Judgement Disposition D1 SCREEN
- D N,D CVJI JUDGMENT/DISPOSITION INQUIRY SCREEN
- D N,D CVM Civil Case Management Menu SCREEN
N N,D,U CVP Civil Payment SCREEN
- D N,D DAD Defendant Name Add Duplicate SCREEN
N D N,D DCH Defendant Case History SCREEN
N N N,U DCHB Defendant Case History Batch SCREEN
N N,U DCXT TABLE DEPARTMENT CODE SCREEN
  
```

# Case History Proposed Mitigation

## Option 2:

Remove the ICH/DCH/SNCL screens for all users

- Educate Users:
  - Must get complete case history from JABS
  - Must use alternative navigation methods
    - e.g. Find a case # in JABS and use JIS commands with that case number

# Case History Proposed Mitigation

## Option 2 - Cont.:

- Display a fatal error if ICH/DCH/SNCL command is entered

```

D0105F Invalid command                                     DG0010PX
                                                         04/08/16 11:27:06
DM1000MX JIS Main Menu (MAM)          STATEWIDE COURT DVOL
DCH Case: _____ Csh:      Pty: _____ StID: _____
Name: _____ NmCd: _____
  
```

- Disable ability to print batch reports

```

D1875I JIS Person was not selected or added             DG1350SX 05/11/16 12:13:12
DL1060MX Prepare Calendar Select. (PCS) CHENEY MUNI DVOL  K_B  1 of 1
Case: _____ Csh:      Pty: _____ StID: _____
Name: TEST _____ NmCd: _____

Prepare the following reports:           Run Overnight?

Start Date/Time: _____ at _____ in Room: _____ with Judge: _____
End Date/Time: _____ at _____ Sequence: _____ (C/H/P/D/O) in Cus: N (Y/N)
DKTS: N (Y/N) ADRS: N (Y/N) CFH: N (Y/N) DCH: N (Y/N) Sort: _____ (C=cal,D=def nm)
Judge Nm: _____ Prev DKT: N (Y/N) HRH Done: _____ (Y/N)
  
```

**King County case information  
will no longer be in JIS**

# Business Process Questions

1. Is there a need to display/print different views of the DCH compared to the ICH?
2. If fixed warning messages are displayed in JIS, is there a greater need to ensure the messages are visible, or minimize the impacts to screen scraping applications?
3. What other mitigations/ideas would you suggest?





# Other History Screens (IOH/DVI/FRH)

## Purpose of Screens:

- Used to navigate to other screens to view/input additional detail about each case
- IOH - Individual Order History displays all orders for an individual for all court levels
- DVI - Domestic Violence Inquiry displays domestic, dependency, parentage and sex-related cases
- FRH - Family Relationship History displays family relationships

## Proposed Mitigation Options:

1. Leave access to IOH/DVI/FRH screens in JIS
2. Remove access to IOH/DVI/FRH for all users



# IOH, DVI and FRH Proposed Mitigation

## Option 1:

Leave IOH/DVI/FRH screens in JIS

- Educate users they must obtain complete case history from JABS
- Enhance JIS screens & reports so users understand information is **incomplete**

# IOH, DVI and FRH Proposed Mitigation

## Option 1 Cont.:

- Add informational warning messages in JIS
- Add fixed warning messages in JIS
  - On the Main Menu (MAM) screen
  - Above list of cases
  - On top of printed report
  - On Batch Selection screens
- Courts may disable access if desired (ATHX)



# IOH, DVI and FRH Proposed Mitigation

## **Option 2:**

Remove the IOH/DVI/FRH screens

- Educate Users:
  - Must get complete case history from JABS
  - Must use alternative navigation methods
    - e.g. Find a case # in JABS and use JIS commands with that case number



**King County case information  
will no longer be in JIS**

# IOH, DVI and FRH Proposed Mitigation

What other mitigations/ideas would you suggest?



# Search Screens

- SND/SAD - Search Name/Address Duplicate
- NMD/NAD - Name/Address Duplicate
- DND/DAD -Defendant Name/Address Duplicate
- OFO/OOD - Official Organization/Official Organization Duplicate

## **Purpose of screens:**

- To search for persons or officials/organizations.
- To navigate to other screens to view/input additional detail about each case

## **Proposed Mitigation Strategy:**

- Leave access to Search Screens in JIS



# Search Screens Proposed Mitigation

- Educate Users:
  - That case filing in JIS will remain unchanged
  - Must perform statewide person searches in JABS

**King County case information  
will no longer be in JIS**

# Business Process Questions

## Should a warning message be displayed on Search Screens?

- Would this provide clarity for users or cause confusion?
- If a warning message is displayed, should it be a fixed message, or informational message that could disappear?

```

D1884I JIS persons displayed                                DG0060SX
A WARNING MESSAGE COULD DISPLAY HERE                    05/11/16 11:05:40
DG1351MX Search Name Duplicate (SND)  ABERDEEN MUNI  DVOL  K_B  1 of 2
Case: _____ Csh: _____ Pty: _____ StID: _____
Name: _____ NmCd: _____
IN Individual CONFIDENTIAL--NOT FOR RELEASE
Name.: TEST, TEST, _____ DOB: _____
  
```

```

D1875I JIS Person was not selected or added                DG0060SX 04/14/16 12:58:36
DG1050MI Name Duplicate (NMD)  ABERDEEN MUNI  DVOL  K_B  1 of 1
Case: _____ Csh: _____ Pty: _____ StID: _____
Name: TEST, TEST NmCd: IN
CONFIDENTIAL--NOT FOR PUBLIC RELEASE
A WARNING MESSAGE COULD DISPLAY HERE

Add New Name:  (Y/N)

Name: TEST, TEST Sex: M
NmCd: IN 041 46883 Race: U DrLic: 123453436666
DOB: 02/16/1990 JUV #: V29143

Name: TEST, TEST Sex: M Ht: 5 5
NmCd: IN 079 57250 Race: W Wt: 348 DrLic: TESTET
DOB: 01/01/1950 JUV #: P57663
  
```



**King County case information  
will no longer be in JIS**

# Search Screens Proposed Mitigation

What other mitigations/ideas would you suggest?



# Person Screens

- PER/PCMT - Person/Person Comment
- AKA - Alias/Doing Business As
- ADH/RAPC - Address History/Related Address Phone Change

## Purpose of screens:

- To view detailed person & address information

## Proposed Mitigation Strategy:

- Leave access to Person Screens in JIS



# Person Screen Proposed Mitigation

## Educate Users:

- That JIS information is incomplete
- Must get complete person detail from JABS
- About Person Identity Matching in the EDR

In JIS, add fixed messages on each person screen

```

DG1000MU Individual Information (PER)          CHENEY MUNI   DVOL      05/11/16 12:36:08
Case: _____ Csh: _____ Pty: _____ K_B      1 of 2
Name: TEST, TEST A                          NmCd: IN 041 46883 StID: D TEST*TA10AB1 WA
CONFIDENTIAL--NOT FOR RELEASE
A FIXED MESSAGE COULD DISPLAY HERE
NmCd: IN 041 46883      Name Updated on 05/11/2016 By K_B From Court CYM
Name: TEST, TEST A
Addr: TEST
City: ANY CITY          St: WA Zip: 98000      Cy: US Co:
Hm Ph: _____ wk Ph: _____ Cell Ph: _____ RW:
Race: U Ethnicity: U ICWA: _____ Sex: M DOB: 02 16 1990 Age: 26 DOD:
Dr Lic No: TEST*TA10AB1 St: WA Expires: 02 16 2017
Address Last Updated on 05/11/2016 by K_B From Court CYM SC
More addresses (PF4)
---- Identifying Information Updated on 05/11/2016 By K_B from Court CYM ----
Wash St Id: _____ Height: _____ weight: _____ JUV #: _____
Eyes: _____ Hair: _____ True Name: _____ DOC Number: _____
FBI Nu: _____ Emp Name: _____
Interpretr: _____
Phy Desc : _____

```



**King County case information  
will no longer be in JIS**

## Person Screen Proposed Mitigation

What other mitigations/ideas would you suggest?





# Other JIS Screens

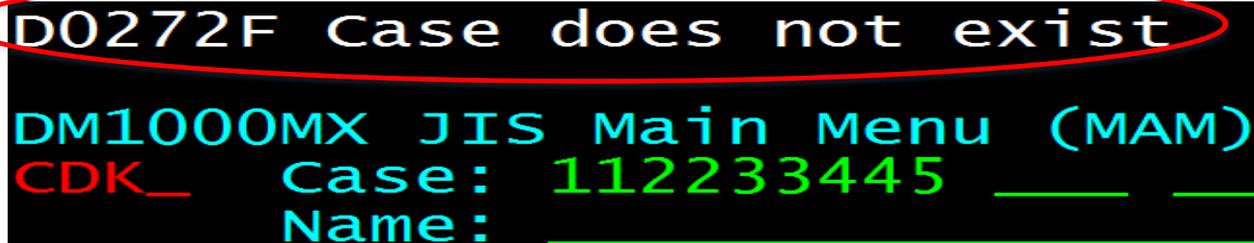
## **Case Inquiry Commands:**

- Case number specific and King County cases will no longer be viewable in JIS
  - VIO - Violation Inquiry/Update
  - PAR - Participant Inquiry
  - NCC - Non-Civil Case Inquiry
  - CIVI - Civil Case Inquiry
  - CIVJ - Civil Judgment Inquiry
  - CDK - Case Docket Update/Inquiry

## Mitigations for Other JIS Screens

Existing JIS fatal error messages such as “Case does not exist” could appear when attempting to access a King County case.

- Sample CDK Screen



```

D0272F Case does not exist
DM1000MX JIS Main Menu (MAM)
CDK_ Case: 112233445
Name:
  
```



**King County case information  
will no longer be in JIS**

# Business Process Questions

Statewide information for King County cases will display in JABS **except for** cases **without** Well Identified Persons (WIP)

- e.g. Dissolution w/o children, Judgments, Small Claims, Parking cases

Is there a need to view cases for Non-Well Identified Persons in other courts?

- Would the impact affect:
  - Judicial Decision Making
  - Public Safety
  - Court Operations, or
  - Statistical Analysis?





**King County case information  
will no longer be in JIS**

## JIS Screen Impacts & Mitigation

Are there any other concerns/mitigations/ideas?





# **Introduction to Identity Management**

## **Actor (Person) Matching**

### **Address Cleansing & Validation**



# What is Identity Management?

- Goal of the EDR - have information that is as good as, if not better than, the information in JIS.
- Requires two key components for identity management:
  1. Actor (Person) Matching
  2. Address Cleansing & Validation

# Person Matching Proposal

EDR evaluates all Person Records it receives from JIS as well as other sources and could either:

1. Add to EDR as a new record
2. Could Associate (AKA) with an existing record
3. Stores a “Probable Match” with an existing record

# Person Matching Proposal

## 1. Record Added

- If the Person is not associated and no “probable match” exists, then a new record is added to EDR

## 2. Record Associated (AKA)

- If the data is 100% identical the records could be Associated

### Court A

- ✓ Samantha Beth Richardson
- ✓ DOB: 1-1-1985
- ✓ DOL: RICHASB15AB1

### Court B

- ✓ Samantha Beth Richardson
- ✓ DOB: 1-1-1985
- ✓ DOL: RICHASB15AB1

- Identifying information from each source could be retained

# Person Matching Proposal

## 3. Record Identified as “Probable Match”

- If not 100% identical, the EDR may identify as a “probable match”

Rebecca Dezanowski

DOB: 1-1-1980

DOL: DEZERRA0CD1

1. Rebecca A. Dezanowski

DOB: 1-1-1980

DOL: DEZERRA20CD1

2. Rebecca Ann Dezanowski

DOB: 1-1-1980

DOL: DEZERRA20CD1



**King County case information  
will no longer be in JIS**

# Business Process Questions

1. Given a set of business rules, would it ever be reasonable for the EDR to automatically Associate (AKA) Person Records?
  - If so, under what criteria?





# Address Cleansing & Validation Proposal

- The EDR will have address history for all Person Records statewide
- Address cleansing & validation will be performed whenever Address information is accepted by the EDR

# What is Address Cleansing & Validation?

- Address Pre-Validation
  - System pre-validates address to ensure it meets initial business rules
    - e.g. Address includes Street, City, State & Zip Code
- Address Cleansing & Validation
  - System applies US Postal Standards and if possible stores one or more addresses meeting those rules
  - A validation status may be assigned
- All results are stored in the EDR and made available to the source system

# Address Cleansing & Validation Proposal

Address meets initial pre-validation rules:

1. Cleansed address is identical to original address

123 Main St, Olympia, WA 98503-1234 ✓

123 Main St, Olympia, WA 98503-1234 ✓

2. One cleansed address is returned, different from the original

123 Main Street, Olympia, WA 98503-1234

1. 123 Main St, Olympia, WA 98503-1234

# Address Cleansing & Validation Proposal

## 3. Multiple cleansed addresses are returned

456 Front Street, Olympia, WA 98503

1. 456 Front St, Olympia, WA 98503-1234

2. 456 Front St E, Olympia, WA 98503-1234

## 4. Original address deemed “not valid” per US Postal Standards

e.g. 231 South Olympia, CA 98503



# Address Cleansing & Validation Proposal

Address does not meet the pre-validation rules:

- A Notification could be provided to the source system
  - e.g. Address that only contains City & State with no Street number or name

# Address Cleansing & Validation Proposal

All results are stored in the EDR and made available to the source system

- Assumption is that address results will be needed for:
  1. Data correction
    - User updates source system address with “cleansed” address
  2. Decision making
    - User needs to view all possible results for other business processes

# Address Cleansing & Validation Proposal

## Data Correction & Decision Making

### Proposed Mitigation Options:

#### 1. Portal Access

- Courts access “canned”/custom queries related to address/person
- Ability to schedule and define where to send query results

#### 2. “Send” Notifications

- Individual notifications could be sent
- Reports could be sent to Print domain (JDPM) in JIS
- ODYSSEY users could set up reports to be emailed

**King County case information  
will no longer be in JIS**

# Business Process Questions

1. What business processes could be impacted if all address information is in an application such as JABS but not in JIS?
  - Would the impact affect:
    - Judicial Decision Making
    - Public Safety
    - Court Operations, or
    - Statistical Analysis?



**King County case information  
will no longer be in JIS**

# Business Process Questions

2. Are there any specific times/conditions when JIS needs to have the most current EDR address information?
  
3. When an address is updated, should other systems be notified of the change?
  - e.g. JIS, King County CMS, DJA, other CMS, etc.





**King County case information  
will no longer be in JIS**

# Questions & Answers

Do you have any additional thoughts, questions or feedback on the information presented today?

- Screen Impacts
- Actor (Person) Matching
- Address Cleansing & Validation



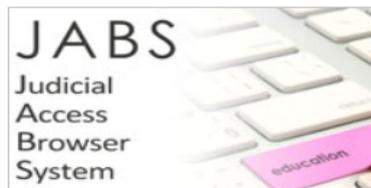


## Next Steps

- AOC staff analyze feedback, draft proposed solutions, and present to Advisory Group.
- Follow-up meeting information will be provided.

# Additional Follow-Up: JABS

The next Judicial Access Browser (JABS) class is currently scheduled for Wednesday, October 12, 2016. You may sign up for the class on the inside courts website.



## A101 - Judicial Access Browser (JABS) - Fall

Wednesday, October 12, 2016 8:30:00 AM PDT - 4:30:00 PM PDT

One-day course for Judicial officers and staff of all court levels, hands-on practice maneuvering in the JABS application.

: [Classes](#)

[Register](#)

[Details](#)



## Additional Follow-Up: JABS

A self paced JABS Tutorial is also available. Additional information is provided in your meeting materials.

- New Logon Procedure
- Window Navigation
- Person and Calendar Searching
- Case and Person Tabs

Take 20 minutes to  
learn about the new  
features in JABS

[aocecc1.adobeconnect.com/jabs-tutorial/](http://aocecc1.adobeconnect.com/jabs-tutorial/)

See all the tutorials at [inside.courts.wa.gov](http://inside.courts.wa.gov) >> Education >> Education Events >> Tutorials



## Contact Information

Thank you for your time and valuable feedback. The information you provide is very important.

Please send any business process impact questions or concerns to the EDE team at:

[edeuseradvisorygroup@courts.wa.gov](mailto:edeuseradvisorygroup@courts.wa.gov)



## Expedited Data Exchange (EDE) User Advisory Group Meeting

Presented by:  
Eric Kruger, Enterprise Architect  
Kim Bush, Business Analyst, System Integrator

May 25, 2016

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### Agenda

- Welcome & Introductions
  - Review & Highlights from meeting 3-2-2016
- JIS Screen Impacts & Proposed Mitigations
- Introduction to Identity Management:
  - High Level Actor (Person) Matching Concepts
  - High Level Address Cleansing & Validation Concepts
- Next Steps

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### Impacts and Options for JIS Screens

**King County case information will no longer be in JIS**

What screens are impacted?

- History Screens
- Search Screens
- Person Screens
- Case Screens
- Overall Screen Scraping

What options/mitigations should be implemented?

- Leave screens
- Remove Screens

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King County case information  
will no longer be in JIS

## Business Process Questions

As we review the Impacts to JIS screens, please keep the following question in mind:

- How would any of the options and proposed **mitigation strategies** impact your business processes?
  - Would the impact affect:
    - Judicial Decision Making
    - Public Safety
    - Court Operations, or
    - Statistical Analysis?




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## Impacts to JIS Screens

### History screens

- ICH/DCH - Individual/Defendant Case History
- SNCI - Statewide Name Index
- IOH - Individual Order History
- DVI - Domestic Violence Inquiry
- FRH - Family Relationship History

### Search Screens

- SND/SAD - Search Name/Address Duplicate
- NMD/NAD - Name/Address Duplicate
- DND/DAD - Defendant Name/Address Duplicate
- OFO/OOD - Official Organization/Official Organization Duplicate

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## Impacts to JIS Screens

### Person Screens

- PER/PCMT - Person/Person Comment
- AKA - Alias/Doing Business As
- ADH/RAPC - Address History/Related Address Phone Change

### Case Screens

- VIO - Violation Inquiry/Update
- PAR - Participant Inquiry
- NCC - Non-Civil Case Inquiry
- CIVI - Civil Case Inquiry
- CIVJ - Civil Judgment Inquiry
- CDK - Case Docket Update/Inquiry

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### Case History (ICH/DCH/SNCI)

**Purpose of Screens:**

- To navigate to other screens to view/input additional detail about each case
- To view all cases for a person with some case detail

**Proposed Mitigation Options:**

1. Leave access to ICH/DCH/SNCI screens in JIS
2. Remove access to ICH/DCH/SNCI screens for all users

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### Case History Proposed Mitigation

**Option 1:**

Leave ICH/DCH/SNCI screens in JIS due to navigation needs

- Educate users they must obtain complete case history from JABS
- Enhance JIS screens & reports so users understand information is **incomplete**

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### Case History Proposed Mitigation

**Option 1 Cont.:**

- Add informational warning messages in JIS
- Add fixed warning messages in JIS:
  - On the Main Menu (MAM) screen
  - Above list of cases on ICH/DCH/SNCI
  - On top of printed report(s)
  - On Batch Selection screens
- Courts may disable access if desired (ATHX)

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King County case information  
will no longer be in JIS

### Business Process Questions

1. Is there a need to display/print different views of the DCH compared to the ICH?
2. If fixed warning messages are displayed in JIS, is there a greater need to ensure the messages are visible, or minimize the impacts to screen scraping applications?
3. What other mitigations/ideas would you suggest?




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### Other History Screens (IOH/DVI/FRH)

**Purpose of Screens:**

- Used to navigate to other screens to view/input additional detail about each case
- IOH - Individual Order History displays all orders for an individual for all court levels
- DVI - Domestic Violence Inquiry displays domestic, dependency, parentage and sex-related cases
- FRH - Family Relationship History displays family relationships

**Proposed Mitigation Options:**

1. Leave access to IOH/DVI/FRH screens in JIS
2. Remove access to IOH/DVI/FRH for all users

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### IOH, DVI and FRH Proposed Mitigation

**Option 1:**

Leave IOH/DVI/FRH screens in JIS

- Educate users they must obtain complete case history from JABS
- Enhance JIS screens & reports so users understand information is **incomplete**

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### IOH, DVI and FRH Proposed Mitigation

#### **Option 1 Cont.:**

- Add informational warning messages in JIS
- Add fixed warning messages in JIS
  - On the Main Menu (MAM) screen
  - Above list of cases
  - On top of printed report
  - On Batch Selection screens
- Courts may disable access if desired (ATHX)

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### IOH, DVI and FRH Proposed Mitigation

#### **Option 2:**

Remove the IOH/DVI/FRH screens

- Educate Users:
  - Must get complete case history from JABS
  - Must use alternative navigation methods
    - e.g. Find a case # in JABS and use JIS commands with that case number

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King County case information  
will no longer be in JIS

### IOH, DVI and FRH Proposed Mitigation

What other mitigations/ideas would you suggest?




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King County case information will no longer be in JIS

### Search Screens Proposed Mitigation

What other mitigations/ideas would you suggest?



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### Person Screens

- PER/PCMT - Person/Person Comment
- AKA - Alias/Doing Business As
- ADH/RAPC - Address History/Related Address Phone Change

#### Purpose of screens:

- To view detailed person & address information

#### Proposed Mitigation Strategy:

- Leave access to Person Screens in JIS

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### Person Screen Proposed Mitigation

#### Educate Users:

- That JIS information is incomplete
- Must get complete person detail from JABS
- About Person Identity Matching in the EDR

In JIS, add fixed messages on each person screen

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0010000 individual information (PER) CHENEY MUNI DVOL 05/11/16 12:38:08
Case: TEST_A Coh: PLY: Nccd: IN SID: B TEST(A1000) WA
Name: TEST TEST A CONFIDENTIAL--NOT FOR RELEASE
A FIXED MESSAGE COULD DISPLAY HERE
Nccd: IN 041 46889 Name updated on 05/11/2016 By K_B From Court CYM
MOP: TEST TEST A
City: ANY CITY St: WA Zip: 98000 Cy: US Co:
No RR: WA RR: Cell PR:
Race: U Ethnicity: U ICWA: Sex: M DOB: 02 16 1990 Age: 26 DOD:
Dr Lic No: TEST Lic Exp: St: WA Expires: 03 31 2017
Address Last updated on 05/11/2016 By K_B From court CYM SC
---- Identifying Information updated on 05/11/2016 By K_B From court CYM ----
Wash St ID: More addresses (MFA)
Eyes: Hair: Height: Weight: True Name: SUN #
Interpreter: FBI Nr: Emp Name: DOC Number:
MVA Desc:

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King County case information  
will no longer be in JIS

### Person Screen Proposed Mitigation

What other mitigations/ideas would you suggest?



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### Other JIS Screens

#### Case Inquiry Commands:

- Case number specific and King County cases will no longer be viewable in JIS
  - VIO - Violation Inquiry/Update
  - PAR - Participant Inquiry
  - NCC - Non-Civil Case Inquiry
  - CIVI - Civil Case Inquiry
  - CIVJ - Civil Judgment Inquiry
  - CDK - Case Docket Update/Inquiry

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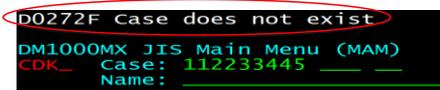
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### Mitigations for Other JIS Screens

Existing JIS fatal error messages such as "Case does not exist" could appear when attempting to access a King County case.

- Sample CDK Screen



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### What is Identity Management?

- Goal of the EDR - have information that is as good as, if not better than, the information in JIS.
- Requires two key components for identity management:
  1. Actor (Person) Matching
  2. Address Cleansing & Validation

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### Person Matching Proposal

EDR evaluates all Person Records it receives from JIS as well as other sources and could either:

1. Add to EDR as a new record
2. Could Associate (AKA) with an existing record
3. Stores a "Probable Match" with an existing record

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### Person Matching Proposal

**1. Record Added**

- If the Person is not associated and no "probable match" exists, then a new record is added to EDR

**2. Record Associated (AKA)**

- If the data is 100% identical the records could be Associated

Court A	Court B
✓ Samantha Beth Richardson	✓ Samantha Beth Richardson
✓ DOB: 1-1-1985	✓ DOB: 1-1-1985
✓ DOL: RICHASB15AB1	✓ DOL: RICHASB15AB1

- Identifying information from each source could be retained

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### Person Matching Proposal

#### 3. Record Identified as "Probable Match"

- If not 100% identical, the EDR may identify as a "probable match"

Rebecca Dezanowski    DOB: 1-1-1980    DOL: DEZERRA0CD1

1. Rebecca A. Dezanowski    DOB: 1-1-1980    DOL: DEZERRA20CD1

2. Rebecca Ann Dezanowski    DOB: 1-1-1980    DOL: DEZERRA20CD1

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### Business Process Questions

King County case information  
will no longer be in JIS

1. Given a set of business rules, would it ever be reasonable for the EDR to automatically Associate (AKA) Person Records?
  - If so, under what criteria?




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### Address Cleansing & Validation Proposal

- The EDR will have address history for all Person Records statewide
- Address cleansing & validation will be performed whenever Address information is accepted by the EDR

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### What is Address Cleansing & Validation?

- Address Pre-Validation
  - System pre-validates address to ensure it meets initial business rules
    - e.g. Address includes Street, City, State & Zip Code
- Address Cleansing & Validation
  - System applies US Postal Standards and if possible stores one or more addresses meeting those rules
  - A validation status may be assigned
- All results are stored in the EDR and made available to the source system

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### Address Cleansing & Validation Proposal

Address meets initial pre-validation rules:

1. Cleansed address is identical to original address
  - 123 Main St, Olympia, WA 98503-1234 ✓
  - 123 Main St, Olympia, WA 98503-1234 ✓
2. One cleansed address is returned, different from the original
  - 123 Main Street, Olympia, WA 98503-1234
    1. 123 Main St, Olympia, WA 98503-1234

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### Address Cleansing & Validation Proposal

3. Multiple cleansed addresses are returned
  - 456 Front Street, Olympia, WA 98503
    1. 456 Front St, Olympia, WA 98503-1234
    2. 456 Front St E, Olympia, WA 98503-1234
4. Original address deemed "not valid" per US Postal Standards
  - e.g. 231 South Olympia, CA 98503

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### Address Cleansing & Validation Proposal

Address does not meet the pre-validation rules:

- A Notification could be provided to the source system
  - e.g. Address that only contains City & State with no Street number or name

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### Address Cleansing & Validation Proposal

All results are stored in the EDR and made available to the source system

- Assumption is that address results will be needed for:
  1. Data correction
    - User updates source system address with "cleansed" address
  2. Decision making
    - User needs to view all possible results for other business processes

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### Address Cleansing & Validation Proposal

#### Data Correction & Decision Making

##### Proposed Mitigation Options:

1. Portal Access
  - Courts access "canned"/custom queries related to address/person
  - Ability to schedule and define where to send query results
2. "Send" Notifications
  - Individual notifications could be sent
  - Reports could be sent to Print domain (JDPM) in JIS
  - ODYSSEY users could set up reports to be emailed

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King County case information  
will no longer be in JIS

### Business Process Questions

1. What business processes could be impacted if all address information is in an application such as JABS but not in JIS?
  - Would the impact affect:
    - Judicial Decision Making
    - Public Safety
    - Court Operations, or
    - Statistical Analysis?




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King County case information  
will no longer be in JIS

### Business Process Questions

2. Are there any specific times/conditions when JIS needs to have the most current EDR address information?
3. When an address is updated, should other systems be notified of the change?
  - e.g. JIS, King County CMS, DJA, other CMS, etc.




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King County case information  
will no longer be in JIS

### Questions & Answers

Do you have any additional thoughts, questions or feedback on the information presented today?

- Screen Impacts
- Actor (Person) Matching
- Address Cleansing & Validation




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### Next Steps

- AOC staff analyze feedback, draft proposed solutions, and present to Advisory Group.
- Follow-up meeting information will be provided.

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### Additional Follow-Up: JABS

The next Judicial Access Browser (JABS) class is currently scheduled for Wednesday, October 12, 2016. You may sign up for the class on the inside courts website.

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### Additional Follow-Up: JABS

A self paced JABS Tutorial is also available. Additional information is provided in your meeting materials.

- New Logon Procedure  
 - Window Navigation  
 - Person and Calendar Searching  
 - Case and Person Tabs

Take 20 minutes to learn about the new features in JABS

[aoceec1.adobeconnect.com/jabs-tutorial/](http://aoceec1.adobeconnect.com/jabs-tutorial/)  
See all the tutorials at [inside.courts.wa.gov](http://inside.courts.wa.gov) >> Education >> Education Events >> Tutorials

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### Contact Information

Thank you for your time and valuable feedback. The information you provide is very important.

Please send any business process impact questions or concerns to the EDE team at:

[edeuseradvisorygroup@courts.wa.gov](mailto:edeuseradvisorygroup@courts.wa.gov)

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The next Judicial Access Browser (JABS) class is currently scheduled for Wednesday, October 12, 2016. You may sign up for the class on the inside courts website.



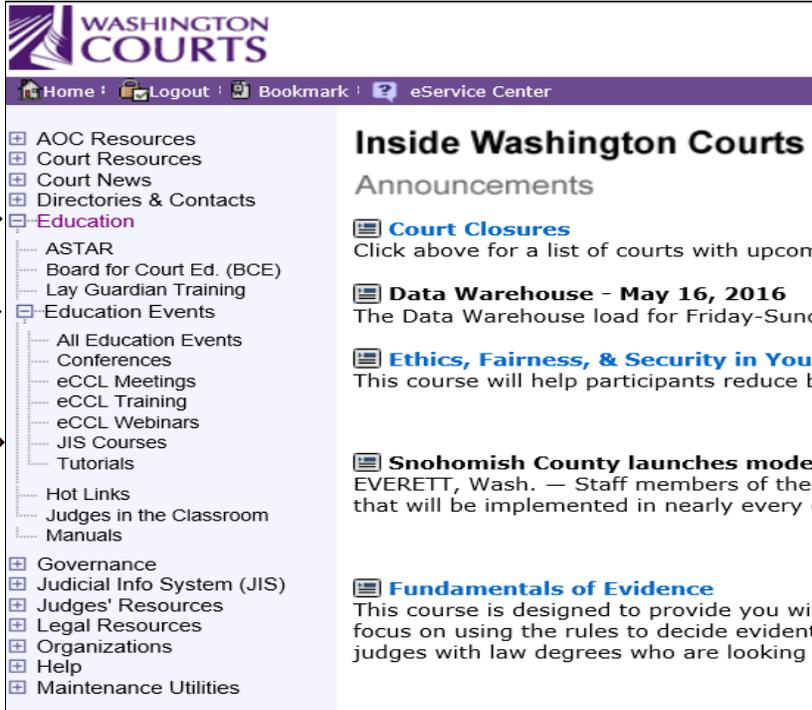
**A101 - Judicial Access Browser (JABS) - Fall**  
Wednesday, October 12, 2016 8:30:00 AM PDT - 4:30:00 PM PDT

One-day course for Judicial officers and staff of all court levels, hands-on practice maneuvering in the JABS application.

: [Classes](#)

[Register](#) [Details](#)

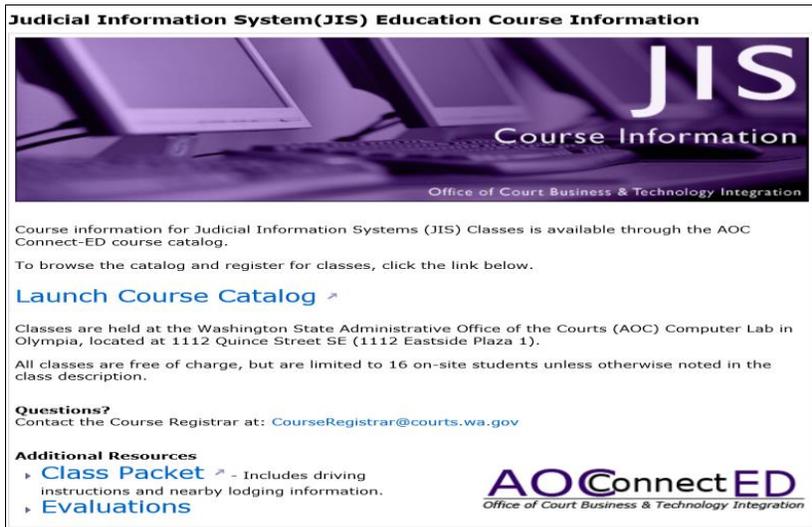
You may access the Education links on inside courts as follows:



1 → [Education](#)

2 → [Education Events](#)

3 → [eCCL Training](#)



4 → [Launch Course Catalog](#)

# JUDICIAL ACCESS BROWSER SYSTEM

Feeling a bit confused about  
the new JABS logon?

Announcing  
a new self-paced

# JABS Tutorial

- New Logon Procedure
- Window Navigation
- Person and Calendar Searching
- Case and Person Tabs

Take 20 minutes to  
learn about the new  
features in JABS

[aocecl.adobeconnect.com/jabs-tutorial/](http://aocecl.adobeconnect.com/jabs-tutorial/)

See all the tutorials at [inside.courts.wa.gov](http://inside.courts.wa.gov) >> Education >> Education Events >> Tutorials



**AOConnect ED**  
*Office of Court Business & Technology Integration*

# AOC Connect ED

*Office of Court Business & Technology Integration*

## TO ACCESS THE TUTORIALS:

- AOC Resources
- Court Resources
- Court News
- Directories & Contacts
- Education
  - ASTAR
  - Board for Court Ed. (BCE)
  - Lay Guardian Training
  - Education Events
    - All Education Events
    - Conferences
    - eCCL Meetings
    - eCCL Training
    - eCCL Webinars
    - JIS Courses
    - Tutorials**
  - Hot Links
  - Judges in the Classroom
  - Manuals
- Governance
- Judicial Info System (JIS)
- Judges' Resources
- Legal Resources
- Organizations
- Help
- Maintenance Utilities

1. Logon to Inside Courts

2. Expand  
'Education' Section  
(on the left navigation bar)

3. Expand  
'Education Events'

4. Click on 'Tutorials'

ONLINE EDUCATION

## CASE PROCESSING:

### **JIS Person Business Rules**

Business rules for entering and maintaining information about persons in the JIS Person Database. Examples of how the rules are applied in JIS are included.

### **Create JIS Person Records**

Basics of the JIS Person Database including Person Business Rules that apply to the person search and add processes. Searching for individuals (IN person types), adding individuals to the JIS Person Database, and using the Person Data Override screen to update person information.

### **Maintain JIS Person Records**

Updating person records, maintaining addresses, and creating and maintaining alias relationships in the JIS Person Database.

## COURT MANAGEMENT:

### **BOXI:**

Multiple short modules can be found at the bottom of the BOXI manual page at inside courts. Topics include login, navigation, creating or copying queries, scheduling and saving reports, and searching for saved queries.

## FINANCIAL PROCESSING:

### **Bank Reconciliation**

How to enter bank adjustments on the CKR screen and how to balance the court's bank account to the bank statement using the BKR screen.

### **Check Register Functions**

A demonstration of the entry and display functions used on the Check Register (CKR) screen

### **Escheat Unclaimed Property**

How to establish unclaimed property, use JIS to identify potentially eligible trust items, update those items, and escheat eligible trust items to the State Department of Revenue (DOR).

## JUVENILE AND CORRECTIONS SYSTEM (JCS):

### **JCS Overview**

An introduction to JCS, an overview of how it will display and use data from various JIS systems, and a comparison between system functionality in JCS and JUVIS.

### **JCS Basics**

Basic information about how to navigate within and use JCS.

### **JIS Person Records for Juvenile Departments**

Adding and maintaining JIS Person Database for juvenile departments. It includes Person Business Rules that apply to the person search and add processes.

## JUDICIAL ACCESS BROWSER SYSTEM (JABS):

This module will present the features of JABS, how to navigate through the various search options and views, and the information contained in each case and person-related tab.

## **JIS Data Standards for Alternative Electronic Court Record Systems**

**Effective Date: October 24, 2014**

Revision History	Date	Description
Version 1.0	6/2/2014	Draft for Review and Comment
Version 1.1	6/24/2014	Accepted agreed upon items from King County and Access to Justice comments
Version 1.2	6/25/2014	Accepted additional King County revisions.
Version 1.3	7/1/2014	Final edits as approved by the JISC
Version 1.32	9/15/2014	Comments from court feedback for review.
Version 1.33	9/20/2014	Internal AOC review and corrections.
Version 1.34	10/1/2014	Changed name from "Standards for Local Automated Court Record Systems
Version 1.35	10/8/14	Added "Data" to standard title, at stakeholder request, and added effective date under title.
Version 1.36	10/10/2014	Revised the scope statement.
Version 1.4	10/31/2014	Version as approved by the JISC on 10/24/2014.
Version 1.5	12/07/2015	Multiple revisions
Version 1.6	03/11/2016	Provisionally approved by EDE Steering Committee. Revision containing multiple updates to finalize changes for Standards Freeze for EDR pilot implementation.

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## PURPOSE

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

## AUTHORITY

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

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

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

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

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

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

RCW 2.68.050 directs the electronic access to judicial information.

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

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

*(6) Increase capabilities to receive information electronically from the public and transmit forms, applications and other communications and transactions electronically;*

*(7) Use technologies that allow continuous access twenty-four hours a day, seven days per week, involve little or no cost to access, and are capable of being used by persons without extensive technology ability; and*

*(8) Consider and incorporate wherever possible ease of access to electronic technologies by persons with disabilities.”*

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

*(1) Examine the administrative methods and systems employed in the offices of the judges, clerks, stenographers, and employees of the courts and make recommendations, through the chief justice, for the improvement of the same;*

*(2) Examine the state of the dockets of the courts and determine the need for assistance by any court;*

*(4) Collect and compile statistical and other data and make reports of the business transacted by the courts, and transmit the same to the chief justice to the end that proper action may be taken in respect thereto;*

*(6) Collect statistical and other data and make reports relating to the expenditure of public moneys, state and local, for the maintenance and operation of the judicial system and the offices connected therewith;*

*(7) Obtain reports from clerks of courts in accordance with law or rules adopted by the supreme court of this state on cases and other judicial business in which action has been delayed beyond periods of time specified by law or rules of court and make report thereof to supreme court of this state;*

*(11) Examine the need for new superior court and district court judge positions under an objective workload analysis. The results of the objective workload analysis shall be reviewed by the board for judicial administration which shall make recommendations to the legislature. It is the intent of the legislature that an objective workload analysis become the basis for creating additional district and superior court positions, and recommendations should address that objective;”*

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

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

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

## **GUIDANCE**

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

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

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

## **SCOPE**

The information in this standard applies to all Washington State Superior Courts and Courts of Limited Jurisdiction (CLJ) operating an Alternative Electronic Court Record System. Juvenile Departments are included in the scope as each is a division within a Superior Court. It does not include the Supreme Court and Court of Appeals courts as their systems are, by statute, fully supported by the AOC.

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

## **DEFINITIONS**

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

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

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

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

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

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

## **STANDARDS**

The following subsections provide the standards for courts that implement and operate an Alternative Electronic Court Record System. There are six sections:

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

- Section 'F', Responsibilities: provides information on what is expected to be performed by the courts and by the AOC.

## **A. GENERAL**

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

1. A court that implements an Alternative Electronic Court Record System will continue to follow RCW's related to the JIS as applicable and prescribed by law. These include:
  - a) [RCW 2.68](#) regarding the JIS;
  - b) [RCW 26.50.160](#) regarding the JIS being the designated statewide repository for criminal and domestic violence case histories;
  - c) [RCW 26.50.070\(5\)](#) and [RCW 7.90.120](#) regarding mandatory information required by JIS within one judicial day after issuance of protection orders ;
  - d) [RCW 10.98.090](#) regarding reporting criminal dispositions to the Washington State Patrol (WSP) from the JIS;
  - e) [RCW 10.97.045](#) regarding disposition data to the initiating agency and state patrol and;
  - f) [RCW 10.98.100](#) regarding compliance audits of criminal history records.
2. A court that implements an Alternative Electronic Court Record System will continue to follow Washington State Court General Rules (GR), specifically:
  - a) [GR 15](#) for the destruction, sealing, and redaction of court records
  - b) [GR 22](#) for the access to family law and guardianship court records
  - c) [GR 31](#) for the access to court records and
  - d) [GR 31.1](#) for the access to administrative records
  - e) GR 34 for the waiver of court and clerk's fees and charges in civil matters on the basis of indecency

3. A court that implements an Alternative Electronic Court Record System will continue to follow JIS rules, specifically:
  - a) [Rule 5](#) regarding standard data elements;
  - b) [Rule 6](#) regarding the AOC providing the courts standard reports
  - c) [Rule 7](#) regarding codes and case numbers
  - d) [Rule 8](#) regarding retention
  - e) [Rule 9](#) regarding the JIS serving as the communications link for courts with other courts and organizations and
  - f) [Rule 10](#) regarding attorney identification numbers
  - g) [Rule 11](#) regarding security
  - h) [Rule 15](#) regarding data dissemination, including the local rules consistent with the JIS Data Dissemination Policy and
  - i) [Rule 18](#) regarding removing juvenile data when only a truancy record exists

## **B. SHARED DATA**

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

A court that implements an Alternative Electronic Court Record System shall send the shared data identified in these standards to the JIS. The court shall comply with these standards through direct data entry into a JIS system or by electronic data exchange. All data elements which have been marked as “Baseline” with a ‘B’ in columns corresponding to the court level, in Appendix ‘A’ shall be effective as of the approval date of the standard. The implementation of the shared data (court applicability and timing) shall be governed by the Implementation Plan for the JIS Data Standards for Alternative Electronic Court Record Systems.

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

This subsection is divided into four parts:

- The Shared Data Element Standards identify the data elements that require sharing.
- The Codes Standards specify the valid values contained in the shared data elements.

- The Data Element Time Standards provide the requirements for when the data is to be provided.
- Data Quality Standards that ensure that data is complete and correct.

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

**1. Shared Data Standards:**

JISC Rule 5 requires a standard court data element dictionary:

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

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

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

<b>(2)</b>	<b>Title</b>	Case Filing and Update
	<b>Requirement:</b>	The initial filing and updates of all matters initiated in a Superior Court or Court of Limited Jurisdiction court.

		Also, the creation and update of juvenile referrals and diversions.
	<b>Rationale:</b>	Needed for statewide case statistics, judicial needs assessment, person case history, public information, and research.
	<b>Shared Data</b>	Case Significant Document Index Information Citation Case Relationship Process Control Number
	<b>Court Level</b>	Superior, Juvenile, and CLJ

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

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

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

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

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

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

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

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

	<b>Shared Data</b>	Conditions
	<b>Court Level</b>	Superior, Juvenile, and CLJ

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

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

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

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

<b>(15)</b>	<b>Title</b>	Flags and Notifications
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	<b>Requirement:</b>	There are a variety of alerts, flags, and additional information on a person, organization, official, case, or case participant that need to be recorded and shared between organizations.
	<b>Rationale:</b>	Flags are needed to support public safety and judicial decision making. Instances of public safety are medical, social, and behavioral alters generated in juvenile detention. Some of these alerts persist beyond a single detention episode are needed by other organizations. Instance of case flag for judicial decision making would be the home detention violations one and two.
	<b>Shared Data</b>	Person Flag Case Flag Case Participant Flag
	<b>Court Level</b>	Superior, CLJ, Juvenile

**2. Code Standards:**

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes).” Therefore the codes standards apply to the data that is being shared.

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

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

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes). Appendix ‘A’ lists the shared data elements. All elements that have a name suffixed with the word ‘Code’ will have a set of valid values. The valid values will be defined in the data exchange’s IEPD. For courts that perform double data entry into JIS, the code values are those enforced by the JIS screens.

**3. Data Element Time Standards:**

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

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

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

The following time categories are used:

- a) **One Day** – data shall be provided no later than one business day after being entered into the alternative system. In instances where state statute or other mandates require data be entered into the JIS sooner, those mandates shall prevail (see general standards).
- b) **Two Day** – data shall be provided within two business days after the event occurred and was entered into the alternative system. This category is used to get most all case information that is not required to be current except for the court of origination.
- c) **Monthly** – data for the previous month shall be provided by the 10th day of the following month. This category is used generally for statistical data that is not used for operational decision making (caseload statistics).

Time Standards Table

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

**4. DATA QUALITY**

Local Automated Court Record Systems shall work with the AOC in compliance with Data Quality Service Level Agreements (SLA) to ensure that court data meets the data quality standards for critical data elements when sending data to the JIS. This ensures quality information is transferred downstream and made available to the public. The

SLA will also specify roles, responsibilities, notification, development of data quality rules between systems, measuring and monitoring processes between systems, escalation strategies, and timeliness of resolution for identified issues impacting quality of information for statewide data and information the AOC is required, by statute, to provide to external partners (i.e. background check data to the WSP).

### **Standards:**

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

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

- a) **Uniqueness:** No entity exists more than once within the data set. What this means is that if a case at a court exists, that case will have a unique identification. For example, a case should not have two different identifications (case numbers), making it appear that there are two instead of one.
- b) **Accuracy:** The degree with which data correctly represents the “real-life” objects they are intended to model. Accuracy measures the degree to which the computerized records reflect the authoritative court records. For example, the computerized record should show a guilty finding when the Order for Judgment and sentence is ‘Guilty.’
- c) **Timeliness:** Adheres to case management court time standards and transfer of information within expected time for accessibility and availability of information.
- d) **Consistency:** Data values in one data set are consistent with values in another data set.
- e) **Completeness:** Certain attributes are expected to be assigned values in a data set.
- f) **Conformance:** The degree to which instances of data are exchanged, stored or presented in a format consistent with other system similar attribute values.

## **C. COMMON PROCESS**

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

**Assumptions:** Alternative Electronic Court Record Systems will operate independent of the JIS.

### **Standards:**

1. A court should follow Person Business Rule 3.0 and all subsections when adding persons to the JIS database.
2. A court should record a date of death based only on official documentation received from Department of Health or from court orders.
3. A court should consult the JIS for statewide case history for a well identified individual unless the court has an established process for using fingerprint and photo for identifying a person.
4. A court should consult the JIS for determining protection orders for an individual.
5. A court shall consult the JIS prior to entry of a final parenting plan (RCW 26.09.182).

## **D. SECURITY**

This section provides security standards that shall be followed.

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

### **Standards:**

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

and Privacy Controls for Federal Information Systems and Organizations' shall be used.

## **E. TECHNICAL**

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

### **Assumption(s)**

- None.

### **Standards:**

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

## **RESPONSIBILITIES**

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

### Court Responsibilities:

1. A court shall be responsible for the development, maintenance, and operation of integration components to provide required data to the AOC.
2. A court shall be responsible for monitoring legislative and rule changes that impact their system and making the changes needed by the date required.
3. A court shall be responsible for its own disaster recovery plan, including data backups and restoration procedures. Disaster recovery planning and testing is performed to ensure that a court can sustain business continuity in the event of a disaster that impairs its Alternative Electronic Court Record System and integration linkages with the statewide system.

4. A court shall ensure auditability of their system, including audit logs recording user activities, exceptions, and information security events necessary to detect and audit unauthorized information-processing activities. The AOC currently provides audit records for JIS systems to track the identity of a person changing or accessing JIS data and the date and time it was changed/access. The JIS audit trails are used periodically as evidence in court cases for unauthorized data access. The alternative systems are expected to have a similar capability for tracking changes and data access.
5. A court shall use the codes list provided by the AOC. The data sent to the AOC via data entry or data exchange shall conform to the standard codes values defined for those methods. Translation for the alternative system to the standard code is expected to be performed by the originating court.

AOC Responsibilities:

1. The AOC shall be responsible for the development, maintenance, and operation of integration components to consume data.
2. The AOC shall provide access to shared data through applications or data services.
3. The AOC shall publish a catalog of data exchange services.
4. The AOC should assist courts in a technical advisory role in service usage.
5. The AOC shall publish code lists for the courts based on the AOC and court Service level Agreement (SLA) prior to the codes becoming effective.
6. The AOC shall be responsible to notify in advance of making any changes to any data exchange service which would require courts to make any corresponding revisions to their systems, and to work with the affected courts to minimize any such potential impact.

Shared Responsibilities: -

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

## **REVIEW CYCLE**

This standard is reviewed and updated as needed.

## **OWNERS**

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

## APPENDIX A

### Shared Data Elements

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

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

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

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

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

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

**Sup** – Superior

**CLJ** – Court of Limited Jurisdiction

**Juv** – Juvenile Department

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

## APPENDIX A

### Shared Data Elements

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

## APPENDIX A

### Shared Data Elements

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

## APPENDIX A

### Shared Data Elements

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

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
33	Address Status Code	A code which designates the status of the address (undeliverable, returned, confidential, etc.).	B	B	B
240 New	Address Source Code	A code which identifies the document or other source used to enter an address for a person. Example, notified by DOL, notified by prosecutor, etc.	B	B	B
<b>Case Association</b>		A case association is the relationship of one case linked to another related case. Examples are CLJ case and the associated superior court case when appealed, A probable cause hearing/case and the actual legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B
34	Case Association Identifier	A CMS system-generated unique identifier provided by the data originator for identifying all related cases. Each case in the association will have the same identifier value.	B	F	B
35	Case Identifier	CMS system-generated unique case identifier.	B	F	B
36	Case Association Type Code	A code that identifies the type of associations (linked, consolidated, etc.).	B	F	B
37	Case Association Role Type Code	A code that specifies the role of the case in the association (primary, secondary, referral, etc.).	B	F	B

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
<b>Case</b>		A case is the primary business item that is used to manage and track status for issues filed in a court.	B	B	B
38	Case Identifier	CMS system-generated unique case identifier.	B	B	B
39	Court Code	A code that uniquely identifies a court. The code is unique statewide.	B	B	B
40	Case Number	A court-assigned number that is used for externally identifying a case. The case number is unique within a court code.	B	B	B
41	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, sexual assault protection, etc.), case type, and cause code.	B	B	B
42	Law Enforcement Agency Code	A code that identifies the law enforcement agency that originated the case (Olympia Police Department, Washington State Patrol).	B	B	B
43	Case Filing Date	The date in which the case was filed in the court.	B	B	B
44	Case Title Text	The court case title.	B	B	B
241 New	Case Suit Amount	The amount of the suit on a civil case	F	B	NA
45	Case Security Status Code	A code which specifies the security level (confidential, sealed, public, etc.).	B	B	B
<b>Case Status</b>		Case status provides information on the different stages of a case through its lifecycle (resolution, completion, closure, etc.).	B	B	B

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
46	Case Identifier	CMS system-generated unique case identifier.	B	B	B
47	Case Status Type Code	A code identifying the type of case status (resolution, completion, closure, etc.).	B	B	B
48	Case Status Code	A code identifying the specific status within the type. (For case status closure type: completed or transferred.)	B	B	B
49	Case Status Date	The start and end date associated with the case status.	B	B	B
<b>Charge</b>		An allegation as to a violation of law.	B	B	B
50	Participant Identifier	The CMS system-generated unique identifier for the case participant for which the charge applies.	B	B	B
51	Case Identifier	CMS system-generated unique case identifier.	B	B	B
52	Charge Identifier	A CMS system-generated identifier for the charge provided by the court.	B	Y	B
53	Significant Document Identifier	An identifier for the significant document from which the charges are listed.	B	NA	NA
55	Charge Count Number	A sequentially assigned number, starting at one for each charge count.	B	B	B
56	Charge Violation Date	The date in which the offense, citation, violation etc. occurred.	B	B	B
57	Charge Primary Local Law Number	The law number as recorded in the local system for the primary charge.	B	B	B
59	Charge Primary Result Code	A code which specifies the outcome as decided by the court, related to the primary charge (committed, guilty, etc.).	B	B	B

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
60	Charge Primary Result Reason Code	A code which specifies the reason for the primary charge result code (defendant deceased, court's motion, deferred prosecution completed, etc.).	F	B	F
61	Charge Primary Result Date	The date of the primary charge result finding.	B	B	B
62	Charge Special Allegation Law Number	The law number of any special allegation (deadly weapon, sexual motivation, DUI over 1.5, Refusal, etc.) for the charge.	B	F	B
63	Charge Special Allegation Result Code	A code which specifies the outcome as decided by the court, related to the special allegation.	B	F	B
64	Charge Special Allegation Result Date	The date of the special allegation.	F	F	F
65	Charge Modifier Law Number	The law number of any inchoate modifier (attempted, conspiracy, etc., etc.) for the charge.	B	F	B
66	Charge Definition Law Number	The law number for any definitional laws cited in the charging document for the charge count.	B	F	B
67	Charge Domestic Violence Code	A code which specifies domestic violence applicability for the charge count.	B	B	B
242 New	Amending Charge Identifier	The Charge identifier for any charges that are amended during the lifecycle of the case. If the charge is an original charge on the case, then this field is blank.	B	B	F
68	Charge Arraignment Date	The date on which the defendant was arraigned on the charge.	B	B	B
69	Charge Plea Type Code	A code that specifies the plea provided by the defendant for the charge (no contest, guilty, not committed, etc.).	B	B	B
70	Charge Plea Date	The date on which the plea was made.	B	B	B

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**Shared Data Elements**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
71	Charge Sentence Date	The date on which sentencing, if any, was made on the charge.	B	B	B
72	Charge Sentence Judicial Official Identifier	The CMS system-generated identifier of the judicial officer who made the sentencing.	B	B	B
73	Charge Same Course of Conduct Code	A code used for juvenile cases to indicate if the charge was committed during the same course of conduct as related to other charges.	NA	NA	B
74	Charge Juvenile Disposition Offense Category Code	A code which specifies the offense severity for juvenile offender cases.	NA	NA	B
<b>Citation</b>		A document issued to a person that contains the alleged violation of law.	NA	B	NA
75	Case Identifier	CMS system-generated unique case identifier.	NA	B	NA
76	Citation Date	The date that the citation was issued.	NA	B	NA
77	Originating Agency Code	<p>A code assigned to designate the "originating agency," developed by the National Crime Information Center (NCIC)*. This identifies the agency that originated the citation/criminal complaint.</p> <p>The ORI (Originating Agency) number for an LEA (Law Enforcement Agency) or court is listed on the Official/Organization (OFO) screen in the <b>ORG DOL CODE</b> field.</p> <p>The Washington State Patrol (WSP) maintains a current list of ORI numbers online at <a href="http://www.wsp.wa.gov/secured/access/manuals.htm">http://www.wsp.wa.gov/secured/access/manuals.htm</a> on the ACCESS - Manuals &amp; Documents page.</p>	NA	B	NA

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
78	Originating Agency Report Number	The originating agency report number (sometime referred to as police report number) assigned to the citation/criminal complaint as provided by the originating agency.	NA	F	F
79	Citation Amount	The fine dollar amount from the citation.	NA	B	NA
80	Citation Accident Code	A code that indicates if an accident was involved.	NA	B	NA
81	Citation Speed Zone Count	A number that specifies the speed limit at the location of the citation.	NA	B	NA
82	Citation Vehicle Speed Count	A number that specifies the vehicle speed as written on the citation.	NA	B	NA
83	Citation Blood Alcohol Content Type Code	A code that specifies the blood alcohol percentage testing method.	NA	B	NA
84	Citation Blood Alcohol Content Percent	The blood alcohol percent from the citation.	NA	B	NA
85	Citation THC Type Code	A code that specifies the THC testing method.	NA	B	NA
86	Citation THC Level Count	The THC level from the citation.	NA	B	NA
87	Vehicle License Number	The vehicle license plate number from the citation.	NA	B	NA
88	Vehicle License State Code	The vehicle license plate number state code from the citation.	NA	B	NA
<b>Condition</b>		An item that must be satisfied to resolve the issues on a case (charges, judgments, and other orders).	F	B	B
89	Condition Identifier	A CMS System-generated identifier for the condition provided by the court.	F	B	B
90	Document Identifier	The identifier or number from the source document that imposed the condition. This has the same value as a corresponding entry for a Significant Document Index entry.	F	F	F

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**Shared Data Elements**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
91	Case Identifier	CMS system-generated unique case identifier.	F	B	B
92	Participant Identifier	The CMS system-generated unique identifier for the case participant for whom the condition applies.	F	B	B
93	Official Identifier	The CMS system-generated identifier for the official who imposed the condition.	F	B	B
94	Condition Date	The date that the condition was imposed.	F	B	B
95	Condition Type Code	The type of condition imposed (fine, jail, class, etc.).	F	B	B
96	Condition Amount	An amount, if applicable.	F	B	B
97	Condition Time Count	The amount of time for the condition, if applicable. The time is measured based on the time unit code.	F	B	B
98	Condition Time Unit Code	The time units (hour, day, month, etc.) that is for the condition time unit count.	F	B	B
99	Condition Review Date	The next date on which the condition is scheduled for review.	F	B	B
100	Condition Completion Date	The date on which the condition was completed.	F	B	B
101	Condition Completion Code	A code specifying the type of completion (completed, not completed, paid, etc.).	F	B	B
<b>Detention Episode Population</b>		Detention population tracks the status of a detainee for each day they are considered part of a facilities population. There is one record for each record per detainee per day.	NA	NA	B
102	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B
103	Case Identifier	Court defined unique case identifier.	NA	NA	B
104	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
105	Detention Population Episode Reporting Date	The calendar date for which the detention population applies.	NA	NA	B
106	Detention Population Reporting Time	The time in which the detention population was measured.	NA	NA	B
107	Detention Population Code	A code identifying the population status for the person in the facility (in facility, temporary leave, furlough, etc.).	NA	NA	B
<b>Detention Episode Summary</b>		Detention Episode contains the information for a detention episode. There is one record for each episode as measured from initial intake to final release.	NA	NA	B
108	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B
109	Case Identifier	CMS system-generated unique case identifier.	NA	NA	B
110	Person Identifier	The CMS system-generated identifier for the person for which the episode applies.	NA	NA	B
111	Detention Episode Intake Code	A code that identifies the intake decision (admit, screen/release, pending, etc.).	NA	NA	B
112	Detention Episode Intake Date	The date of the intake decision.	NA	NA	B
113	Detention Episode Intake Time	The time of the intake decision.	NA	NA	B
114	Detention Episode Admission Reason Code	A code that identifies the reason decision (threat to community safety, contract admission, district court warrant, etc.).	NA	NA	B
115	Detention Episode Admission Date	The date of the admission decision.	NA	NA	B
116	Detention Episode Admission Time	The time of the admission decision.	NA	NA	B
117	Detention Episode Primary Charge Code	A code that identifies the charge decision (residential burglary, Assault-1, malicious mischief-1, etc.)	NA	NA	B

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
118	Detention Episode Primary Charge Severity Code	A code that identifies the severity decision (A, B, C, etc.)	NA	NA	B
119	Detention Episode Release Reason Code	A code that identifies the reason decision (court order, case dismissed, released on bail, etc.)	NA	NA	B
120	Detention Episode Release Date	The date of the release decision.	NA	NA	B
121	Detention Episode Release Time	The time of the release decision.	NA	NA	B
122	Detention Episode Time Served Hours Count	The count of the hours served.	NA	NA	B
<b>Electronic Contact</b>		Electronic Contact provides a record of electronic contact methods and locations.	F	F	F
123	Electronic Contact Identifier	CMS system-generated Unique identifier for the Electronic Contact as provided by the court.	F	F	F
124	Person Identifier	The CMS system-generated identifier for the person for which the electronic contact applies.	F	F	F
125	Electronic Contact Type Code	A code that identifies the electronic contact type (email, webpage, etc.).	F	F	F
126	Electronic Contact Address Text	The electronic contact address.	F	F	F
127	Electronic Contact Begin Date	The start date for the electronic contact.	F	F	F
128	Electronic Contact End Date	The end date for the electronic contact.	F	F	F
<b>Failure To Appear</b>		Failure To Appear provides a record for each failure to appear.	NA	B	NA
129	FTA Identifier	CMS system-generated Unique identifier for the FTA as provided by the court.	NA	B	NA
130	Case Identifier	Court-defined unique case identifier.	NA	B	NA

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
131	Person Identifier	The CMS system-generated identifier for the person for whom the FTA applies.	NA	B	NA
132	FTA Order Date	The date on which the FTA was ordered.	NA	B	NA
243 New	FTA Cancel Date	The date the FTA was canceled.	NA	B	NA
133	FTA Issuance Date	The date on which the FTA was issued.	NA	B	NA
134	FTA Adjudication Date	The date the FTA was adjudicated.	NA	B	NA
244 New	FTA Adjudication or Cancellation Reason Code	A code which specifies the reason the FTA was adjudicated or cancelled. Examples are Paid, court appearance scheduled, dismissed, issued in error, etc.	NA	B	NA
<b>Official</b>		Official provides a record for each official that is used in other records provided. See Significant Document Index Information.	B	B	B
135	Official Identifier	CMS system-generated identifier of an official.	B	B	B
136	Official Name	Official name.	B	B	B
245 New	Official Classification Code	A code that identifies the type of official (judge, attorney, law enforcement, etc.)	B	B	B
137	Organization Identifier	The CMS System-generated unique identifier for the organization to which the official belongs (court, LEA, etc.).	B	B	B
138	Official Title	The title for the official when applicable.	B	B	B
141	Official Status Code	The status of the official. (active, inactive, etc.).	B	B	B
142	Official Begin Date	The start date for the official.	B	B	B
143	Official End Date	The end date for the official.	B	B	B
<b>Organization</b>		Organization provides a record for each organization that is used in other records provided. See Office.	B	B	B
144	Organization Identifier	A CMS System-generated unique identifier for the organization.	B	B	B
145	Organization Name	The organization name.	B	B	B
246 New	Organization Classification Code	A codes that identifies the type of organization (court, law enforcement agency, jurisdiction, etc.)	B	B	B

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
148	Organization Status Code	The status of the organization when applicable.	B	B	B
149	Organization Begin Date	The organization begin effective date.	B	B	B
150	Organization End Date	The organization end effective date.	B	B	B
<b>Participant</b>		Participant provides a record of each participant on a case.	B	B	B
151	Participant Identifier	A CMS System-generated unique identifier for the participant.	B	B	B
152	Case Identifier	CMS System-generated unique case identifier.	B	B	B
153	Person Identifier	The CMS System-generated identifier for the person to which the participant applies.	B	B	B
<b>247 New</b>	<b>Participant Classification Code</b>	<b>A code for the role of the person on the case (defendant, petitioner, etc.).</b>	<b>B</b>	<b>B</b>	<b>B</b>
156	Participant Begin Date	The participant begin effective date.	B	B	B
157	Participant End Date	The participant end effective date.	B	B	B
158	Participant Security Code	A code that identifies the security status for the participant (open, confidential, etc.).	F	F	F
<b>Participant Association</b>		Participant Association provides a record for the association between participants on a case, when applicable. (Defendant and attorney, case-based family relationships)	B	B	B
159	Participant Association Identifier	A CMS system-generated identifier in each record used to associate participants.	B	B	B
160	Participant Association Type Code	A code which specifies the type of association between one or more parties (spouse, dating, other, etc.).	B	B	B
161	Case Identifier	The CMS system-generated unique identifier for the case.	B	B	B

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
162	Participant Identifier	The CMS system-generated unique identifier for the participant on a case.	B	B	B
163	Participant Association Role Code	A code that identifies the role of the participant in the participant association (restrained, protected, child, parent, etc.).	B	B	B
164	Participant Association Begin Date	The date the participant association begins.	B	B	B
165	Participant Association End Date	The date the participant association ends.	B	B	B
<b>Person</b>		Information for an individual for a person that is a participant on a case or person that is associated to a person on a case.	B	B	B
166	Person Identifier	The CMS system-generated identifier for the person.	B	B	B
248 New	Person Classification Code	A codes that identifies the type of person (well identified, civil litigant, parking person, plaintiff, defendant, victim. etc.)	B	B	B
167	Person First Name	The person's first name.	B	B	B
168	Person Last Name	The person's last name.	B	B	B
169	Person Middle Name	The person's middle name.	B	B	B
170	Person Birth Date	The person's date of birth.	B	B	B
171	Person Death Date	The person's date of death.	B	B	B
249 New	Date of Death Source Code	A code that identifies the document or other source used to enter a date of death for a person.	B	B	B
172	Person Gender Code	A code that identifies the person's gender.	B	B	B
173	Person Race Code	A code that identifies the person's race (Asian, Caucasian, Multiple, Refused, etc.).	B	B	B
174	Person Ethnicity Code	The code of that identifies the person's ethnicity (Hispanic, Not Hispanic, Refused, Unknown).	B	B	B
175	Person Criminal Identification Number	The identification provided by Washington State Patrol.	B	B	B

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
176	Person Driver License Number	The driver's license number.	B	B	B
177	Person Driver License State Code	A code for the state code that issued the driver's license.	B	B	B
178	Person Driver License Expire Date	The driver's license expiration date.	B	B	B
179	Person Department Of Corrections Number	The identification number provided by the Department of Corrections.	B	B	B
180	Person Juvenile Number	The identification number used for juveniles in Washington State.	B	B	B
181	Person FBI Number	The identification number provided by the Federal Bureau of investigation.	B	B	B
182	Person Height Inch Count	The person's height in inches.	B	B	B
183	Person Weight Count	The person's weight in pounds.	B	B	B
184	Person Eye Color Code	A code which specifies the person's eye color.	B	B	B
185	Person Hair Color Code	A code which specifies the person's hair color.	B	B	B
186	Person Physical Description Text	A textual description of the person including identifying characters, scars, marks, and tattoos.	B	B	B
187	Person Language Code	The standard code that identifies the person's primary language when interpretation is needed.	B	B	B
<b>Person Association</b>		Person Association provide a linkage of one person record to another. These associations can be other records: True name, alias, also known as, doing business as, etc.	B	B	B
188	Person Association Identifier	A CMS system-generated identifier in each record used to associate persons.	B	B	B
189	Person Association Type	A code which specifies the type of association between one or more parties (alias, family relationship, etc.).	B	B	B
190	Person Identifier	The CMS system-generated identifier for the person for whom the person association applies.	B	B	B

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
191	Person Association Role Code	A code for the role of the person in the relationship (true name, alias, parent, child0, etc.).	B	B	B
192	Person Association Begin Date	The person association begin effective date.	B	B	B
193	Person Association End Date	The person association end effective date.	B	B	B
<b>Phone</b>		Phone provides a record of phone number contacts for a person.	B	B	B
194	Person Identifier	The CMS system-generated identifier for the person for whom the phone applies.	B	B	B
195	Phone Type Code	A code that identifies the phone number type (home, cell, etc.).	B	B	B
196	Phone Number	The phone number.	B	B	B
197	Phone Begin Date	The phone number begin effective date.	B	B	B
198	Phone End Date	The phone end effective date.	B	B	B
<b>Proceeding</b>		Proceeding provides a record hearings for a case.	B	B	NA
199	Proceeding Identifier	A CMS system-generated unique identifier provided by the court for the proceeding.	B	B	NA
200	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
201	Proceeding Type Code	A code that identifies the type of proceeding.	B	B	NA
202	Proceeding Schedule Date	The scheduled proceeding date.	B	B	NA
203	Proceeding Schedule Time	The scheduled proceeding time.	F	B	NA
204	Proceeding Schedule Official Identifier	The CMS system-generated identifier of the official scheduled to hear the proceeding.	B	B	NA
205	Proceeding Actual Date	The actual date of the proceeding.	F	B	NA
206	Proceeding Actual Official Identifier	The CMS system-generated identifier for the official that heard the proceeding.	F	B	NA

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**Shared Data Elements**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
207	Proceeding Status Code	A code that identifies the status (scheduled, held, etc.).	F	B	NA
208	Proceeding Status Date	The date associated with the proceeding status code.	F	B	NA
209	Proceeding Status Reason Code	A code that further qualifies the proceeding status when applicable (not held reason, etc.).	F	B	NA
<b>Process Control Number</b>		Process Control Number provides a record of each process control number assigned by Washington State Patrol (WSP).	B	B	NA
210	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
211	Person Identifier	The CMS system-generated identifier for the person for whom the PCN applies.	B	B	NA
212	Process Control Number	The process control number (PCN) assigned by WSP.	B	B	NA
213	Process Control Number Date	The date the PCN number was assigned.	B	B	NA
<b>Significant Document Index Information</b>		Significant documents will include all documents in which information needs to be shared outside of a court. These, in general are document that provide original filings, decisions, etc. Examples would be criminal complaints, petitions, orders, stipulations or other agreements. This includes, but is not limited to: No-Contact Order (DV and non-DV), Protection Order (DV, Anti-Harassment, Stalking, Sexual Assault, Vulnerable Adult), Surrender of Weapons, Name Change orders, Civil and Small Claim judgments, Stipulated Agreement orders, Judgment and Sentencing (J&S) forms. This does not mean document images; it is the significant data contained in the documents.	B	B	B
214	Case Identifier	CMS system-generated unique case identifier.	B	B	B

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
215	Document Identifier	A CMS system-generated unique identifier assigned by the court.	B	B	B
216	Document Classification Code	The document type and sub type (judgment and sentence, order, hearing, civil complaint, review hearing etc.). This is also used to store a domestic violence order, anti-harassment subtype.	B	B	B
250 New	Document Classification Text	Docket text and other entries that contain data needed by courts statewide.	B	B	NA
217	Document File Date	The date the document is filed.	B	B	B
218	Document Decision Code	A code that identifies the type of decision when applicable. (i.e. committed, not guilty, guilty, dismissal, granted, denied, etc)	B	B	B
219	Document Decision Date	The document decision date.	B	B	B
251 New	Document Decision Time	The document decision time.	B	B	B
220	Document Expiration Date	The document expiration date.	B	B	B
221	Document Termination Date	The document decision termination date (used for domestic violence or other applicable orders).	B	B	B
222	Document Authorizing Official Identifier	The CMS system-generated identifier of the official that authorized the document.	B	B	B
252 New	Document Security Status Code	Security status (sealed, open, etc.) for documents such as Name Change Orders, Protection Orders, documents involving minors, etc.	F	F	F
253 New	Document Decision Reason Code	The reason for which the decision was made on the document. For example, a protection order is denied for failure to appear, or no cause.	F	B	F

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
<b>Significant Document Party</b>		Significant Document Party provides a record that provides additional information related to the parties for which a document applies. This is used for protection orders to identify the protected and restrained persons. It can also be used to record information for other documents when applicable.	B	B	B
223	Case Identifier	CMS system-generated unique case identifier.	B	B	B
224	Document Identifier	A CMS system-generated unique identifier assigned by the court.	B	B	B
225	Document Participant Identifier	The CMS system-generated identifier for the person for whom the document applies. (This is the same identifier as the Participant Identifier.)	B	B	B
226	Document Participant Decision Code	A code that specifies the role of the participant (protects, restrains, etc.)	B	B	B
<b>Warrant Information</b>		Warrant Information provides a record for each warrant.	B	B	NA
<b>254 New</b>	<b>Warrant Identifier</b>	<b>CMS system-generated unique warrant identifier.</b>	<b>B</b>	<b>B</b>	<b>B</b>
227	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
<b>255 New</b>	<b>Warrant Number</b>	<b>Number for the warrant assigned by the LEA before filing with the court.</b>	<b>F</b>	<b>B</b>	<b>B</b>
<b>256 New</b>	<b>Warrant Security Status Code</b>	<b>Security status of the warrant (sealed, open, etc.).</b>	<b>B</b>	<b>B</b>	<b>B</b>
228	Person Identifier	The CMS system-generated identifier for the person for which the warrant applies.	B	B	NA
229	Warrant Order Date	The date the warrant was ordered.	B	B	NA
230	Warrant Issuance Date	The date the warrant was issued.	B	B	NA

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**Shared Data Elements**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
231	Warrant Cancelled Date	The date the warrant was cancelled, when applicable.	F	B	NA
232	Warrant Recalled Date	The date the warrant was recalled, when applicable.	F	B	NA
233	Warrant Quashed Date	The date the warrant was quashed, when applicable.	F	B	NA
234	Return Adjudication Date	The date the adjudication was returned to the Department of Licensing (DOL), when applicable.	F	B	NA
235	Warrant Type Code	A code that specifies the warrant type (Bench, Administrative, etc.).	F	B	NA
236	Warrant Service Date	The date that the warrant was served, when applicable.	F	B	NA
237	Warrant Expire Date	The warrant expiration date.	F	B	NA
238	Warrant Bail Amount	The bail amount on the warrant.	F	B	NA
257 New	Warrant Bail Type	The type of bail on the warrant.	B	B	NA
239	Warrant Fee Amount	The fee amount on the warrant.	F	B	NA
258 New	Warrant Reason Code	A code that defines the reason that the warrant is to be issued (Failure to appear, failure to comply, etc.)	B	B	NA
<b>Person Flag</b>		A flag, notification, or other important data regarding the person, organization, or official that supports public safety or judicial decision. This includes items such as ADA (American w/Disability Act), AAL (Military); Protection Order, Legally Free Minor, PDC (Parent Deceased) ICWA No or ICWA Yes (Indian Child Welfare Act), NCK (Nickname); USN (Uses Siblings Name), etc.	F	F	B
259 New	Person Identifier	CMS system-generated unique person identifier.	F	F	B
260 New	Person Flag Type Code	A code that identifies the type of flag.	F	F	B

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
261 New	Person Flag Begin Date	The person flag begin effective date.	F	F	B
262 New	Person Flag End Date	The person flag end effective date	F	F	B
<b>Case Flag</b>		A flag, notification, or other important data regarding the case that supports public safety or judicial decision. This includes items such as: In collections, on appeal, etc.	F	F	B
263 New	Case Identifier	CMS system-generated unique case identifier.	F	F	B
264 New	Case Flag Type Code	A code that identifies the type of flag.	F	F	B
265 New	Case Flag Begin Date	The case flag begin effective date.	F	F	B
266 New	Case Flag End Date	The case flag end effective date	F	F	B
<b>Case Participant Flag</b>		A flag, notification, or other important data regarding the case participant that supports public safety or judicial decision. This includes items such as: HD1 (Electronic Home Monitoring/Detention Non-Tech Violation), HD2 (Electronic Home Monitoring/Detention Tech Violation)	F	F	B
267 New	Case Participant Identifier	CMS system-generated unique participant identifier.	F	F	B
268 New	Case Participant Flag Type Code	A code that identifies the type of flag.	F	F	B
269 New	Case Participant Flag Begin Date	The case participant flag begin effective date.	F	F	B
270 New	Case Participant Flag End Date	The case participant flag end effective date	F	F	B

## APPENDIX B

### Deleted Data Elements

The table below details data elements that have been removed from previous versions of the standard for any reason. The following is a description of each column:

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

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

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

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

**Reason Removed** – The rationale for removing the deleted data element from the standard.

Shared Data/ Element Number	Element Name	Definition	Reason Removed
<b>Charge</b>		An allegation as to a violation of law.	
54	Charge Information Date	The date from the charging document.	Captured as part of Significant Document data.
58	Charge Primary Standard Law Number	Statewide equivalent (if any) for the charge primary local law number.	This data will be collected as reference data.
<b>Official</b>		Official provides a record for each official that is used in other records provided. See Significant Document Index Information.	
139	Official Type Code	A code which specifies the type of official (judge, law enforcement officer, attorney, etc.).	Replaced by element 246.
140	Official Sub Type Code	A code which further qualifies the official type (Pro tem, Commissioner, etc.).	Replaced by element 246.
<b>Organization</b>		Organization provides a record for each organization that is used in other records provided. See Office.	
146	Organization Type Code	A code that identifies the type of organization (court, LEA, etc.).	Replaced by element 247.
147	Organization Sub Type Code	A code that identifies the sub type within the type (Superior, CLJ, etc.).	Replaced by element 247.

**APPENDIX B**  
**Deleted Data Elements**

Shared Data/ Element Number	Element Name	Definition	Reason Removed
<b>Participant</b>		Participant provides a record of each participant on a case.	
154	Participant Type Code	A code for a person on the case (defendant, petitioner, etc.).	Replaced by element 248.
155	Participant Status Code	The status of the participant on the case.	Replaced by element 248.



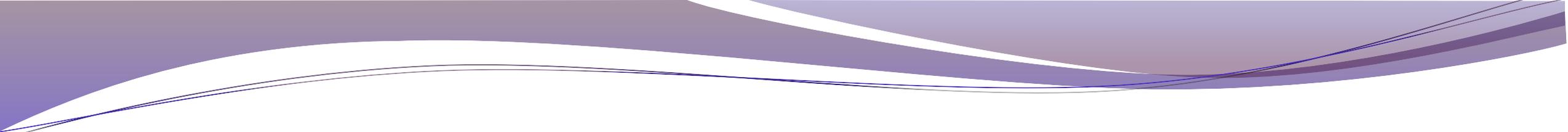
**EXPEDITED DATA EXCHANGE USER ADVISORY GROUP MEETING AGENDA**  
**MARCH 2, 2016 1:30 TO 3:30 P.M.**  
**AOC PUGET SOUND CONFERENCE ROOM**  
**TELECONFERENCE NUMBER: 877-820-7831**  
**PASSCODE: 523775**

**Invited:** Eric Kruger, Christine Cook, EDE User Advisory Group Members, Cynthia Marr, Vicky Cullinane, Kathy Bradley, Kristal Rowland, Keri Sullivan, and Kim Bush.

**Purpose – Solicit Feedback for various EDE Program items**

**Agenda –**

Introductions	5 minutes	Kim
<b>Background for data in JABS &amp; JIS</b> <ul style="list-style-type: none"> <li>• Original legislative proposal regarding EDE and King County.</li> <li>• History and overview of EDR</li> <li>• EDE Principals. Handouts provided.</li> <li>• High level Impacts &amp; Plan mitigation</li> </ul>	15 minutes	Eric
<b>Detailed examples of Impacts &amp; Mitigation</b>	30 minutes	Eric
<b>Questions and request for feedback to the User Advisory Group</b>  Request for feedback regarding Business Process Impacts	55 minutes	Eric & Business Analyst
<b>Concluding remarks:</b> Feedback on the process just used from the user group Anticipated future topics: <ul style="list-style-type: none"> <li>• Identity Scoring</li> <li>• Validation Notifications</li> <li>• JABS Changes</li> <li>• Standard Reference Data</li> <li>• Person Matching Rules</li> <li>• JCS Changes</li> <li>• ASRA Changes</li> <li>• Public Website Changes</li> </ul>	10 minutes	Eric
Closing remarks	5 minutes	Kristal



# Administrative Office of the Courts

Business Process Impacts when King County Data  
is no longer in the Judicial Information System

March 2, 2016

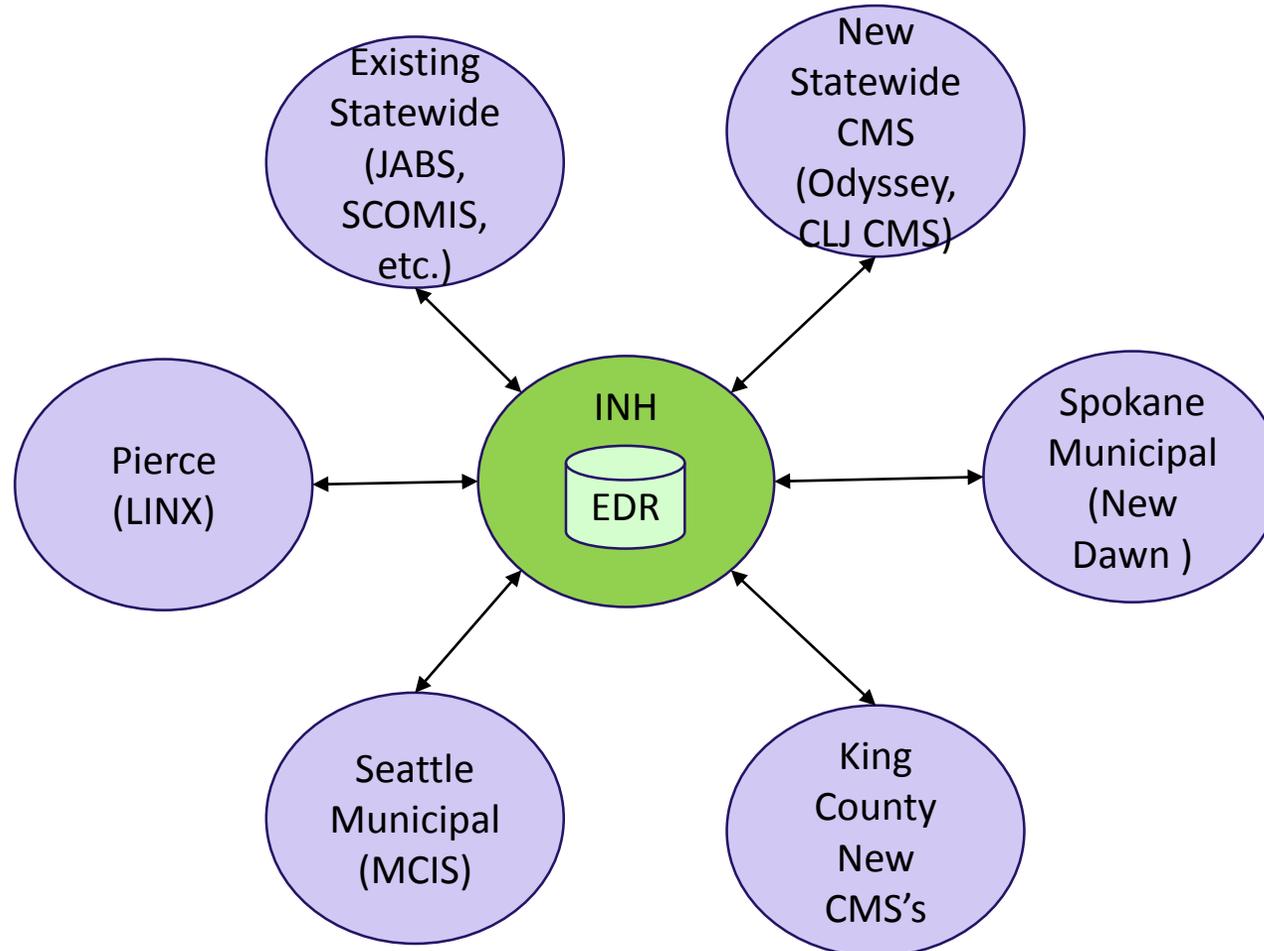
# Agenda

- Welcome and introductions
- Purpose of meeting
- High level view of Expedited Data Exchange
- Impacts to JIS and Mitigations
- Impacts to business processes and mitigations needed?
- Next steps

# Purpose of Meeting

- Provide information and discuss impacts on the future state of our Information Systems as King County discontinues the use of the Judicial Information System.

# INH EDR – “Hub Model”



# INH EDR - Overview

- The purpose of the Enterprise Data Repository (EDR) is to provide a data source for “statewide shared” information needed between organizations and application systems.
- The JIS Standard for Alternative Electronic Court Record Systems provides the standard for the data elements contained in the EDR.
- The EDR is essential to support the long term strategy of application modernization by both the AOC and courts.

# EDR – What does the EDR Provide ?

- Defendant and Individual Case History
- Domestic Violence Inquiry
- Caseload Statistics
- Party Information (person, organizations, officials, etc.)
- Information related to firearms, voter status, mental health, and other dispositions, etc.
- Detention History
- Accounting information specified in the data standards
- Other data needed in a statewide context

# Impacts to JIS

- **King County case information will no longer be in JIS.**

This includes:

- Statewide data, such as:
  - Case history,
  - Name searches,
  - Court dates,
  - Orders,
  - Warrants,
  - Accounting, etc.
- Local data, such as:
  - Dockets,
  - Notes,
  - eTicket documents

# Planned Mitigation

- STATEWIDE data that is currently in JABS will continue to display for all courts in JABS, but not in JIS.
- Local data that is currently in JABS will only be available for JIS courts.

# Example of Impacted ICH Screen – KC case will not display

```

DN2003MI Individual Case History (ICH)      KING COUNTY DVOL      KXX 1 of 1
Case: 50 KCP CT      Csh:      Pty: DEF 1      StId: D 123456      ID
Name: KERI, TEST R      NmCd: IN 248 24823
CONFIDENTIAL--NOT FOR RELEASE      More>
True Name: KERI, TEST R      IN 248 24823      8 Cases
AKA's: ALIAS, TEST R      1 Alias
Print: N      --- Status ---
S N Pty Case      LEA Ty Crt      Date      Short Title      DV Jg CD W F O
-----
- PET      10      CV CYM 02/17/16 Harassment      N
- A DEF      101 CEP IT CYM 02/01/16 SPEEDING 10 MPH OVER LIMI      N
- DEF      3 CEP CN CYM 02/01/16 ASSAULT 4TH DEGREE      Y G      A
- DEF      50 KCP CT KCD 12/01/15 DUI      N      I      A
- DEF      96 CEP CT CYM 11/30/15 DUI      N DP      I
- DEF      1 CEP IT CYM 11/18/15 SPEEDING 20 MPH OVER LIMI      N
- DEF      1 P&R CT COD 11/15/15 DUI      N      I
- DEF      1 CEP CT CYM 10/31/15 DUI      N NG CL
    
```

# Example of JABS Tab

KC cases will display in JABS ICH

True Name: KERI, TEST R						Alias: ALIAS, TEST R		8 Cases					
KA	Party	Case Number	Crt	Date	Short Title	DV	Jg	O	CD	W	F	C	BAL
	PET	10 CV	CYM	02/17/2016	Harassment	N							
	DEF	3 CEP CN	CYM	02/01/2016	ASSAULT 4TH DEGREE	Y	G	A					
A	DEF	101 CEP IT	CYM	02/01/2016	SPEEDING 10 MPH OVER LIMIT (OVER 40	N							\$125.00
	DEF	50 KCP CT	KCD	12/01/2015	DUI	N		A			I		
	DEF	96 CEP CT	CYM	11/30/2015	DUI	N	DP						
	DEF	1 CEP IT	CYM	11/18/2015	SPEEDING 20 MPH OVER LIMIT (40 OR U	N							\$207.00
	DEF	1 P&R CT	COD	11/15/2015	DUI	N					I		
	DEF	1 CEP CT	CYM	10/31/2015	DUI	N	NG		CL				

# Business Process Questions

Think about this question:

Which of your **business processes** will be impacted in such a way that you can no longer do your job?

- Does the impact affect:
  - Judicial decision making
  - Public safety
  - Court operations, or
  - Statistical analysis
- Business Process examples –
  - Sentencing a defendant in a criminal matter - Judicial Decision Making and Public Safety
  - Providing public with a copy of the DCH – Court Operations

# Don't answer right now!

Jot your thoughts  
as we provide  
more examples.

At the end  
we will capture your answers.



# Impacts and Mitigation

- The following JIS screens are impacted:
  - Person Search screens – SND, NMD, DND
  - Case listing screens – ICH, DCH, SNCI, CNCI
  - Case detail screens – NCC, PAR, CDK, VIO
  - Person/Case screens – DVI, IOH,
  - Person screens – PER, PCMT, ADH, AKA, FRH,
  - Calendar and Batch Screens – PCS, DCHB, ICHB, IOHB
  - Civil case screens – CIVI, CIVJ

# Searching for “Persons”

- SND/SAD – Allows search of individuals, organizations and officials
  - Alpha or phonetic
- DND/DAD – Allows search of well identified defendants
- NMD/NAD – Allows search of well identified individuals

## JIS impact?

Individuals, organizations and officials that are only associated with King County will no longer be in JIS.

## JABS mitigation?

Allows search of well identified individuals by various identifiers.  
Results will include King County records.

# JIS Person Search- SND

```
DG1351MX Search Name Duplicate (SND)          CHENEY MUNI  DVOL  KXX
Case: _____ Csh: _____ Pty: _____ StID: _____
Name: KERI, TEST                               NmCd: IN
IN Individual          CONFIDENTIAL--NOT FOR RELEASE
Name..: KERI, TEST                               DOB: _____
Dr Lic: _____ St: _____ Wash St ID: _____ JUV#: _____ DO
Addr..: _____ Sex: _____
City..: _____ St: _____ Zip: _____ Cy: _____ Co
Search Type: A (P=Phonetic Weighted A=Alpha Weighted)
Sel   Last, First MI Suffix          Name Code Sex Age   DOB
_ KERI, TEST R                        IN 248 24823 F   31 01/01/1985
      Dr Lic: 123456          ID
_ KERI, TESTA CHEATER                 IN 869 04130 U   16 01/02/2000
_ KERI, TESTY TESTER                  IN 288 57078 U   30 01/01/1986
```

# JIS Person Search - NMD

```
D1875I JIS Person was not selected or added          DG0060SX 02/22/16 12:
DG1050MI Name Duplicate (NMD)                      CHENEY MUNI DVOL KXX 1 0
Case: _____ Csh: _____ Pty: _____ StID: _____
Name: KERI, TEST _____ NmCd: IN _____
CONFIDENTIAL--NOT FOR PUBLIC RELEASE
Add New Name:  (Y/N)

- Name: KERI, TEST R                               Sex: F  Ht: 5 6
NmCd: IN 248 24823                               Race: W  Wt: 165  DrLic: 123456
DOB: 01/01/1985

- Name: KERI, TESTA CHEATER                       Sex: U
NmCd: IN 869 04130                               Race: U
DOB: 01/02/2000

- Name: KERI, TESTY TESTER                       Sex: U
NmCd: IN 288 57078                               Race: U
DOB: 01/01/1986
```

# JIS Person Search - DND

```
02/22/10 1
DG1050MI Defendant Name Duplicate (DND) CHENEY MUNI DVOL KXX 1
Case: _____ Csh: _____ Pty: _____ StID: _____
Name: KERI, TEST _____ NmCd: IN _____
CONFIDENTIAL--NOT FOR PUBLIC RELEASE
Add New Name:  (Y/N)

_ Name: KERI, TEST R Sex: F Ht: 5 6
NmCd: IN 248 24823 Race: W Wt: 165 DrLic: 12345
DOB: 01/01/1985

_ Name: KERIAKEDES, ANDREW THOMAS Sex: M Ht: 6 2
NmCd: IN 064 76842 Race: W Wt: 145
DOB: 01/12/1967
```

# JABS Person Search

Person Search

**To search for a person, enter the search criteria and click the search button.**

Name:  Last Name, First Name

**Personal Identifiers:**

Date of Birth:  mm/dd/yyyy

Driver's License:  Washington ▼

Washington State ID:

JUVIS Number:

DOC Number:

Person Search Results

Confidential - Not for Release

**Search Criteria:**

**Name:** keri, test      **Personal Identifiers:**

Case History	Name	AKA	Sex	Age	Date of Birth	Personal Identifier
<a href="#">Cases</a>	KERI, TEST R X,OROVILLE,WA,98844,		F	31	01/01/1985	DL# 123456 ▼
<a href="#">Cases</a>	KERI, TESTA CHEATER X,X,WA,98888,		U	16	01/02/2000	
<a href="#">Cases</a>	KERI, TESTY TESTER X,X,WA,98877,		U	30	01/01/1986	

# Case Listings

- ICH – all cases, with detail, when a well identified person or an AKA is a case participant
- DCH – all cases , with detail, when a well identified person or an AKA is a defendant
- SNCI - all cases, less detail, when a well identified person is a case participant
- CNCI - all cases for one court, less detail, that match a name used to search

## JIS impact?

King County case information will no longer be included in JIS case listings.

## JABS mitigation?

JABS ICH will display all cases for a well identified person.

# JIS ICH Screen- King County cases will not display

```

DN2003MI Individual Case History (ICH)      KING COUNTY DVOL      KXX 1 of 1
Case: 50 KCP CT Csh: Pty: DEF 1 StId: D 123456 ID
Name: KERI, TEST R NmCd: IN 248 24823
CONFIDENTIAL--NOT FOR RELEASE More>
True Name: KERI, TEST R IN 248 24823 8 Cases
AKA's: ALIAS, TEST R 1 Alias
Print: N --- Status ---
S N Pty Case LEA Ty Crt Date Short Title DV Jg CD W F O
- - - - -
- PET 10 CV CYM 02/17/16 Harassment N
- A DEF 101 CEP IT CYM 02/01/16 SPEEDING 10 MPH OVER LIMI N
- DEF 3 CEP CN CYM 02/01/16 ASSAULT 4TH DEGREE Y G A
- DEF 50 KCP CT KCD 12/01/15 DUI N I A
- DEF 96 CEP CT CYM 11/30/15 DUI N DP I A
- DEF 1 CEP IT CYM 11/18/15 SPEEDING 20 MPH OVER LIMI N
- DEF 1 P&R CT COD 11/15/15 DUI N I
- DEF 1 CEP CT CYM 10/31/15 DUI N NG CL
  
```

# JIS DCH Screen - King County cases will not display

```

DN2001MI Defendant Case History (DCH)      KING COUNTY DVOL      KXX 1 of 1
----- Case:      50 KCP CT      Csh:      Pty: DEF 1_____ StId: D 123456_____ ID
Name: KERI, TEST R_____ NmCd: IN 248 24823
CONFIDENTIAL--NOT FOR RELEASE
True Name: KERI, TEST R      IN 248 24823      7 Cases
AKA's: ALIAS, TEST R      1 Alias
Print: N
Violation
S N Case      LEA Ty Crt      Date      Short Title      DV Jg CD W F O
-----
A      101 CEP IT CYM 02/01/16 SPEEDING 10 MPH OVER LIMIT (0 N
      3 CEP CN CYM 02/01/16 ASSAULT 4TH DEGREE Y G
      50 KCP CT KCD 12/01/15 DUI N I A
      96 CEP CT CYM 11/30/15 DUI N DP
      1 CEP IT CYM 11/18/15 SPEEDING 20 MPH OVER LIMIT (4 N
      1 P&R CT COD 11/15/15 DUI N I
      1 CEP CT CYM 10/31/15 DUI N NG CL
  
```



# JIS CNCI Screen - King County cases will not display

```

DG1010MI Court Name/Case Index (CNCI)          CHENEY MUNI  DVOL  KXX  1  0
----- Case: _____ Csh:          Pty: _____ StID: _____
Name: KERI, TES                               NmCd: IN
                CONFIDENTIAL--NOT FOR RELEASE
Name Type: IN - Individual
                Seal          - Status -          Vio /
-- Name ----- Sts -Case/LEA/Type--  CD A W F S  Party  -- Da
KERI, TEST R          1 CEP CT  CL F          DEF 01 10/31
KERI, TEST R          1 CEP IT          C  DEF 01 11/18
KERI, TEST R          3 CEP CN          C  DEF 01 02/01
KERI, TEST R          10          CV          C  PET 01 02/17
KERI, TEST R          96 CEP CT          C  DEF 01 11/30
KERI, TESTA CHEATER  102 CEP CT          C  DEF 01 01/01
KERI, TESTY TESTER   103 CEP CF          C  DEF 01 01/15
    
```

# JABS ICH Tab

True Name: KERI, TEST R						Alias:	ALIAS, TEST R	8 Cases					
KA	Party	Case Number	Crt	Date	Short Title	DV	Jg	O	CD	W	F	C	BAL
	<b>PET</b>	10 CV	CYM	02/17/2016	Harassment	N							
	DEF	3 CEP CN	CYM	02/01/2016	ASSAULT 4TH DEGREE	Y	G	A					
A	DEF	101 CEP IT	CYM	02/01/2016	SPEEDING 10 MPH OVER LIMIT (OVER 40	N							\$125.00
	DEF	50 KCP CT	KCD	12/01/2015	DUI	N		A			I		
	DEF	96 CEP CT	CYM	11/30/2015	DUI	N	DP						
	DEF	1 CEP IT	CYM	11/18/2015	SPEEDING 20 MPH OVER LIMIT (40 OR U	N							\$207.00
	DEF	1 P&R CT	COD	11/15/2015	DUI	N					I		
	DEF	1 CEP CT	CYM	10/31/2015	DUI	N	NG		CL				

# JIS Case Detail Screens

- NCC, VIO, - Show case detail including charges
- PAR – Shows case participants
- CDK - Shows case docket entries including system entries, code entries and user entries

## JIS impact?

King County cases will no longer display on JIS screens.

## JABS mitigation?

Case summary tab shows charging detail; Participant tab same as JIS; Docket tab same as JIS but docket entries will not be in EDR so for KC cases, won't display in JABS.

# JIS NCC and VIO Screens

```

DN1001MU Case Filing Update (NCC)          CHENEY MUNI  DVOL      KXX      1 of 1
----- Case:          1 CEP CT      Csh:      Pty: DEF 1      StID: D 123456      II
          Name: KERI, TEST R          NmCd: IN 248 24823

Filing Date: 11 01 2015      Case Type: CT      Criminal Traffic
Case       :          1 CEP      Jur: CHY      Orig Agency No.: _____
Name Code  : IN 248 24823      Party: DEF 1      Mandatory PCN: _____
Name       : KERI, TEST R
Address    : X
City/St/Zip: OROVILLE      WA 98844      Sex: F  DOB: 01 01 1985
Phone      : 360 111 2222      Dr Lic: 123456      St: ID Exp: 2019
Viol Date  : 10 31 2015      Speed  in a  Zone      Accident: N
---Violation-----Description-----DV---Bail-----Plea/Response-Finding/Jdgmnt
46.61.502      DUI      N      1000.00      NG 01 21 2016

Amt Due : 1000.00      Case Disposition: CL
Officer :
Note    : _____
  
```

```

Filing Date: 11 01 2015      Orig Agency No.: _____
Case       :          1 CEP CT      Criminal Traffic
Name       : KERI, TEST R
Name Code  : IN 248 24823 Party Cd: DEF 1      Case Disp
Note       :
Viol Date  : 10 31 2015      Speed  in a  Zone
Mandatory
---Violation-----Description-----DV---Bail-----Plea/R
46.61.502      DUI      N      1000.00
  
```

# JABS Summary Tab

Summary	Docket	DVI	FTAs	Orders	Proceedings	Participants	eTicket	Plea/Sent
<b>Summary for Case:</b>		1 CEP CT		Court: CHENEY MUNI DVOL (CYM)			<a href="#">Help</a>	
<b>Defendant 1:</b>	KERI, TEST R			<b>Law Enforcement Agency:</b>	CHENEY POLICE DEPARTMENT			
<b>Date of Birth:</b>	01/01/1985			<b>Case Type:</b>	Criminal Traffic			
<b>Address Line 1:</b>	POB 987N ST			<b>Filed In:</b>	CHENEY MUNICIPAL COURT			
<b>Address Line 2:</b>				<b>Order Type:</b>	None			
<b>City:</b>	TONASKET			<b>Warrant Status:</b>	None			
<b>State:</b>	WA			<b>FTA Status:</b>	None			
<b>Country:</b>	US			<b>Case Disposition:</b>	Closed			
<b>Postal Code:</b>	98855							
<b>Person Comments:</b>								
Type	Comment	User	Court	Updated	Person Name	AKA	IN#	JUV#
HD2	50 KCP CT - DIDN'T REPORT TIMELY	KXX	KCD	02/22/2016	KERI, TEST R		248 24823	
HD1	91 CEP CT	KXX	CYM	02/22/2016	KERI, TEST R		248 24823	
MIL	KICKED OUT OF AIRFORCE	KXX	CYM	02/22/2016	KERI, TEST R		248 24823	
NOT	THIS PERSON ISN'T VERY NICE	KXX	CYM	02/22/2016	KERI, TEST R		248 24823	
OSL	123987456 HAWAII	KXX	CYM	02/22/2016	KERI, TEST R		248 24823	
<b>JIS Case Violations:</b>								
<b>Violation 1:</b> <a href="#">DUI</a>				<a href="#">46.61.502</a>	MANDATORY APPEARANCE		DV: No	
Either the arraignment has not been held, or the arraignment date has not been recorded in JIS.								
Finding of Not Guilty on 01/21/2016 by TRIPP, GREGORY J.								

# JIS PAR Screen

```
02/22/1
DG1200MI Participants Inquiry (PAR)          CHENEY MUNI   DVOL          KXX
Case:           1 CEP IT          Csh:          Pty:          StId:
Name:           _____          NmCd:          _____

Case:           1 CEP IT

SEL           Parties                NmCd          Bgn Eff Dt
-----
  ATY 1    HATCH, JAMES D.          AT           11615       01/28/2016
  DEF 1    KERI, TEST R             IN 248 24823 11/18/2015
```

# JABS PAR Tab


**Confidential - Not for Release**

**Participant Information for Case:**      **1 CEP IT**      **Court:** CHENEY MUNI DVOL (CYM)      [Help](#)

Party	Name	Begin Date	End Date
Attorney	HATCH, JAMES D.	01/28/2016	
Defendant	KERI, TEST R.	11/18/2015	

# JIS CDK screen — King County dockets will not display

```
DD1000MU Case Docket Update (CDK)          CHENEY MUNI   DVOL   KXX
Case:          1 CEP IT   Csh:          Pty:          StID:
Name:          _____ NmCd:          _____
Name: KERI, TEST R          Cln Sts:
      SPEEDING 20 MPH OVER LIMIT (40 o
Note:
Case:          1 CEP IT Infraction Traffic          Print: N (Y
S 11 18 2015 JTR/LGA/TBI fee included in the bail amount
S 01 26 2016 CON YN Set For 02/03/2016 08:42 AM In Room 1
S _____ Notice Issued for CON YN on 02/03/2016 08:42 AM
S 01 28 2016 ATY 1 HATCH, JAMES D. Added as Participant
S 02 10 2016 MIT YN Set for 04/15/2016 09:00 AM
S _____ in Room 1 with Judge GJT
_ 02 22 2016 THIS IS A HAND ENTERED DOCKET ENTRY EXAMPLE
_ _____ DEFENDANT CALLED AND IS IN HOSPITAL AND CAN'T MAKE IT TO HIS
_ _____ COURT HEARING. MOTHER WILL BE SENDING IN PAYMENT IN FULL
_ _____ CLERK AGREED IF $$ RECEIVED IN NEXT WEEK FTA FEE WILL BE WAIV
_ _____ ED
_ _____
_ _____
```

# JABS CDK Tab

Navigation tabs: DOL PDF, FTAs, Orders, Proceedings, Relations, Warrants, Assessment, Summary, Docket, DVI, FTAs, Orders, Proceedings, Participants, eTicket, Plea/Sent

**Docket Information for Case:** 1 CEP IT Court: CHENEY MUNI DVOL (CYM) [Help](#)

**Note:**

Date	Description	User
11/18/2015	Case Filed on 11/18/2015	KXX
11/18/2015	DEF 1 KERI, TEST R Added as Participant	KXX
11/18/2015	JTR/LGA/TBI fee included in the bail amount	KXX
01/26/2016	CON YN Set For 02/03/2016 08:42 AM In Room 1	BG
01/26/2016	Notice Issued for CON YN on 02/03/2016 08:42 AM	BG
01/28/2016	ATY 1 HATCH, JAMES D. Added as Participant	KXX
02/10/2016	MIT YN Set for 04/15/2016 09:00 AM in Room 1 with Judge GJT	KXX
02/22/2016	THIS IS A HAND ENTERED DOCKET ENTRY EXAMPLE	KXX
02/22/2016	DEFENDANT CALLED AND IS IN HOSPITAL AND CAN'T MAKE IT TO HIS	KXX
02/22/2016	COURT HEARING. MOTHER WILL BE SENDING IN PAYMENT IN FULL	KXX
02/22/2016	CLERK AGREED IF \$\$ RECEIVED IN NEXT WEEK FTA FEE WILL BE WAIV	KXX
02/22/2016	ED	KXX

# JIS Person/Case Detail Screens

- DVI – Displays list of domestic violence related cases
- IOH – Displays a list of all protection/harassment type orders

## JIS impact?

King County case/person detail information including Orders or Warrants will no longer be in JIS.

## JABS mitigation?

DVI, IOH and Warrants tab will obtain KC data from EDR to display a complete listing.

# JIS DVI Screen - King County cases will not display

```
DN2030MI Domestic Violence Inquiry (DVI) CHENEY MUNI DVOL KXX 1__ of 1
Case: 3 CEP CN Csh: Pty: DEF 1__ StID: D 123456__ ID
Name: KERI, TEST R NmCd: IN 248 24823
CONFIDENTIAL--NOT FOR RELEASE
S Court Case Orders Pty Name
-----
Domestic, Parentage, or Dependency Cases with DV or Children:
NONE FOUND
Civil Cases with DV, Anti-Harassment or Sexual Assault Protection Petitions
CHENEY MUNI DVOL 10 PET KERI, TEST R
Convictions of DV or Sex Related Crimes:
CHENEY MUNI DVOL 3 ACTIVE DEF KERI, TEST R
Pending Criminal Cases of DV or Sex Related Crimes:
KING COUNTY DVOL 50 ACTIVE DEF KERI, TEST R
```

# JABS DVI Tab

DOL PDF

FTAs
Orders
Proceedings
Relations
Warrants
Assessment

Summary
Docket
DVI

FTAs
Orders
Proceedings
Participants
eTicket
Plea/Sent

Confidential - Not for Release

**Domestic Violence Inquiry for all Participants in Case 3 CEP CN** [Help](#)

---

**Domestic, Parentage, or Dependency Cases with DV or Children**

NONE FOUND

**Civil Cases with DV, Anti-Harassment or Sexual Assault Petitions**

Sel	Court	Case	Filing Date	Orders	Party	Name
<input checked="" type="radio"/>	CHENEY MUNI DVOL	10 CV	02/17/2016		Petitioner	<a href="#">KERI, TEST R</a>

**Convictions of DV or Sex Related Crimes**

Sel	Court	Case	Filing Date	Orders	Party	Name
<input type="radio"/>	CHENEY MUNI DVOL	3 CEP CN	02/03/2016		Defendant	<a href="#">KERI, TEST R</a>

**Pending Criminal Cases of DV or Sex Related Crimes**

Sel	Court	Case	Filing Date	Orders	Party	Name
<input type="radio"/>	KING COUNTY DVOL	50 KCP CT	02/22/2016		Defendant	<a href="#">KERI, TEST R</a>

# JIS IOH Screen - King County cases will not display

```
DO1020MI Individual Order History(IOH) CHENEY MUNI DVOL KXX __1 of 1
Case: 3 CEP CN Csh: Pty: StID: D 123456 ID
Name: KERI, TEST R NmCd: IN 248 24823
CONFIDENTIAL--NOT FOR RELEASE Print: N (Y/N)
Name: KERI, TEST R NmCd: IN 248 24823
AKA's: ALIAS, TEST R 1 Aliases

sel Exp/Trm Dt Order Desc Status Decision Pty Case# LEA Ty Crt Loc
-----
 02 22 2017 NO CONTACT Active PROTECTS DEF 50 KCP CT KCD
 02 03 2017 NO CONTACT Active PROTECTS DEF 3 CEP CN CYM
```

# JABS Order Tab

Summary Docket DVI FTAs Orders Proceedings Participants eTicket Plea/Sent  
DOL PDF FTAs Orders Proceedings Relations Warrants Assessment

Confidential - Not for Release

**Order Information for Person:** KERI, TEST R [Help](#)

Exp/Term/Deny Date	Order Description	Status	Decision	Party	Case Number	Court
	<a href="#">NO CONTACT</a>	Active	PROTECTS	Defendant	3 CEP CN	CYM
	<a href="#">NO CONTACT</a>	Active	PROTECTS	Defendant	50 KCP CT	KCD

# JIS Person Detail Screens

- PER & Page 2 – Provide person record details and contact information
- PCMT – Provides [person comments](#) including Home Detention violations
- ADH – Provides listing of all addresses
- AKA – Provides listing of all identified aliases (AKA) or Doing Business As (DBA)
- FRH – Displays Family Relationship History

## JIS impact?

King County person records that are unique to King County will no longer be in JIS.

## JABS mitigation?

JABS displays very limited person information. It does provide a dropdown of AKA/DBAs on some screens.

# JIS PER and Page 2 of PER Screen

```

NmCd: IN 248 24823          Name Updated on 11/17/2015 By KXX fr
Name: KERI, TEST R
Addr: X
City: OROVILLE           St: WA Zip: 98844      Cy: U
Hm Ph: 360 111 2222   Wk Ph:           Cell Ph:
Race: W Ethnicity: U ICWA: Sex: F DOB: 01 01 1985 Age: 31 DC
Dr Lic No: 123456       St: ID Expires: 01 01 2019
Address Last Updated on 11/17/2015 by KXX From Court CYM SC
                          Comments exist (PF2)
---- Identifying Information Updated on 02/22/2016 By KXX from Co
Wash St Id:           Height: 5 6_ Weight: 165
Eyes: BLU             Hair: BRO           True Name:           DOC M
                      FBI Nu: 123456789_ Emp Name: MCDONALDS
Interpreter: GER German, Standard
Phy Desc  : TATOO ON LOWER JAWBONE
    
```

```

School Name:
City:           Dist:   Bldg:
----- Phone Numbers -----
Act Type      Number      Comment
-  HOM      360 111 2222  MOM'S PHONE
-  WRK
-  CEL
-
-
-
-
E-mail: somebody @yahoo.com
    
```

# JIS PCMT Screen – King County entries will not display

```
DG1500MU Person Comments Screen (PCMT)      KING COUNTY DVOL      KXX 1__ of 1
Case:          3 CEP CN  Csh:          Pty:          StID: D 123456
Name: KERI, TEST R          NmCd: IN 248 24823
CONFIDENTIAL--NOT FOR RELEASE
Name...: KERI, TEST R          TRUE NmCd: IN 248 24823 JUV #
Oth Nms: 1: ALIAS, TEST R          Others:
S Typ P Person Comment          User Crt Update
  HD2  50 KCP CT - DIDN'T REPORT TIMELY_____ KXX KCD 02 22
  HD1  91 CEP CT_____ KXX CYM 02 22
  MIL  KICKED OUT OF AIRFORCE_____ KXX CYM 02 22
  NOT  THIS PERSON ISN'T VERY NICE_____ KXX CYM 02 22
  OSL  123987456 HAWAII_____ KXX CYM 02 22
  _____
  _____
```

# JIS ADH Screen

```
Show address type: ALL Resides with:
Type: _____ Begin: _____ End: __ __ ____
Addr: _____
City: _____ St: __ Zip: _____ Cy: US Co: __
SC: __ Updated By: Crt:
Type: MAI Begin: 02 22 2016 End: __ __ ____
Addr: POB 987N ST _____
City: TONASKET _____ St: WA Zip: 98855 _____ Cy: US Co: 24
SC: __ Updated By: KXX Crt: CYM
Type: MAI Begin: 02 22 2016 End: 02 22 2016
Addr: 123 MAIN ST _____
City: OROVILLE _____ St: WA Zip: 98844 _____ Cy: US Co: 24
SC: CI Notified by LEA - Citation Updated By: KXX Crt: CYM
Type: MAI Begin: 11 17 2015 End: 02 22 2016
Addr: X _____
City: OROVILLE _____ St: WA Zip: 98844 _____ Cy: US Co: 24
SC: CE Clerical error Updated By: KXX Crt: CYM
```

# JIS AKA Screen

```
DG1060MU  AKA/DBA (AKA)          CHENEY MUNI  DVOL      KXX
_____  Case:          3 CEP CN   Csh:        Pty: _____ StID: D 12345
          Name: KERI, TEST R_____ NmCd: IN 248 24823
                                CONFIDENTIAL--NOT FOR RELEASE
True Name: KERI, TEST R
Name Code: IN 248 24823  DOB: 01/01/1985  Dr Lic: 123456
Address:  POB 987N ST
City:     TONASKET                St: WA Zip: 98855

-----
[ ] AKA/DBA: ALIAS, TEST R
Name Code: IN 221 07062  DOB: 01/02/1986
Address:  X
City:     X                St: WA Zip: 99999
Type Code: AKA  Start Date: 01 01 2016  End Date:  _ _ _

_ AKA/DBA:
Name Code:  _ _ _
```

# JABS Summary and AKA Information

True Name: KERI, TEST R		Alias: ALIAS, TEST R		8 Cases								
AKA	Party	Case Number	Crt Date	Short Title	DV	Jg	O	CD	W	F	C	BAL
PEI		10 CV	CYM 02/17/2016	Harassment	N							
DEF		3 CEP CN	CYM 02/01/2016	ASSAULT 4TH DEGREE	Y	G	A					
A	DEF	101 CEP IT	CYM 02/01/2016	SPEEDING 10 MPH OVER LIMIT (OVER 40	N							\$125.00
DEF		50 KCP CT	KCD 12/01/2015	DUI	N		A		I			
DEF		96 CEP CT	CYM 11/30/2015	DUI	N	DP						
DEF		1 CEP IT	CYM 11/18/2015	SPEEDING 20 MPH OVER LIMIT (40 OR U	N							\$207.00
DEF		1 P&R CT	COD 11/15/2015	DUI	N					I		
DEF		1 CEP CT	CYM 10/31/2015	DUI	N	NG		CL				


**Summary for Case:** 1 CEP CT **Court:** CHENEY MUNI DVOL (CYM) [Help](#)

<b>Defendant 1:</b>	KERI, TEST R	<b>Law Enforcement Agency:</b>	CHENEY POLICE DEPARTMENT
<b>Date of Birth:</b>	01/01/1985	<b>Case Type:</b>	Criminal Traffic
<b>Address Line 1:</b>	POB 987N ST	<b>Filed In:</b>	CHENEY MUNICIPAL COURT
<b>Address Line 2:</b>		<b>Order Type:</b>	None
<b>City:</b>	TONASKET	<b>Warrant Status:</b>	None
<b>State:</b>	WA	<b>FTA Status:</b>	None
<b>Country:</b>	US	<b>Case Disposition:</b>	Closed
<b>Postal Code:</b>	98855		

**Person Comments:**

Type	Comment	User	Court	Updated	Person Name	AKA	IN#	JUV#
HD2	50 KCP CT - DIDN'T REPORT TIMELY	KXX	KCD	02/22/2016	KERI, TEST R		248 24823	
HD1	91 CEP CT	KXX	CYM	02/22/2016	KERI, TEST R		248 24823	
MIL	KICKED OUT OF AIRFORCE	KXX	CYM	02/22/2016	KERI, TEST R		248 24823	
NOT	THIS PERSON ISN'T VERY NICE	KXX	CYM	02/22/2016	KERI, TEST R		248 24823	
OSL	123987456 HAWAII	KXX	CYM	02/22/2016	KERI, TEST R		248 24823	

# JIS FRH Screen – King County cases will not display

```

DG1015MX Family Relationship Hist(FRH)  CHENEY MUNI  DVOL  KXX  1 of
_____ Case:          3 CEP CN  Csh:      Pty: DEF  _____1 StID: D 123456_____
      Name: KERI, TEST R_____ NmCd: IN 248 24823
                                CONFIDENTIAL--NOT FOR RELEASE
Name: KERI, TEST R                NmCd: IN 248 24823  DOB: 01/01/1985
Addr: POB 987N ST                TONASKET                WA Ph: 360 111 22
AKA's: ALIAS, TEST R                1 Alias
S N      Name                Sex NmCd      AKA Entry Date Crt      DOB      RW
-----
Dating
[ ] VICTIM, TEST                F IN 585 50805      02 03 2016 CYM 01/01/1985
Unknown
[ ] VICTIM, TEST                F IN 585 50805      02 22 2016 KCD 01/01/1985
[ ] TEST, ALIAS                U IN 711 92047      1 02 17 2016 CYM
    
```

# JABS FRH Tab

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**Family Relationship History for:** KERI, TEST R [Help](#)

Address: POB 987N ST, TONASKET, WA, 98855

Alias: ALIAS, TEST R ▼

Aliases	Name	Sex	AKA Count	Entry Date	Court	Date of Birth	RW	RP
	<u>Dating</u> VICTIM, TEST	F		02/03/2016	CYM	01/01/1985		
	<u>Unknown</u> VICTIM, TEST	F		02/22/2016	KCD	01/01/1985		
	TEST, ALIAS	U	1	02/17/2016	CYM			

# JIS Calendar and Batch Printing Screens

- PCS – Print a calendar along with an ADR, CDK, CFHS, and DCH for each case.
- DCHB, ICHB, IOHB – allows user to request ICH, DCH, IOH for up to 64 cases at once.

## JIS impact?

King County cases will not be included in the batch case listings or order history.

## JABS mitigation?

JABS will display calendar information for any CLJ court. From within the calendar, the user can easily view the ICH, ADR, CDK, and order history for each case. Calendars will include very limited information for non-well identified person cases and will not include detailed accounting information.

# JIS PCS & Batch Screens

```

02/22/10 12:52:04
DL1060MX Prepare Calendar Select. (PCS) CHENEY MUNI DVOL KXX 1 of 1
Case: 3 CEP CN Csh: Pty: StID: D 123456 ID
Name: KERI, TEST R NmCd: IN 248 24823

Prepare the following reports: N Run Overnight?

Start Date/Time: ___ ___ ___ at ___ ___ ___ in Room: ___ with Judge: ___
End Date/Time: ___ ___ ___ at ___ ___ ___ Sequence: ___ (C/H/P/D/O) in Cus: N (Y/N)
DKTS: N (Y/N) ADRS: N (Y/N) CFH: N (Y/N) DCH: N (Y/N) Sort: ___ (C=cal,D=def nm)
Judge Nm: _____ Prev DKT: N (Y/N) HRH Done: ___ (Y/N)

```

```

02/22/10 12:52:54
DN2002MX Indiv Case Hist Batch (ICHB) CHENEY MUNI DVOL CYM
Case: 3 CEP CN Csh: Pty: StID: D 123456 ID
Name: KERI, TEST R NmCd: IN 248 24823

N Run Overnight? N ADR's ---- Case Numbers ----

____
____
____
____
____

```



# JABS Calendar Search

Note: We are currently adding the ability to search for calendars in a different court.

Calendar Search

Select Date:

Change Judge:

Time Start:

Sort Order:

- Defendant Name
- LEA/Case Number
- Hearing Type

Change Room:

Time End:

Display Proceedings:

- Scheduled
- Held
- Not Held
- All

February, 2016							
Today							
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
4		1	2	3	4	5	6
5	7	8	9	10	11	12	13
6	14	15	16	17	18	19	20
7	21	22	23	24	25	26	27
8	28	29					

Select date

# JABS Calendar Display

Calendar for: Room: **COURT ROOM #1** Court: **Cheney Muni Dvol**

There are 7 cases available from 8:00 am to 11:59 pm, 2016-04-15.

Case Number	Name	Party	Short Title	Time
10 CV	TEST, ALIAS	Respondent	MOTION HEARING	08:00
3 CEP CN	KERI, TEST R	Defendant	ARRAIGNMENT	09:00
1 CEP IT	KERI, TEST R	Defendant	MITIGATION HEARING	09:00
96 CEP CT	KERI, TEST R	Defendant	JURY TRIAL	10:00
11 SC	TENANT, TEST	Defendant	NO JURY BENCH TRIAL	10:30
102 CEP CT	KERI, TESTA CHEATER	Defendant	MOTION HEARING	14:00
103 CEP CF	KERI, TESTY TESTER	Defendant	ARRAIGNMENT	15:00

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## Summary for Case:

**102 CEP CT**

**Court: CHENEY MUNI DVOL (CYM)**

[Help](#)

**Defendant 1:** KERI, TESTA CHEATER  
**Date of Birth:** 01/02/2000  
**Address Line 1:** X  
**Address Line 2:**  
**City:** X  
**State:** WA  
**Country:** US  
**Postal Code:** 98888

**Law Enforcement Agency:** CHENEY POLICE DEPARTMENT  
**Case Type:** Criminal Traffic  
**Filed In:** CHENEY MUNICIPAL COURT  
**Order Type:** None  
**Warrant Status:** None  
**FTA Status:** None  
**Case Disposition:**

## JIS Case Violations:

Violation 1: [RECKLESS DRIVING](#)

[46.61.500](#)

MANDATORY APPEARANCE

DV: No

Either the arraignment has not been held, or the arraignment date has not been recorded in JIS.



# JIS Civil Case Screens

- CIVI – Displays Civil Case information including Parties
- CVJI – Displays Civil Case judgment information

## JIS impact?

King County case records will no longer be in JIS.

## JABS mitigation?

JABS will display limited Civil case information when searching by a calendar.

CV case with well identified person will display more data.

JABS will not allow a user to search for a case with non well identified persons.

# JIS CIVI Screen

```
DC1000MI Civil Case Filing Inquiry (CIV) CHENEY MUNI DVOL KXX __1 of
█ Case: 11 SC Csh: Pty: PLA 1 StID:
Name: LANDLORD, TEST NmCd: CV 482 23189
Case: 11 SC File date: 02 22 2016 Cause: REN Rent
Title : TRYING TO GET BACK RENT
Note :
Amt of suit: 5,000.00
-----Parties----- ----NmCd---- -----Links-----
DEF 1 TENANT, TEST CV 506 32682
PLA 1 LANDLORD, TEST CV 482 23189
```

# JIS CVJI Screen

```

DC1020MI Judgment/Dispo Inquiry (CVJ)          CHENEY MUNI   DVOL   KXX   1
Case:      11   SC   Csh:          Pty: _____ StID:  _____
Name: _____ NmCd: _____
Case:      11   SC   Case dispo:          Date:
                Appeal dates Begin:      End :
Note: AGREED UPON PRIOR TO TRIAL
----- Judgment 1_ -----(PF3 for Pa
Judgment type : TR Transferred          Date: 02 22 2016   Judge: TK
Judgment dispo: CL Closed                Date: 02 22 2016
Judgment:      5,500.00 Amount paid:          Balance:      5,5
----Item----  Amt to date  ----Item----  Amt to date  ----Item----  Amt to
Principal      5,500.00 Handling          witness fee
Interest      Collection          Interpreter
Reas aty fe    Stat aty fe          Jury fee
Filing Fee    Stat damage          Other
Service       Notary fee

```

# JABS Screens for Civil Cases

## Non well identified persons

Case Number	Name	Party	Short Title	Time
10 CV	TEST, ALIAS	Respondent	MOTION HEARING	08:00
3 CEP CN	KERI, TEST R	Defendant	ARRAIGNMENT	09:00
1 CEP IT	KERI, TEST R	Defendant	MITIGATION HEARING	09:00
96 CEP CT	KERI, TEST R	Defendant	JURY TRIAL	10:00
11 SC	TENANT, TEST	Defendant	NO JURY BENCH TRIAL	10:30
102 CEP CT	KERI, TESTA CHEATER	Defendant	MOTION HEARING	14:00
103 CEP CF	KERI, TESTY TESTER	Defendant	ARRAIGNMENT	15:00

Summary	Docket	Proceedings	Participants	eTicket	Assessment
---------	--------	-------------	--------------	---------	------------

**Docket Information for Case:** **11 SC** **Court:** CHENEY MUNI DVOL (CYM) [Help](#)

**Note:** AGREED UPON PRIOR TO TRIAL

Date	Description	User
02/22/2016	Case Filed on 02/22/2016	KXX
02/22/2016	Cause of Action: Rent	KXX
02/22/2016	PLA 1 LANDLORD, TEST Added as Participant	KXX
02/22/2016	DEF 1 TENANT, TEST Added as Participant	KXX
02/22/2016	NJT Set for 04/15/2016 10:30 AM in Room 1 with Judge GJT	KXX
02/22/2016	Judgment 1 Transferred entered by Judge TKC	KXX
02/22/2016	Judgment 1 Disposition of CL Entered	KXX
02/22/2016	Principal : 5,500.00	KXX
02/22/2016	Total Judgment Amount 5,500.00	KXX
02/22/2016	Balance Due 5,500.00	KXX

# JABS Screens for Civil Cases

## Well identified persons

Calendar for: Room: COURT ROOM #1 Court: Cheney Muni Dvol  
 There are 7 cases available from 8:00 am to 11:59 pm, 2016-04-15.

Case Number	Name	Party	Short Title	Time
10 CV	TEST, ALIAS	Respondent	MOTION HEARING	08:00
3 CEP CN	KERI, TEST R	Defendant	ARRAIGNMENT	09:00
1 CEP IT	KERI, TEST R	Defendant	MITIGATION HEARING	09:00
96 CEP CT	KERI, TEST R	Defendant	JURY TRIAL	10:00
11 SC	TENANT, TEST	Defendant	NO JURY BENCH TRIAL	10:30
102 CEP CT	KERI, TESTA CHEATER	Defendant	MOTION HEARING	14:00
103 CEP CF	KERI, TESTY TESTER	Defendant	ARRAIGNMENT	15:00

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[Summary](#) [Docket](#) [DVI](#) [Orders](#) [Proceedings](#) [Participants](#) [eTicket](#) [Plea/Sent](#)

**Docket Information for Case:** 10 CV Court: CHENEY MUNI DVOL (CYM) [Help](#)

**Note:**

Date	Description	User
02/17/2016	Case Filed on 02/17/2016	KXX
02/17/2016	Cause of Action: Harassment	KXX
02/17/2016	PET 1 KERI, TEST R Added as Participant	KXX
02/17/2016	RSP 1 TEST, ALIAS Added as Participant	KXX
02/17/2016	Case Disposition of CL Entered	KXX
02/17/2016	Judgment 1 Transferred entered by Judge GJT	KXX
02/17/2016	Judgment 1 Disposition of TR Entered	KXX
02/17/2016	Principal : 5,000.00	KXX
02/17/2016	Total Judgment Amount 5,000.00	KXX
02/17/2016	Balance Due 5,000.00	KXX
02/17/2016	for PET 1 KERI, TEST R	KXX

# Business Process Question

Which of your business processes will be impacted in such a way that you can no longer do your job?

- Does the impact affect:
  - Judicial decision making
  - Public safety
  - Court operations, or
  - Statistical analysis
- Business Process examples –
  - Sentencing a defendant in a criminal matter - Judicial Decision Making and Public Safety
  - Providing public with a copy of the DCH – Court Operations

# Business Process impacts & Mitigations

Business Process Impacted	Impact
Pretrial release or sentencing a Defendant	Judicial Decision Making & Public Safety

# Next Steps

- AOC staff analyze impacts and draft proposed solutions.
- AOC will provide and discuss proposals with User Group.
- Future meetings to obtain input on:
  - Data Validation
  - Person Matching
  - Impacts to other applications
  - Etc.
- Follow-up meeting information will be provided.

# Contact Information

Send additional business process impacts or questions to:

Christine Cook, Project Manager

[Chris.Cook@Courts.wa.gov](mailto:Chris.Cook@Courts.wa.gov)

DISCIS Screens that will be impacted when King County data is no longer in DISCIS					In Jabs Now	JABS functionality	JIS Link	Online Manual Link
Id	Title	Command	Which Courts	Short Description				
1	<b>Search Name Duplicate/Search Address Duplicate</b>	SND /SAD	All	The SND screen uses either an Alpha Weighted or a Phonetic Weighted search type to return a list of names from the database. The Search Type can be changed to broaden or narrow the search results.	N	Person Search	Y	<a href="#">Link</a>
2	<b>Defendant Name Duplicate/Defendant Name Address Dup</b>	DND /DAD	All	The Defendant Name Address Duplicate screens (DND/DAD) search the JIS Person Database statewide for all 'Individual' type persons who are defendants in: - Court of limited jurisdiction non-civil cases (felony, criminal, infraction, probable cause). -Superior court criminal or juvenile offender cases The search starts with the name entered 'NAME*' and will continue thru the entire name database using screen paging.	N	Person Search	Y	<a href="#">Link</a>
3	<b>Name Duplicate/Name Address Duplicate</b>	NMD /NAD	All	The Name/Address Duplicate screen (NMD/NAD) searches the JIS Person Database for IN-type persons. IN-type persons include: - Names associated with court of limited jurisdiction or superior court cases. - Names who are linked in a True/AKA relationship or family relationship - Names linked by juvenile departments in Resides With and Responsible Party relationships. - An IN name not associated with any of the above.	N	Person Search	Y	<a href="#">Link</a>
4	<b>Individual Case History</b>	ICH	All	A statewide list of all non-restricted case types filed in JIS statewide for Name Code Type IN (individual), regardless of the individual's case participant type.	Y	ICH	Y	<a href="#">Link</a>
5	<b>Defendant Case History</b>	DCH	All	A statewide list of JIS criminal and infraction cases filed in the courts of limited jurisdiction and criminal and juvenile offender cases filed in superior courts, in which the individual (in all cases) is the defendant (DEF). The DCH screen is used to view case history and is also used as a screen to access additional information via program function keys. These screen provide access to the other data screens by selecting a case and pressing a function key.	Y	ICH	Y	<a href="#">Link</a>

DISCIS Screens that will be impacted when King County data is no longer in DISCIS								
Id	Title	Command	Which Courts	Short Description	In Jabs Now	JABS functionality	JIS Link	Online Manual Link
6	<b>Court Name Case Index</b>	CNCI	All	The Court Name/Case Index displays a list of cases in one court when a name is entered in the Navigator Name field and a Name Type is entered in the first part of the NmCd field. Only cases for the court identified in the Court field on the Main Menu are displayed. This screen does not display a statewide list of cases. All cases associated with the name entered are displayed plus names greater. This is the equivalent to searching for 'NAME*' where the '*' is a wildcard. Court users are able to enter a different court initial than the one signed on as, thus using the CNCI command for cases in a different court.	N	ICH	Y	<a href="#">Link</a>
7	<b>Statewide Name Case Index</b>	SNCI	All	Searches for case indexes (i.e., case listings for a person) can be performed in JIS either statewide using the State Name/Case Index (SNCI) screen or in a specific court using the Court Name/Case Index (CNCI) screen. The SNCI screen gets all cases for a single JIS Individual Person record statewide. Only cases in which the user has case type access are displayed. SNCI is differentiated from DCH/ICH as it does not display cases for related person records (true name and aliases).	N	ICH	Y	<a href="#">Link</a>
8	<b>Non-Civil Case Inquiry</b>	NCC	CLJ	The non-Civil Case screen displays the case information, defendant name, address, Date of birth, Gender, Drivers License information, violation with associated plea and findings.	N	Summary Tab	Y	<a href="#">Link</a>
9	<b>Participant Inquiry</b>	PAR	CLJ Superior	The participant screen displays all parties for a case (participant type, sequence number, name, begin date, end, date)	N	Participant Tab	Y	<a href="#">Link</a>
10	<b>Case Docket</b>	CDK	CLJ	The Case Docket screen provides a chronology of all events on a case (filings, proceedings, warrants, FTA, receipts, collection, etc.) and court case notes.	Y	Docket Tab	Y	<a href="#">Link</a>
11	<b>Violation Inquiry /Update</b>	VIO	CLJ	The Violation Screen displays all violations for the non-civil case.	N	Summary Tab	Y	<a href="#">Link</a>
12	<b>Domestic Violence Inquiry</b>	DVI	All	Compiles domestic violence and sex related cases. See link for details.	Y	DVI Tab	Y	<a href="#">Link</a>
13	<b>Individual Order History</b>	IOH	All	A statewide list of all orders for an individual in JIS for all court levels.	Y	Order Tab	Y	<a href="#">Link</a>

DISCIS Screens that will be impacted when King County data is no longer in DISCIS								
Id	Title	Command	Which Courts	Short Description	In Jabs Now	JABS functionality	JIS Link	Online Manual Link
14	Person	PER/PCMT	All	The Person screens include details of a persons name, description, contact information, and person comments, including Home Detention Violations.				
15	Address History	ADH	CLJ Superior	The address history screen displays all addresses, historically, for the person	N	N/A	y	<a href="#">Link</a>
16	Alias/ Doing Business As	AKA	CLJ Superior	The aka screen provides information of names that are linked together as AKA or DBA	N	ICH, FRH	y	<a href="#">Link</a>
17	Family Relationship History	FRH	All	Superior and limited jurisdiction courts maintain case-based family relationships for parties who are litigants or order participants in the types of cases outlined in JIS Person Business Rule 11.10 and 11.20. Case-based relationships are created as part of the case filing process and maintained on the Family Relationship Case (FRC) screen. For juvenile court users, the Family Relationship History (FRH) screen displays case-based relationships (excluding case-based parent-child relationships) and person-based relationships (including parent-child, Resides With, and Responsible Person relationships).	Y	FRH Tab	Y	<a href="#">Link</a>
18	Printed Calendar (when using the DCH/ICH print option).	PCS	All	Calendars are prepared from the Print Calendar Selection screen (PCS). Any or all of the following reports can also be requested for each case or person on the calendar: - Abstract of Driving Record (ADR). - Printed Docket Report. (CDK) - Case Financial History Report. (CFHS) - Defendant Case History Report. (DCH)	N	Search Calendar	N	<a href="#">Link</a>
19	Defendant Case History Batch Print	DCHB	All	Provide the capability to submit multiple Defendant Case History Reports by entering up to 64 case numbers at a time.		Search Calendar		<a href="#">Link</a>

DISCIS Screens that will be impacted when King County data is no longer in DISCIS								
Id	Title	Command	Which Courts	Short Description	In Jabs Now	JABS functionality	JIS Link	Online Manual Link
20	Individual Case History Batch Print	ICHB	All	Provide the capability to submit multiple Individual Case History Reports by entering up to 64 case numbers at a time.		Search Calendar		<a href="#">Link</a>
21	Individual Order History Batch Print	IOHB	All	Provide the capability to submit multiple Individual Order History Reports by entering up to 64 case numbers at a time.		Search Calendar		<a href="#">Link</a>
22	Civil Case Inquiry	CIVI	CLJ Superior	The Civil Case Inquiry screen displays the civil case information including the case parties.	N	Summary and Other Tabs	Y	<a href="#">Link</a>
23	Civil Judgment Inquiry	CVJI	CLJ Superior	The Civil Judgment Inquiry screen displays civil case and judgment information (judgment type, date, judge, ordered amounts, paid, etc.)	N	Summary and Other Tabs	Y	<a href="#">Link</a>

## **JIS Data Standards for Alternative Electronic Court Record Systems**

**Effective Date: October 24, 2014**

Revision History	Date	Description
Version 1.0	6/2/2014	Draft for Review and Comment
Version 1.1	6/24/2014	Accepted agreed upon items from King County and Access to Justice comments
Version 1.2	6/25/2014	Accepted additional King County revisions.
Version 1.3	7/1/2014	Final edits as approved by the JISC
Version 1.32	9/15/2014	Comments from court feedback for review.
Version 1.33	9/20/2014	Internal AOC review and corrections.
Version 1.34	10/1/2014	Changed name from "Standards for Local Automated Court Record Systems
Version 1.35	10/8/14	Added "Data" to standard title, at stakeholder request, and added effective date under title.
Version 1.36	10/10/2014	Revised the scope statement.
Version 1.4	10/31/2014	Version as approved by the JISC on 10/24/2014.
Version 1.5	12/07/2015	Multiple revisions
Version 1.6	03/11/2016	Provisionally approved by EDE Steering Committee. Revision containing multiple updates to finalize changes for Standards Freeze for EDR pilot implementation.

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## PURPOSE

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

## AUTHORITY

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

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

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

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

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

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

RCW 2.68.050 directs the electronic access to judicial information.

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

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

*(6) Increase capabilities to receive information electronically from the public and transmit forms, applications and other communications and transactions electronically;*

*(7) Use technologies that allow continuous access twenty-four hours a day, seven days per week, involve little or no cost to access, and are capable of being used by persons without extensive technology ability; and*

*(8) Consider and incorporate wherever possible ease of access to electronic technologies by persons with disabilities.”*

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

*(1) Examine the administrative methods and systems employed in the offices of the judges, clerks, stenographers, and employees of the courts and make recommendations, through the chief justice, for the improvement of the same;*

*(2) Examine the state of the dockets of the courts and determine the need for assistance by any court;*

*(4) Collect and compile statistical and other data and make reports of the business transacted by the courts, and transmit the same to the chief justice to the end that proper action may be taken in respect thereto;*

*(6) Collect statistical and other data and make reports relating to the expenditure of public moneys, state and local, for the maintenance and operation of the judicial system and the offices connected therewith;*

*(7) Obtain reports from clerks of courts in accordance with law or rules adopted by the supreme court of this state on cases and other judicial business in which action has been delayed beyond periods of time specified by law or rules of court and make report thereof to supreme court of this state;*

*(11) Examine the need for new superior court and district court judge positions under an objective workload analysis. The results of the objective workload analysis shall be reviewed by the board for judicial administration which shall make recommendations to the legislature. It is the intent of the legislature that an objective workload analysis become the basis for creating additional district and superior court positions, and recommendations should address that objective;”*

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

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

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

## **GUIDANCE**

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

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

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

## **SCOPE**

The information in this standard applies to all Washington State Superior Courts and Courts of Limited Jurisdiction (CLJ) operating an Alternative Electronic Court Record System. Juvenile Departments are included in the scope as each is a division within a Superior Court. It does not include the Supreme Court and Court of Appeals courts as their systems are, by statute, fully supported by the AOC.

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

## **DEFINITIONS**

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

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

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

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

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

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

## **STANDARDS**

The following subsections provide the standards for courts that implement and operate an Alternative Electronic Court Record System. There are six sections:

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

- Section 'F', Responsibilities: provides information on what is expected to be performed by the courts and by the AOC.

## A. GENERAL

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

1. A court that implements an Alternative Electronic Court Record System will continue to follow RCW's related to the JIS as applicable and prescribed by law. These include:
  - a) [RCW 2.68](#) regarding the JIS;
  - b) [RCW 26.50.160](#) regarding the JIS being the designated statewide repository for criminal and domestic violence case histories;
  - c) [RCW 26.50.070\(5\)](#) and [RCW 7.90.120](#) regarding mandatory information required by JIS within one judicial day after issuance of protection orders ;
  - d) [RCW 10.98.090](#) regarding reporting criminal dispositions to the Washington State Patrol (WSP) from the JIS;
  - e) [RCW 10.97.045](#) regarding disposition data to the initiating agency and state patrol and;
  - f) [RCW 10.98.100](#) regarding compliance audits of criminal history records.
2. A court that implements an Alternative Electronic Court Record System will continue to follow Washington State Court General Rules (GR), specifically:
  - a) [GR 15](#) for the destruction, sealing, and redaction of court records
  - b) [GR 22](#) for the access to family law and guardianship court records
  - c) [GR 31](#) for the access to court records and
  - d) [GR 31.1](#) for the access to administrative records
  - e) GR 34 for the waiver of court and clerk's fees and charges in civil matters on the basis of indecency

3. A court that implements an Alternative Electronic Court Record System will continue to follow JIS rules, specifically:
  - a) [Rule 5](#) regarding standard data elements;
  - b) [Rule 6](#) regarding the AOC providing the courts standard reports
  - c) [Rule 7](#) regarding codes and case numbers
  - d) [Rule 8](#) regarding retention
  - e) [Rule 9](#) regarding the JIS serving as the communications link for courts with other courts and organizations and
  - f) [Rule 10](#) regarding attorney identification numbers
  - g) [Rule 11](#) regarding security
  - h) [Rule 15](#) regarding data dissemination, including the local rules consistent with the JIS Data Dissemination Policy and
  - i) [Rule 18](#) regarding removing juvenile data when only a truancy record exists

## **B. SHARED DATA**

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

A court that implements an Alternative Electronic Court Record System shall send the shared data identified in these standards to the JIS. The court shall comply with these standards through direct data entry into a JIS system or by electronic data exchange. All data elements which have been marked as “Baseline” with a ‘B’ in columns corresponding to the court level, in Appendix ‘A’ shall be effective as of the approval date of the standard. The implementation of the shared data (court applicability and timing) shall be governed by the Implementation Plan for the JIS Data Standards for Alternative Electronic Court Record Systems.

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

This subsection is divided into four parts:

- The Shared Data Element Standards identify the data elements that require sharing.
- The Codes Standards specify the valid values contained in the shared data elements.

- The Data Element Time Standards provide the requirements for when the data is to be provided.
- Data Quality Standards that ensure that data is complete and correct.

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

**1. Shared Data Standards:**

JISC Rule 5 requires a standard court data element dictionary:

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

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

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

<b>(2)</b>	<b>Title</b>	Case Filing and Update
	<b>Requirement:</b>	The initial filing and updates of all matters initiated in a Superior Court or Court of Limited Jurisdiction court.

		Also, the creation and update of juvenile referrals and diversions.
	<b>Rationale:</b>	Needed for statewide case statistics, judicial needs assessment, person case history, public information, and research.
	<b>Shared Data</b>	Case Significant Document Index Information Citation Case Relationship Process Control Number
	<b>Court Level</b>	Superior, Juvenile, and CLJ

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

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

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

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

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

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

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

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

	<b>Shared Data</b>	Conditions
	<b>Court Level</b>	Superior, Juvenile, and CLJ

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

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

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

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

<b>(15)</b>	<b>Title</b>	Flags and Notifications
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	<b>Requirement:</b>	There are a variety of alerts, flags, and additional information on a person, organization, official, case, or case participant that need to be recorded and shared between organizations.
	<b>Rationale:</b>	Flags are needed to support public safety and judicial decision making. Instances of public safety are medical, social, and behavioral alters generated in juvenile detention. Some of these alerts persist beyond a single detention episode are needed by other organizations. Instance of case flag for judicial decision making would be the home detention violations one and two.
	<b>Shared Data</b>	Person Flag Case Flag Case Participant Flag
	<b>Court Level</b>	Superior, CLJ, Juvenile

**2. Code Standards:**

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes).” Therefore the codes standards apply to the data that is being shared.

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

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

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes). Appendix ‘A’ lists the shared data elements. All elements that have a name suffixed with the word ‘Code’ will have a set of valid values. The valid values will be defined in the data exchange’s IEPD. For courts that perform double data entry into JIS, the code values are those enforced by the JIS screens.

**3. Data Element Time Standards:**

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

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

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

The following time categories are used:

- a) **One Day** – data shall be provided no later than one business day after being entered into the alternative system. In instances where state statute or other mandates require data be entered into the JIS sooner, those mandates shall prevail (see general standards).
- b) **Two Day** – data shall be provided within two business days after the event occurred and was entered into the alternative system. This category is used to get most all case information that is not required to be current except for the court of origination.
- c) **Monthly** – data for the previous month shall be provided by the 10th day of the following month. This category is used generally for statistical data that is not used for operational decision making (caseload statistics).

Time Standards Table

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

**4. DATA QUALITY**

Local Automated Court Record Systems shall work with the AOC in compliance with Data Quality Service Level Agreements (SLA) to ensure that court data meets the data quality standards for critical data elements when sending data to the JIS. This ensures quality information is transferred downstream and made available to the public. The

SLA will also specify roles, responsibilities, notification, development of data quality rules between systems, measuring and monitoring processes between systems, escalation strategies, and timeliness of resolution for identified issues impacting quality of information for statewide data and information the AOC is required, by statute, to provide to external partners (i.e. background check data to the WSP).

**Standards:**

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

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

- a) Uniqueness: No entity exists more than once within the data set. What this means is that if a case at a court exists, that case will have a unique identification. For example, a case should not have two different identifications (case numbers), making it appear that there are two instead of one.
- b) Accuracy: The degree with which data correctly represents the “real-life” objects they are intended to model. Accuracy measures the degree to which the computerized records reflect the authoritative court records. For example, the computerized record should show a guilty finding when the Order for Judgment and sentence is ‘Guilty.’
- c) Timeliness: Adheres to case management court time standards and transfer of information within expected time for accessibility and availability of information.
- d) Consistency: Data values in one data set are consistent with values in another data set.
- e) Completeness: Certain attributes are expected to be assigned values in a data set.
- f) Conformance: The degree to which instances of data are exchanged, stored or presented in a format consistent with other system similar attribute values.

**C. COMMON PROCESS**

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

**Assumptions:** Alternative Electronic Court Record Systems will operate independent of the JIS.

**Standards:**

1. A court should follow Person Business Rule 3.0 and all subsections when adding persons to the JIS database.
2. A court should record a date of death based only on official documentation received from Department of Health or from court orders.
3. A court should consult the JIS for statewide case history for a well identified individual unless the court has an established process for using fingerprint and photo for identifying a person.
4. A court should consult the JIS for determining protection orders for an individual.
5. A court shall consult the JIS prior to entry of a final parenting plan (RCW 26.09.182).

## **D. SECURITY**

This section provides security standards that shall be followed.

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

### **Standards:**

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

and Privacy Controls for Federal Information Systems and Organizations' shall be used.

## **E. TECHNICAL**

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

### **Assumption(s)**

- None.

### **Standards:**

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

## **RESPONSIBILITIES**

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

### Court Responsibilities:

1. A court shall be responsible for the development, maintenance, and operation of integration components to provide required data to the AOC.
2. A court shall be responsible for monitoring legislative and rule changes that impact their system and making the changes needed by the date required.
3. A court shall be responsible for its own disaster recovery plan, including data backups and restoration procedures. Disaster recovery planning and testing is performed to ensure that a court can sustain business continuity in the event of a disaster that impairs its Alternative Electronic Court Record System and integration linkages with the statewide system.

4. A court shall ensure auditability of their system, including audit logs recording user activities, exceptions, and information security events necessary to detect and audit unauthorized information-processing activities. The AOC currently provides audit records for JIS systems to track the identity of a person changing or accessing JIS data and the date and time it was changed/access. The JIS audit trails are used periodically as evidence in court cases for unauthorized data access. The alternative systems are expected to have a similar capability for tracking changes and data access.
5. A court shall use the codes list provided by the AOC. The data sent to the AOC via data entry or data exchange shall conform to the standard codes values defined for those methods. Translation for the alternative system to the standard code is expected to be performed by the originating court.

AOC Responsibilities:

1. The AOC shall be responsible for the development, maintenance, and operation of integration components to consume data.
2. The AOC shall provide access to shared data through applications or data services.
3. The AOC shall publish a catalog of data exchange services.
4. The AOC should assist courts in a technical advisory role in service usage.
5. The AOC shall publish code lists for the courts based on the AOC and court Service level Agreement (SLA) prior to the codes becoming effective.
6. The AOC shall be responsible to notify in advance of making any changes to any data exchange service which would require courts to make any corresponding revisions to their systems, and to work with the affected courts to minimize any such potential impact.

Shared Responsibilities: -

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

## **REVIEW CYCLE**

This standard is reviewed and updated as needed.

## **OWNERS**

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

## APPENDIX A

### Shared Data Elements

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

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

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

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

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

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

**Sup** – Superior

**CLJ** – Court of Limited Jurisdiction

**Juv** – Juvenile Department

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

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

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

## APPENDIX A

### Shared Data Elements

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

## APPENDIX A

### Shared Data Elements

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

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
33	Address Status Code	A code which designates the status of the address (undeliverable, returned, confidential, etc.).	B	B	B
240 New	Address Source Code	A code which identifies the document or other source used to enter an address for a person. Example, notified by DOL, notified by prosecutor, etc.	B	B	B
<b>Case Association</b>		A case association is the relationship of one case linked to another related case. Examples are CLJ case and the associated superior court case when appealed, A probable cause hearing/case and the actual legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B
34	Case Association Identifier	A CMS system-generated unique identifier provided by the data originator for identifying all related cases. Each case in the association will have the same identifier value.	B	F	B
35	Case Identifier	CMS system-generated unique case identifier.	B	F	B
36	Case Association Type Code	A code that identifies the type of associations (linked, consolidated, etc.).	B	F	B
37	Case Association Role Type Code	A code that specifies the role of the case in the association (primary, secondary, referral, etc.).	B	F	B

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
<b>Case</b>		A case is the primary business item that is used to manage and track status for issues filed in a court.	B	B	B
38	Case Identifier	CMS system-generated unique case identifier.	B	B	B
39	Court Code	A code that uniquely identifies a court. The code is unique statewide.	B	B	B
40	Case Number	A court-assigned number that is used for externally identifying a case. The case number is unique within a court code.	B	B	B
41	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, sexual assault protection, etc.), case type, and cause code.	B	B	B
42	Law Enforcement Agency Code	A code that identifies the law enforcement agency that originated the case (Olympia Police Department, Washington State Patrol).	B	B	B
43	Case Filing Date	The date in which the case was filed in the court.	B	B	B
44	Case Title Text	The court case title.	B	B	B
241 New	Case Suit Amount	The amount of the suit on a civil case	F	B	NA
45	Case Security Status Code	A code which specifies the security level (confidential, sealed, public, etc.).	B	B	B
<b>Case Status</b>		Case status provides information on the different stages of a case through its lifecycle (resolution, completion, closure, etc.).	B	B	B

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
46	Case Identifier	CMS system-generated unique case identifier.	B	B	B
47	Case Status Type Code	A code identifying the type of case status (resolution, completion, closure, etc.).	B	B	B
48	Case Status Code	A code identifying the specific status within the type. (For case status closure type: completed or transferred.)	B	B	B
49	Case Status Date	The start and end date associated with the case status.	B	B	B
<b>Charge</b>		An allegation as to a violation of law.	B	B	B
50	Participant Identifier	The CMS system-generated unique identifier for the case participant for which the charge applies.	B	B	B
51	Case Identifier	CMS system-generated unique case identifier.	B	B	B
52	Charge Identifier	A CMS system-generated identifier for the charge provided by the court.	B	Y	B
53	Significant Document Identifier	An identifier for the significant document from which the charges are listed.	B	NA	NA
55	Charge Count Number	A sequentially assigned number, starting at one for each charge count.	B	B	B
56	Charge Violation Date	The date in which the offense, citation, violation etc. occurred.	B	B	B
57	Charge Primary Local Law Number	The law number as recorded in the local system for the primary charge.	B	B	B
59	Charge Primary Result Code	A code which specifies the outcome as decided by the court, related to the primary charge (committed, guilty, etc.).	B	B	B

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
60	Charge Primary Result Reason Code	A code which specifies the reason for the primary charge result code (defendant deceased, court's motion, deferred prosecution completed, etc.).	F	B	F
61	Charge Primary Result Date	The date of the primary charge result finding.	B	B	B
62	Charge Special Allegation Law Number	The law number of any special allegation (deadly weapon, sexual motivation, DUI over 1.5, Refusal, etc.) for the charge.	B	F	B
63	Charge Special Allegation Result Code	A code which specifies the outcome as decided by the court, related to the special allegation.	B	F	B
64	Charge Special Allegation Result Date	The date of the special allegation.	F	F	F
65	Charge Modifier Law Number	The law number of any inchoate modifier (attempted, conspiracy, etc., etc.) for the charge.	B	F	B
66	Charge Definition Law Number	The law number for any definitional laws cited in the charging document for the charge count.	B	F	B
67	Charge Domestic Violence Code	A code which specifies domestic violence applicability for the charge count.	B	B	B
242 New	Amending Charge Identifier	The Charge identifier for any charges that are amended during the lifecycle of the case. If the charge is an original charge on the case, then this field is blank.	B	B	F
68	Charge Arraignment Date	The date on which the defendant was arraigned on the charge.	B	B	B
69	Charge Plea Type Code	A code that specifies the plea provided by the defendant for the charge (no contest, guilty, not committed, etc.).	B	B	B
70	Charge Plea Date	The date on which the plea was made.	B	B	B

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
71	Charge Sentence Date	The date on which sentencing, if any, was made on the charge.	B	B	B
72	Charge Sentence Judicial Official Identifier	The CMS system-generated identifier of the judicial officer who made the sentencing.	B	B	B
73	Charge Same Course of Conduct Code	A code used for juvenile cases to indicate if the charge was committed during the same course of conduct as related to other charges.	NA	NA	B
74	Charge Juvenile Disposition Offense Category Code	A code which specifies the offense severity for juvenile offender cases.	NA	NA	B
<b>Citation</b>		A document issued to a person that contains the alleged violation of law.	NA	B	NA
75	Case Identifier	CMS system-generated unique case identifier.	NA	B	NA
76	Citation Date	The date that the citation was issued.	NA	B	NA
77	Originating Agency Code	<p>A code assigned to designate the "originating agency," developed by the National Crime Information Center (NCIC)*. This identifies the agency that originated the citation/criminal complaint.</p> <p>The ORI (Originating Agency) number for an LEA (Law Enforcement Agency) or court is listed on the Official/Organization (OFO) screen in the <b>ORG DOL CODE</b> field.</p> <p>The Washington State Patrol (WSP) maintains a current list of ORI numbers online at <a href="http://www.wsp.wa.gov/secured/access/manuals.htm">http://www.wsp.wa.gov/secured/access/manuals.htm</a> on the ACCESS - Manuals &amp; Documents page.</p>	NA	B	NA

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
78	Originating Agency Report Number	The originating agency report number (sometime referred to as police report number) assigned to the citation/criminal complaint as provided by the originating agency.	NA	F	F
79	Citation Amount	The fine dollar amount from the citation.	NA	B	NA
80	Citation Accident Code	A code that indicates if an accident was involved.	NA	B	NA
81	Citation Speed Zone Count	A number that specifies the speed limit at the location of the citation.	NA	B	NA
82	Citation Vehicle Speed Count	A number that specifies the vehicle speed as written on the citation.	NA	B	NA
83	Citation Blood Alcohol Content Type Code	A code that specifies the blood alcohol percentage testing method.	NA	B	NA
84	Citation Blood Alcohol Content Percent	The blood alcohol percent from the citation.	NA	B	NA
85	Citation THC Type Code	A code that specifies the THC testing method.	NA	B	NA
86	Citation THC Level Count	The THC level from the citation.	NA	B	NA
87	Vehicle License Number	The vehicle license plate number from the citation.	NA	B	NA
88	Vehicle License State Code	The vehicle license plate number state code from the citation.	NA	B	NA
<b>Condition</b>		An item that must be satisfied to resolve the issues on a case (charges, judgments, and other orders).	F	B	B
89	Condition Identifier	A CMS System-generated identifier for the condition provided by the court.	F	B	B
90	Document Identifier	The identifier or number from the source document that imposed the condition. This has the same value as a corresponding entry for a Significant Document Index entry.	F	F	F

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
91	Case Identifier	CMS system-generated unique case identifier.	F	B	B
92	Participant Identifier	The CMS system-generated unique identifier for the case participant for whom the condition applies.	F	B	B
93	Official Identifier	The CMS system-generated identifier for the official who imposed the condition.	F	B	B
94	Condition Date	The date that the condition was imposed.	F	B	B
95	Condition Type Code	The type of condition imposed (fine, jail, class, etc.).	F	B	B
96	Condition Amount	An amount, if applicable.	F	B	B
97	Condition Time Count	The amount of time for the condition, if applicable. The time is measured based on the time unit code.	F	B	B
98	Condition Time Unit Code	The time units (hour, day, month, etc.) that is for the condition time unit count.	F	B	B
99	Condition Review Date	The next date on which the condition is scheduled for review.	F	B	B
100	Condition Completion Date	The date on which the condition was completed.	F	B	B
101	Condition Completion Code	A code specifying the type of completion (completed, not completed, paid, etc.).	F	B	B
<b>Detention Episode Population</b>		Detention population tracks the status of a detainee for each day they are considered part of a facilities population. There is one record for each record per detainee per day.	NA	NA	B
102	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B
103	Case Identifier	Court defined unique case identifier.	NA	NA	B
104	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
105	Detention Population Episode Reporting Date	The calendar date for which the detention population applies.	NA	NA	B
106	Detention Population Reporting Time	The time in which the detention population was measured.	NA	NA	B
107	Detention Population Code	A code identifying the population status for the person in the facility (in facility, temporary leave, furlough, etc.).	NA	NA	B
<b>Detention Episode Summary</b>		Detention Episode contains the information for a detention episode. There is one record for each episode as measured from initial intake to final release.	NA	NA	B
108	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B
109	Case Identifier	CMS system-generated unique case identifier.	NA	NA	B
110	Person Identifier	The CMS system-generated identifier for the person for which the episode applies.	NA	NA	B
111	Detention Episode Intake Code	A code that identifies the intake decision (admit, screen/release, pending, etc.).	NA	NA	B
112	Detention Episode Intake Date	The date of the intake decision.	NA	NA	B
113	Detention Episode Intake Time	The time of the intake decision.	NA	NA	B
114	Detention Episode Admission Reason Code	A code that identifies the reason decision (threat to community safety, contract admission, district court warrant, etc.).	NA	NA	B
115	Detention Episode Admission Date	The date of the admission decision.	NA	NA	B
116	Detention Episode Admission Time	The time of the admission decision.	NA	NA	B
117	Detention Episode Primary Charge Code	A code that identifies the charge decision (residential burglary, Assault-1, malicious mischief-1, etc.)	NA	NA	B

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
118	Detention Episode Primary Charge Severity Code	A code that identifies the severity decision (A, B, C, etc.)	NA	NA	B
119	Detention Episode Release Reason Code	A code that identifies the reason decision (court order, case dismissed, released on bail, etc.)	NA	NA	B
120	Detention Episode Release Date	The date of the release decision.	NA	NA	B
121	Detention Episode Release Time	The time of the release decision.	NA	NA	B
122	Detention Episode Time Served Hours Count	The count of the hours served.	NA	NA	B
<b>Electronic Contact</b>		Electronic Contact provides a record of electronic contact methods and locations.	F	F	F
123	Electronic Contact Identifier	CMS system-generated Unique identifier for the Electronic Contact as provided by the court.	F	F	F
124	Person Identifier	The CMS system-generated identifier for the person for which the electronic contact applies.	F	F	F
125	Electronic Contact Type Code	A code that identifies the electronic contact type (email, webpage, etc.).	F	F	F
126	Electronic Contact Address Text	The electronic contact address.	F	F	F
127	Electronic Contact Begin Date	The start date for the electronic contact.	F	F	F
128	Electronic Contact End Date	The end date for the electronic contact.	F	F	F
<b>Failure To Appear</b>		Failure To Appear provides a record for each failure to appear.	NA	B	NA
129	FTA Identifier	CMS system-generated Unique identifier for the FTA as provided by the court.	NA	B	NA
130	Case Identifier	Court-defined unique case identifier.	NA	B	NA

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
131	Person Identifier	The CMS system-generated identifier for the person for whom the FTA applies.	NA	B	NA
132	FTA Order Date	The date on which the FTA was ordered.	NA	B	NA
243 New	FTA Cancel Date	The date the FTA was canceled.	NA	B	NA
133	FTA Issuance Date	The date on which the FTA was issued.	NA	B	NA
134	FTA Adjudication Date	The date the FTA was adjudicated.	NA	B	NA
244 New	FTA Adjudication or Cancellation Reason Code	A code which specifies the reason the FTA was adjudicated or cancelled. Examples are Paid, court appearance scheduled, dismissed, issued in error, etc.	NA	B	NA
<b>Official</b>		Official provides a record for each official that is used in other records provided. See Significant Document Index Information.	B	B	B
135	Official Identifier	CMS system-generated identifier of an official.	B	B	B
136	Official Name	Official name.	B	B	B
245 New	Official Classification Code	A code that identifies the type of official (judge, attorney, law enforcement, etc.)	B	B	B
137	Organization Identifier	The CMS System-generated unique identifier for the organization to which the official belongs (court, LEA, etc.).	B	B	B
138	Official Title	The title for the official when applicable.	B	B	B
141	Official Status Code	The status of the official. (active, inactive, etc.).	B	B	B
142	Official Begin Date	The start date for the official.	B	B	B
143	Official End Date	The end date for the official.	B	B	B
<b>Organization</b>		Organization provides a record for each organization that is used in other records provided. See Office.	B	B	B
144	Organization Identifier	A CMS System-generated unique identifier for the organization.	B	B	B
145	Organization Name	The organization name.	B	B	B
246 New	Organization Classification Code	A codes that identifies the type of organization (court, law enforcement agency, jurisdiction, etc.)	B	B	B

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
148	Organization Status Code	The status of the organization when applicable.	B	B	B
149	Organization Begin Date	The organization begin effective date.	B	B	B
150	Organization End Date	The organization end effective date.	B	B	B
<b>Participant</b>		Participant provides a record of each participant on a case.	B	B	B
151	Participant Identifier	A CMS System-generated unique identifier for the participant.	B	B	B
152	Case Identifier	CMS System-generated unique case identifier.	B	B	B
153	Person Identifier	The CMS System-generated identifier for the person to which the participant applies.	B	B	B
<b>247 New</b>	<b>Participant Classification Code</b>	<b>A code for the role of the person on the case (defendant, petitioner, etc.).</b>	<b>B</b>	<b>B</b>	<b>B</b>
156	Participant Begin Date	The participant begin effective date.	B	B	B
157	Participant End Date	The participant end effective date.	B	B	B
158	Participant Security Code	A code that identifies the security status for the participant (open, confidential, etc.).	F	F	F
<b>Participant Association</b>		Participant Association provides a record for the association between participants on a case, when applicable. (Defendant and attorney, case-based family relationships)	B	B	B
159	Participant Association Identifier	A CMS system-generated identifier in each record used to associate participants.	B	B	B
160	Participant Association Type Code	A code which specifies the type of association between one or more parties (spouse, dating, other, etc.).	B	B	B
161	Case Identifier	The CMS system-generated unique identifier for the case.	B	B	B

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
162	Participant Identifier	The CMS system-generated unique identifier for the participant on a case.	B	B	B
163	Participant Association Role Code	A code that identifies the role of the participant in the participant association (restrained, protected, child, parent, etc.).	B	B	B
164	Participant Association Begin Date	The date the participant association begins.	B	B	B
165	Participant Association End Date	The date the participant association ends.	B	B	B
<b>Person</b>		Information for an individual for a person that is a participant on a case or person that is associated to a person on a case.	B	B	B
166	Person Identifier	The CMS system-generated identifier for the person.	B	B	B
248 New	Person Classification Code	A codes that identifies the type of person (well identified, civil litigant, parking person, plaintiff, defendant, victim. etc.)	B	B	B
167	Person First Name	The person's first name.	B	B	B
168	Person Last Name	The person's last name.	B	B	B
169	Person Middle Name	The person's middle name.	B	B	B
170	Person Birth Date	The person's date of birth.	B	B	B
171	Person Death Date	The person's date of death.	B	B	B
249 New	Date of Death Source Code	A code that identifies the document or other source used to enter a date of death for a person.	B	B	B
172	Person Gender Code	A code that identifies the person's gender.	B	B	B
173	Person Race Code	A code that identifies the person's race (Asian, Caucasian, Multiple, Refused, etc.).	B	B	B
174	Person Ethnicity Code	The code of that identifies the person's ethnicity (Hispanic, Not Hispanic, Refused, Unknown).	B	B	B
175	Person Criminal Identification Number	The identification provided by Washington State Patrol.	B	B	B

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
176	Person Driver License Number	The driver's license number.	B	B	B
177	Person Driver License State Code	A code for the state code that issued the driver's license.	B	B	B
178	Person Driver License Expire Date	The driver's license expiration date.	B	B	B
179	Person Department Of Corrections Number	The identification number provided by the Department of Corrections.	B	B	B
180	Person Juvenile Number	The identification number used for juveniles in Washington State.	B	B	B
181	Person FBI Number	The identification number provided by the Federal Bureau of investigation.	B	B	B
182	Person Height Inch Count	The person's height in inches.	B	B	B
183	Person Weight Count	The person's weight in pounds.	B	B	B
184	Person Eye Color Code	A code which specifies the person's eye color.	B	B	B
185	Person Hair Color Code	A code which specifies the person's hair color.	B	B	B
186	Person Physical Description Text	A textual description of the person including identifying characters, scars, marks, and tattoos.	B	B	B
187	Person Language Code	The standard code that identifies the person's primary language when interpretation is needed.	B	B	B
<b>Person Association</b>		Person Association provide a linkage of one person record to another. These associations can be other records: True name, alias, also known as, doing business as, etc.	B	B	B
188	Person Association Identifier	A CMS system-generated identifier in each record used to associate persons.	B	B	B
189	Person Association Type	A code which specifies the type of association between one or more parties (alias, family relationship, etc.).	B	B	B
190	Person Identifier	The CMS system-generated identifier for the person for whom the person association applies.	B	B	B

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
191	Person Association Role Code	A code for the role of the person in the relationship (true name, alias, parent, child0, etc.).	B	B	B
192	Person Association Begin Date	The person association begin effective date.	B	B	B
193	Person Association End Date	The person association end effective date.	B	B	B
<b>Phone</b>		Phone provides a record of phone number contacts for a person.	B	B	B
194	Person Identifier	The CMS system-generated identifier for the person for whom the phone applies.	B	B	B
195	Phone Type Code	A code that identifies the phone number type (home, cell, etc.).	B	B	B
196	Phone Number	The phone number.	B	B	B
197	Phone Begin Date	The phone number begin effective date.	B	B	B
198	Phone End Date	The phone end effective date.	B	B	B
<b>Proceeding</b>		Proceeding provides a record hearings for a case.	B	B	NA
199	Proceeding Identifier	A CMS system-generated unique identifier provided by the court for the proceeding.	B	B	NA
200	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
201	Proceeding Type Code	A code that identifies the type of proceeding.	B	B	NA
202	Proceeding Schedule Date	The scheduled proceeding date.	B	B	NA
203	Proceeding Schedule Time	The scheduled proceeding time.	F	B	NA
204	Proceeding Schedule Official Identifier	The CMS system-generated identifier of the official scheduled to hear the proceeding.	B	B	NA
205	Proceeding Actual Date	The actual date of the proceeding.	F	B	NA
206	Proceeding Actual Official Identifier	The CMS system-generated identifier for the official that heard the proceeding.	F	B	NA

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
207	Proceeding Status Code	A code that identifies the status (scheduled, held, etc.).	F	B	NA
208	Proceeding Status Date	The date associated with the proceeding status code.	F	B	NA
209	Proceeding Status Reason Code	A code that further qualifies the proceeding status when applicable (not held reason, etc.).	F	B	NA
<b>Process Control Number</b>		Process Control Number provides a record of each process control number assigned by Washington State Patrol (WSP).	B	B	NA
210	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
211	Person Identifier	The CMS system-generated identifier for the person for whom the PCN applies.	B	B	NA
212	Process Control Number	The process control number (PCN) assigned by WSP.	B	B	NA
213	Process Control Number Date	The date the PCN number was assigned.	B	B	NA
<b>Significant Document Index Information</b>		Significant documents will include all documents in which information needs to be shared outside of a court. These, in general are document that provide original filings, decisions, etc. Examples would be criminal complaints, petitions, orders, stipulations or other agreements. This includes, but is not limited to: No-Contact Order (DV and non-DV), Protection Order (DV, Anti-Harassment, Stalking, Sexual Assault, Vulnerable Adult), Surrender of Weapons, Name Change orders, Civil and Small Claim judgments, Stipulated Agreement orders, Judgment and Sentencing (J&S) forms. This does not mean document images; it is the significant data contained in the documents.	B	B	B
214	Case Identifier	CMS system-generated unique case identifier.	B	B	B

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
215	Document Identifier	A CMS system-generated unique identifier assigned by the court.	B	B	B
216	Document Classification Code	The document type and sub type (judgment and sentence, order, hearing, civil complaint, review hearing etc.). This is also used to store a domestic violence order, anti-harassment subtype.	B	B	B
250 New	Document Classification Text	Docket text and other entries that contain data needed by courts statewide.	B	B	NA
217	Document File Date	The date the document is filed.	B	B	B
218	Document Decision Code	A code that identifies the type of decision when applicable. (i.e. committed, not guilty, guilty, dismissal, granted, denied, etc)	B	B	B
219	Document Decision Date	The document decision date.	B	B	B
251 New	Document Decision Time	The document decision time.	B	B	B
220	Document Expiration Date	The document expiration date.	B	B	B
221	Document Termination Date	The document decision termination date (used for domestic violence or other applicable orders).	B	B	B
222	Document Authorizing Official Identifier	The CMS system-generated identifier of the official that authorized the document.	B	B	B
252 New	Document Security Status Code	Security status (sealed, open, etc.) for documents such as Name Change Orders, Protection Orders, documents involving minors, etc.	F	F	F
253 New	Document Decision Reason Code	The reason for which the decision was made on the document. For example, a protection order is denied for failure to appear, or no cause.	F	B	F

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
<b>Significant Document Party</b>		Significant Document Party provides a record that provides additional information related to the parties for which a document applies. This is used for protection orders to identify the protected and restrained persons. It can also be used to record information for other documents when applicable.	B	B	B
223	Case Identifier	CMS system-generated unique case identifier.	B	B	B
224	Document Identifier	A CMS system-generated unique identifier assigned by the court.	B	B	B
225	Document Participant Identifier	The CMS system-generated identifier for the person for whom the document applies. (This is the same identifier as the Participant Identifier.)	B	B	B
226	Document Participant Decision Code	A code that specifies the role of the participant (protects, restrains, etc.)	B	B	B
<b>Warrant Information</b>		Warrant Information provides a record for each warrant.	B	B	NA
<b>254 New</b>	<b>Warrant Identifier</b>	<b>CMS system-generated unique warrant identifier.</b>	<b>B</b>	<b>B</b>	<b>B</b>
227	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
<b>255 New</b>	<b>Warrant Number</b>	<b>Number for the warrant assigned by the LEA before filing with the court.</b>	<b>F</b>	<b>B</b>	<b>B</b>
<b>256 New</b>	<b>Warrant Security Status Code</b>	<b>Security status of the warrant (sealed, open, etc.).</b>	<b>B</b>	<b>B</b>	<b>B</b>
228	Person Identifier	The CMS system-generated identifier for the person for which the warrant applies.	B	B	NA
229	Warrant Order Date	The date the warrant was ordered.	B	B	NA
230	Warrant Issuance Date	The date the warrant was issued.	B	B	NA

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

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
231	Warrant Cancelled Date	The date the warrant was cancelled, when applicable.	F	B	NA
232	Warrant Recalled Date	The date the warrant was recalled, when applicable.	F	B	NA
233	Warrant Quashed Date	The date the warrant was quashed, when applicable.	F	B	NA
234	Return Adjudication Date	The date the adjudication was returned to the Department of Licensing (DOL), when applicable.	F	B	NA
235	Warrant Type Code	A code that specifies the warrant type (Bench, Administrative, etc.).	F	B	NA
236	Warrant Service Date	The date that the warrant was served, when applicable.	F	B	NA
237	Warrant Expire Date	The warrant expiration date.	F	B	NA
238	Warrant Bail Amount	The bail amount on the warrant.	F	B	NA
257 New	Warrant Bail Type	The type of bail on the warrant.	B	B	NA
239	Warrant Fee Amount	The fee amount on the warrant.	F	B	NA
258 New	Warrant Reason Code	A code that defines the reason that the warrant is to be issued (Failure to appear, failure to comply, etc.)	B	B	NA
<b>Person Flag</b>		A flag, notification, or other important data regarding the person, organization, or official that supports public safety or judicial decision. This includes items such as ADA (American w/Disability Act), AAL (Military); Protection Order, Legally Free Minor, PDC (Parent Deceased) ICWA No or ICWA Yes (Indian Child Welfare Act), NCK (Nickname); USN (Uses Siblings Name), etc.	F	F	B
259 New	Person Identifier	CMS system-generated unique person identifier.	F	F	B
260 New	Person Flag Type Code	A code that identifies the type of flag.	F	F	B

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
261 New	Person Flag Begin Date	The person flag begin effective date.	F	F	B
262 New	Person Flag End Date	The person flag end effective date	F	F	B
<b>Case Flag</b>		A flag, notification, or other important data regarding the case that supports public safety or judicial decision. This includes items such as: In collections, on appeal, etc.	F	F	B
263 New	Case Identifier	CMS system-generated unique case identifier.	F	F	B
264 New	Case Flag Type Code	A code that identifies the type of flag.	F	F	B
265 New	Case Flag Begin Date	The case flag begin effective date.	F	F	B
266 New	Case Flag End Date	The case flag end effective date	F	F	B
<b>Case Participant Flag</b>		A flag, notification, or other important data regarding the case participant that supports public safety or judicial decision. This includes items such as: HD1 (Electronic Home Monitoring/Detention Non-Tech Violation), HD2 (Electronic Home Monitoring/Detention Tech Violation)	F	F	B
267 New	Case Participant Identifier	CMS system-generated unique participant identifier.	F	F	B
268 New	Case Participant Flag Type Code	A code that identifies the type of flag.	F	F	B
269 New	Case Participant Flag Begin Date	The case participant flag begin effective date.	F	F	B
270 New	Case Participant Flag End Date	The case participant flag end effective date	F	F	B

## APPENDIX B

### Deleted Data Elements

The table below details data elements that have been removed from previous versions of the standard for any reason. The following is a description of each column:

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

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

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

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

**Reason Removed** – The rationale for removing the deleted data element from the standard.

Shared Data/ Element Number	Element Name	Definition	Reason Removed
<b>Charge</b>		An allegation as to a violation of law.	
54	Charge Information Date	The date from the charging document.	Captured as part of Significant Document data.
58	Charge Primary Standard Law Number	Statewide equivalent (if any) for the charge primary local law number.	This data will be collected as reference data.
<b>Official</b>		Official provides a record for each official that is used in other records provided. See Significant Document Index Information.	
139	Official Type Code	A code which specifies the type of official (judge, law enforcement officer, attorney, etc.).	Replaced by element 246.
140	Official Sub Type Code	A code which further qualifies the official type (Pro tem, Commissioner, etc.).	Replaced by element 246.
<b>Organization</b>		Organization provides a record for each organization that is used in other records provided. See Office.	
146	Organization Type Code	A code that identifies the type of organization (court, LEA, etc.).	Replaced by element 247.
147	Organization Sub Type Code	A code that identifies the sub type within the type (Superior, CLJ, etc.).	Replaced by element 247.

**APPENDIX B**  
**Deleted Data Elements**

Shared Data/ Element Number	Element Name	Definition	Reason Removed
<b>Participant</b>		Participant provides a record of each participant on a case.	
154	Participant Type Code	A code for a person on the case (defendant, petitioner, etc.).	Replaced by element 248.
155	Participant Status Code	The status of the participant on the case.	Replaced by element 248.

**CHARTER APPROVAL**

<b>Expedited Data Exchange JIS Systems Changes Committee Charter Approval 6-22-2016</b>		Judge Glenn Phillips	Judge Kelley C. Ohwell	TBD Representing SCJA	Commissioner Indu Thomas	Debbie Hunt	Alisa Hill	Barb Simmons	Bonnie Woodrow - Chair	Rick Bomar	Monica Schneider	Carol Vance	Alisha Hebden	Barbara J. Christensen	Members in Attendance	Members Absent	Quorum (50%+1) Yes/No
					1	1	1		1	1	1	1		7	5	YES	
Check Name if Member in Attendance:					1	1	1		1	1	1	1		7	5	YES	
		Total															
1	Motion for Charter Approval - Rick Bomar																
Second By:	Monica Schneider																
A.	<b>Approve Charter</b>				1	1	1		1	1	1	1		7			
B.	<b>Reject Charter</b>													0			

**COMMENTS:**

Motion to Approve Charter received from floor by Rick Bomar. Second by Monica Schneider. Charter approved by unanimous vote of Quorum.

Charter will proceed to JISC on June 24, 2016 for final review.

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**Expedited Data Exchange  
JIS Systems Changes Committee  
Chair Member Election 6-22-2016**

*Judge Glenn Phillips*  
*Judge Kelley C. Olwell*  
*TBD Representing SCJA*  
*Commissioner Indu Thomas*  
*Debbie Hunt*  
*Alisa Hill*  
*Barb Simmons*  
*Bonnie Woodrow - Chair*  
*Rick Bomar*  
*Monica Schneider*  
*Carol Vance*  
*Alisha Hebben*  
*Barbara J. Christensen*  
**Members in Attendance**  
**Members Absent**  
**Quorum (50%+1) Yes/No**

Check Name if Member in Attendance:						1	1	1		1	1	1	1		7	5	YES	
<b>Name of Nominee:</b>															Total			
1	Bonnie Woodrow (Motion by Debbie Hunt)					1	1	1		1	1	1	1		7			
Second By:	Barb Simmons																	
2	N/A														0			
Second By:																		

**COMMENTS:**

Motion to nominate Bonnie Woodrow (in absenteeism) as Chair Person by Debbie Hunt. Second by Barb Simmons. Ms. Woodrow Elected Chair by unanimous vote of Quorum.

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**SEARCH SCREENS**

SND/SAD, NMD/NAD, DND/DAD, OFO/OOD

Expedited Data Exchange JIS Systems Changes Committee Search Screen Mitigation Decision 6-22-2016		Judge Glenn Phillips	Judge Kelley C. Otwell	TBD Representing SCJA	Commissioner Indu Thomas	Debbie Hunt	Alisa Hill	Barb Simmons	Bonnie Woodrow - Chair	Rick Bomar	Monica Schneider	Carol Vance	Alisha Hebden	Barbara J. Christensen	Members in Attendance	Members Absent	Quorum (50%+1) Yes/No
						1	1	1		1	1	1	1		7	5	YES
1.	Should access to the Search Screens SND/SAD, NMD/NAD, DND/DAD, and OFO/OOD remain in JIS for all users?																
	<b>A. Yes</b>					1	1	1		1	1	1	1		7		
	<b>B. No</b>														0		
2.	If Search Screens remain in JIS, should Informational Warning Messages appear on the screens?																
	<b>A. Yes</b>					1	1	1		1	1	1	1		7		
	<b>B. No</b>														0		
3.	If the answer to question #2 is yes, should informational Warning messages be:																
	<b>A. Temporary</b>														0		
	<b>B. Fixed</b>					1							1		2		
	<b>C. Both Temporary and Fixed</b>						1	1		1	1	1			5		

**COMMENTS:**

Motion to vote on questions brought by Rick Bomar. Second by Monica Schneider. Members proceeded to vote.

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**PERSON SCREENS**  
PER/PCMT, AKA, ADH/RAPC

Expedited Data Exchange JIS Systems Changes Committee Person Screen Mitigation Decision 6-22-2016		Judge Glenn Phillips	Judge Kelley C. Olwell	TBD Representing SCJA	Commissioner Indu Thomas	Debbie Hunt	Alisa Hill	Barb Simmons	Bonnie Woodrow - Chair	Rick Bomar	Monica Schneider	Carol Vance	Alisha Hebden	Barbara J. Christensen	Members in Attendance	Members Absent	Quorum (50%+1) Yes/No
						1	1	1		1	1	1	1		7	5	YES
1.	Should access to the Person Screens PER/PCMT, AKA, ADH/RAPC remain in JIS for all users?																
	<b>Total</b>					1	1	1		1	1	1	1		7		
A.	Yes					1	1	1		1	1	1	1		7		
B.	No														0		
2.	If Person Screens remain in JIS, should Informational Warning Messages appear on the screens?																
	<b>Total</b>					1	1	1		1	1	1	1		7		
A.	Yes					1	1	1		1	1	1	1		7		
B.	No														0		
3.	If the answer to question #2 is yes, should informational Warning messages be:																
	<b>Total</b>														0		
A.	Temporary														0		
B.	Fixed					1							1		2		
C.	Both Temporary and Fixed						1	1		1	1	1			5		

**COMMENTS:**

Motion to vote on questions brought by Rick Bomar. Second by Debbie Hunt. Members proceeded to vote.

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**CASE INQUIRY SCREENS**

VIO, PAR, NCC, CVJI, CDK

Expedited Data Exchange JIS Systems Changes Committee Case Inquiry Screen Mitigation Decision 6-22-2016		Judge Glenn Phillips	Judge Kelley C. Olwell	TBD Representing SCJA	Commissioner Indu Thomas	Debbie Hunt	Alisa Hill	Barb Simmons	Bonnie Woodrow - Chair	Rick Bomar	Monica Schneider	Carol Vance	Alisha Hebden	Barbara J. Christensen	Members in Attendance	Members Absent	Quorum (50%+1) Yes/No
						1	1	1		1	1	1	1		7	5	YES
1.	Should case number specific screens VIO, PAR, NCC, CIVI, CVJI, and CDK remain in JIS for all users?															Total	
A.	Yes					1	1	1		1	1	1	1		7		
B.	No														0		
2.	If Case Inquiry Screens remain in JIS, should Informational Warning Messages appear on the screen when a Non-JIS case number is entered?															Total	
A.	Yes														0		
B.	No														0		
3.	If the answer to question #2 is yes, should informational warning messages be:															Total	
A.	Temporary														0		
B.	Fixed														0		
C.	Both Temporary and Fixed														0		
4.	Given the answers to questions 1-3 above, should all other JIS Case Number Specific Commands follow the same principles for Non-JIS Court case numbers. (e.g. TPSE, WRU, COS, etc.)															Total	
A.	Yes														0		
B.	No														0		
5.	Should existing functionality remain for case number specific commands for all Case Inquiry Screens to show "Case does not exist" message remain when entering a case number for King County or other Non-JIS Court?															Total	
A.	Yes					1	1	1		1	1	1	1		7		
B.	No														0		

**CASE INQUIRY SCREENS**

VIO, PAR, NCC, CVJI, CDK

**COMMENTS:**

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Motion to remove questions 2, 3 and 4 brought by Debbie Hunt. Second by Rick Bomar. Questions 2,3, and 4 were removed from vote.

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Motion to add question "Should existing functionality remain for all Case Inquiry Screens to show "Case does not exist" message remain when entering a case number for a King County or other Non-JIS Court?"

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Answer Options: A. Yes B. No. Motion to add question brought by Debbie Hunt. Second by Rick Bomar. Question added as number 5.

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Motion to vote on questions brought by Rick Bomar. Second by Alisha Hebden. Members proceeded to vote.

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## HISTORY SCREENS

DCH, ICH, SNCI, IOH, DVI, FRH

Expedited Data Exchange JIS Systems Changes Committee History Screen Mitigation Decision 6-22-2016		Judge Glenn Phillips	Judge Kelley C. Olwell	TBD Representing SCJA	Commissioner Indu Thomas	Debbie Hunt	Alisa Hill	Barb Simmons	Bonnie Woodrow - Chair	Rick Bomar	Monica Schneider	Carol Vance	Alisha Hebden	Barbara J. Christensen	Members in Attendance	Members Absent	Quorum (50%+1) Yes/No	
						1	1	1		1	1	1	1		7	5	YES	
Check Name if Member in Attendance:						1	1	1		1	1	1	1		7	5	YES	
1.	Should the History Screens DCH, ICH, SNCI, IOH, DVI and FRH:														Total			
A.	Remain in JIS with the ability for Courts to disable access if desired on the ATHX Screen					1	1	1		1	1	1	1		7			
B.	Be Removed in JIS for all users														0			
2.	If History Screen remain in JIS, should Informational Warning Messages appear on screens?														Total			
A.	Yes					1	1	1		1	1	1	1		7			
B.	No														0			
3.	If the answer to question #2 is yes, should informational Warning messages be:														Total			
A.	Temporary														0			
B.	Fixed					1							1		2			
C.	Both Temporary and Fixed						1	1		1	1	1			5			
4.	If the DCH screen remains in JIS: Given the potential need for complete DCH information to be provided for defendant treatment assessments, possible public access, and/or other needs: Should a complete DCH be available for display and printing in an application such as JABS in addition to the option of the ICH?														Total			
A.	Yes					1	1	1		1	1	1	1		7			
B.	No														0			

### COMMENTS:

Discussion as to whether or not to proceed with a vote on History Screens due to absence of a Judicial Officer. Comment made that a quorum exists and setting questions aside to wait for a particular party

to be present was not a good precedent to set. Discussion was to move forward.

Motion to move forward and vote on History Screens was made by Alisha Hebden. Second by Rick Bomar. Members proceeded to vote.

## BATCH PRINT SCREENS

PCS, DCHB, ICHB, IOHB

Expedited Data Exchange JIS Systems Changes Committee Batch Print Screen Mitigation Decision 6-22-2016		Judge Glenn Phillips	Judge Kelley C. Olwell	TBD Representing SCJA	Commissioner Indu Thomas	Debbie Hunt	Alisa Hill	Barb Simmons	Bonnie Woodrow - Chair	Rick Bomar	Monica Schneider	Carol Vance	Alisha Hebden	Barbara J. Christensen	Members in Attendance	Members Absent	Quorum (50%+1) Yes/No	
						1	1	1		1	1	1	1		7	5	YES	
Check Name if Member in Attendance:						1	1	1		1	1	1	1		7	5	YES	
1.	Should the Batch Print Screens <b>DCHB, ICHB, IOHB</b> :														Total			
A.	<b>Remain</b> in JIS with the ability for Courts to disable access if desired on the ATHX Screen					1		1		1	1	1	1		6			
B.	Be <b>Removed</b> in JIS for all users						1								1			
2.	If Batch Print Screens <b>DCHB, ICHB, IOHB</b> remain in JIS, should Informational Warning Messages appear on the screens?														Total			
A.	<b>Yes</b>					1	1	1		1	1	1	1		7			
B.	<b>No</b>														0			
3.	If the answer to question #2 is yes, should informational Warning messages be:														Total			
A.	<b>Temporary</b>														0			
B.	<b>Fixed</b>					1						1	1		3			
C.	<b>Both Temporary and Fixed</b>						1	1		1	1				4			
4.	On the PCS - Print Calendar Select Screen, should the DCH Batch print function be eliminated? (Removed from screen)														Total			
A.	<b>Yes</b>						1								1			
B.	<b>No</b>					1		1		1	1	1	1		6			

**COMMENTS:**

Motion to change wording on questions 1 & 2 to specify screens DCHB, ICHB and IOHB and include 4th question "On the PCS - Print Calendar Select Screen, should the DCH Batch print function be eliminated?"

(Removed from screen) made by Alisha Hebden. Second by Monica Schneider. Changes made as requested and the Committee proceeded to vote.

**SCREEN SCRAPING IMPACTS**

Expedited Data Exchange JIS Systems Changes Committee <u>Screen Scraping Impact</u> Mitigation Decision 6-22-2016		Judge Glenn Phillips	Judge Kelley C. Olwell	TBD Representing SCJA	Commissioner Indu Thomas	Debbie Hunt	Alisa Hill	Barb Simmons	Bonnie Woodrow - Chair	Rick Bomar	Monica Schneider	Carol Vance	Alisha Hebden	Barbara J. Christensen	Members in Attendance	Members Absent	Quorum (50%+1) Yes/No
					1	1	1		1	1	1	1		7	5	YES	
1.	If warning messages are added to JIS screens: Should the use of Release Notes be the preferred method used to inform courts of potential screen scraping impacts to JIS screens														Total		
A.	Yes														0		
B.	No														0		
2.	If warning messages are added to JIS screens: When considering screen scraping applications, should greater consideration be given:														Total		
A.	To <u>minimize</u> the impact by placing messages in locations on JIS screens that <u>may not break</u> screen scraping applications, knowing there is no guarantee the screen scraping application <u>would not</u> break.														0		
B.	To <u>enhance</u> the impact by placing messages in locations on JIS screens that <u>could</u> break screen scraping applications, knowing there is no guarantee the screen scraping application <u>would</u> break.														0		

**COMMENTS:**

3:26 PM - Motion to delay voting decision on screen scraping to next meeting made by Rick Bomar. Second by Alisa Hill. No voting decisions made.

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**Question:** If ICH/DCH are no longer available in JIS, how much longer does it take court staff to find a case in JIS if they do not know the case number?

**Answer:** It will take at least one more step **PLUS** switching back and forth between two different systems.

**Current user process with ICH and/or DCH available:**

1. Enter ICH or DCH command along with the person name

```
DM1000MX JIS Main Menu (MAM) STATEWID
ich_ Case: _____ Csh: Pty: _____
      Name: kerl, test r _____ NmCd: _____
-----Sign On-----
Court: cym User ID: ac kxx Password:
New Password:
```

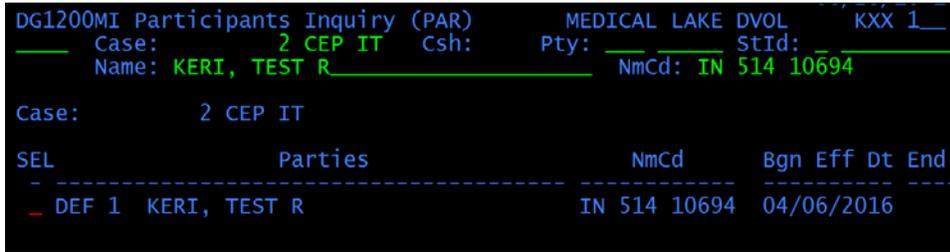
2. Select the appropriate person record

```
D1884I JIS persons displayed 06/28/16
DG1351MX Search Name Duplicate (SND) CHENEY MUNI DVOL KXX
[ ] Case: _____ Csh: Pty: _____ StID: _____
      Name: KERI, TEST R _____ NmCd: IN _____
      IN Individual CONFIDENTIAL--NOT FOR RELEASE Comm
Name..: KERI, TEST R _____ DOB: _____
Dr Lic: _____ St: _____ Wash St ID: _____ JUV#: _____ DOC
Addr..: _____ Sex: _____
City..: _____ St: _____ Zip: _____ Cy: _____ Co:
Search Type: A (P=Phonetic Weighted A=Alpha Weighted)
Sel Last, First MI Suffix Name Code Sex Age DOB
x KERI, TEST R IN 514 10694 F 31 01/01/1985
```

3. Select desired case from list of cases and enter desired command

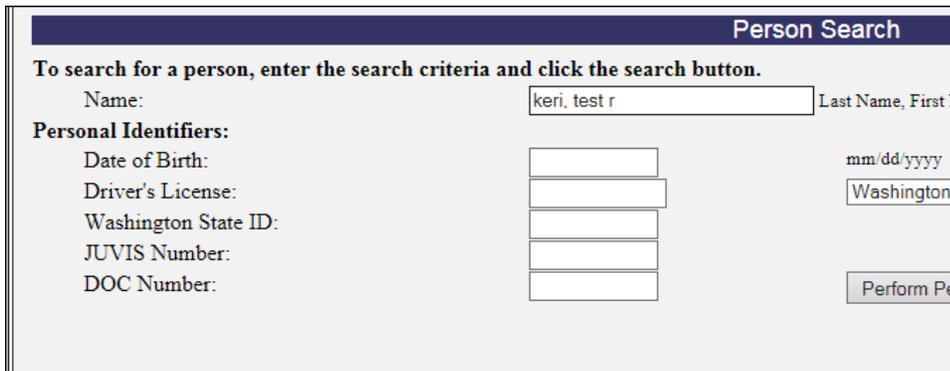
```
DN2003MI Individual Case History (ICH) CHENEY MU
par Case: _____ Csh: Pty: _____
      Name: KERI, TEST R _____ NmCd: _____
      CONFIDENTIAL--NOT FOR RELEA
True Name: KERI, TEST R IN 514
AKA's:
Print: N
S N Pty Case LEA Ty Crt Date Short Title
-----
_ DEF 6 CEP CN CYM 05/12/16 ASSAULT 4TH D
_ DEF 5 CEP CN CYM 05/01/16 ASSAULT 4TH D
_ DEF 5 CEP IT CYM 05/01/16 SPEEDING 10 M
05/01/16 CELL PHONE US
05/01/16 FAIL TO COMPL
x DEF 2 CEP IT MLM 04/06/16 SPEEDING 10 M
_ DEF 4 CEP IN CYM 04/05/16 VIOLENT VIDEO
_ DEF 3 CEP IT CYM 04/03/16 SPEEDING 10 M
04/03/16 IMPROPER LANE
_ DEF 2 CEP CN CYM 04/02/16 ASSAULT 4TH D
```

4. Desired screen appears

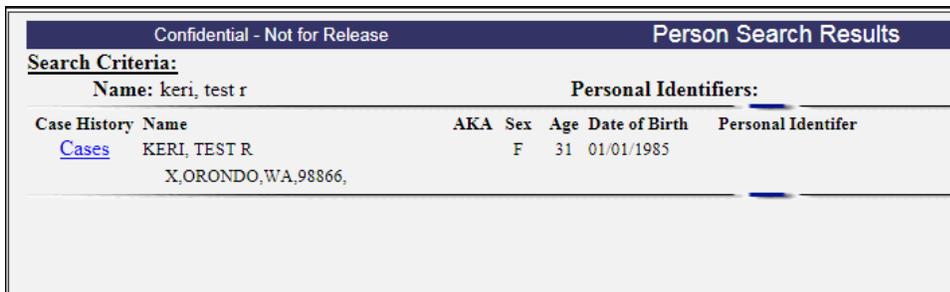


**Proposed user process with ICH and/or DCH unavailable:**

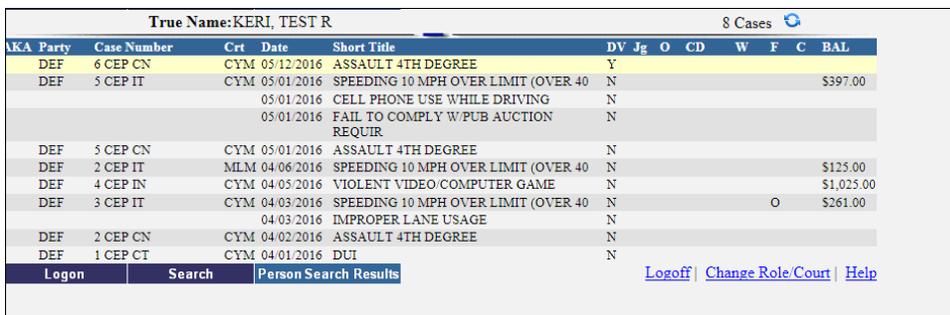
1. Sign into JABS and search on person name



2. Select the appropriate person record



3. Select desired case from list of cases and copy case number



4. Go to JIS and enter that case number along with desired command

```
DM1000MX JIS Main Menu (MAM)          CHENEY MUNI DV
par_ Case: 2_____ Csh:          Pty: _____ St
      Name: _____ NmCd: _____
-----Sign On-----
Court: CYM   User ID: AC KXX          Password:
New Password:                               New
-----
*** Warning ***
Some information contained in this system is confidential
```

5. Desired screen appears

```
DG1200MI Participants Inquiry (PAR)    MEDICAL LAKE DVOL    KXX 1__
Case: 2 CEP IT          Csh:          Pty: _____ StId: _____
Name: KERI, TEST R_____ NmCd: IN 514 10694
Case:          2 CEP IT
SEL          Parties          NmCd          Bgn Eff Dt End
-----
DEF 1 KERI, TEST R          IN 514 10694    04/06/2016
```

**Question:** What type of warning messages were approved by the JIS Systems Change Governance Committee on June 22, 2016?

There were two types of messages approved for most JIS screen.

1. Temporary warning messages
2. Fixed Messages

Temporary messages appear in the top left corner of a JIS screen. As soon as the user does anything the message typically disappears. If more than 2 temporary warning messages are deemed necessary for a specific scenario, there is no set coding to determine which two will appear, thus the one warning about incomplete data may not appear.

**Sample Temporary warning message:**

```
D1875I JIS Person was not selected or added          DG1350SX 05/11/16 12:13:12
DL1060MX Prepare Calendar Select. (PCS) CHENEY MUNI DVOL K_B 1 of 1
Case: _____ Csh: _____ Pty: _____ StID: _____
Name: TEST _____ NmCd: _____

Prepare the following reports:          N Run Overnight?
Start Date/Time: _____ at _____ in Room: _____ with Judge: _____
End Date/Time: _____ at _____ Sequence: _____ (C/H/P/D/O) in Cus: N (Y/N)
DKTS: N (Y/N) ADRS: N (Y/N) CFH: N (Y/N) DCH: N (Y/N) Sort: _____ (C=cal,D=def nm)
Judge Nm: _____ Prev DKT: N (Y/N) HRH Done: _____ (Y/N)
```

Fixed messages display on a screen and do not go away. They may display in a different color such as red. If the user chooses to print a screen, the message will print.

**Sample Temporary warning message:**

```
D0091I Top of list                                     DN2000SX
DN2001MI Defendant Case History (DCH) CHENEY MUNI DVOL K_B 1 of 1
Case: _____ Csh: _____ Pty: _____ StID: _____
Name: KERI, TEST R _____ NmCd: IN 514 10694
CONFIDENTIAL--NOT FOR RELEASE                               More>
True Name: KERI, TEST R                                     IN 514 10694                               5 Cases
AKA's:
Print: N
S N Case          LEA Ty Crt          Violation          --- Status ---
                   Date Short Title          DV Jg CD W F O
                   A FIXED MESSAGE COULD DISPLAY HERE
-                2 CEP IT MLM 04/06/16 SPEEDING 10 MPH OVER LIMIT (O N
-                4 CEP IN CYM 04/05/16 VIOLENT VIDEO/COMPUTER GAME N
-                3 CEP IT CYM 04/03/16 SPEEDING 10 MPH OVER LIMIT (O N
-                2 CEP CN CYM 04/02/16 ASSAULT 4TH DEGREE N
-                1 CEP CT CYM 04/01/16 DUI N
```

## JIS-Link Security Levels for Non-JIS Organizations

Access privileges available to non-JIS organizations are defined in the Security Levels listed below. Each Level authorizes a restricted, display-only access to JIS information. Restrictions are based on GR 31-Access to Court Records, GR 15-Destruction and Sealing of Court Records, statutory restrictions, and system security requirements.

All security levels have access to the ACORDS, SCOMIS, and JIS (DISCIS/JASS) applications. Each level has access to:

- Statewide (cross-court) JIS information;
- A different set of screens in JIS;
- The same display screens by court in SCOMIS; and
- The same display screens as a non-appellate court user has.

Access in the public and public defender security levels is limited by restricting the information available for viewing on specific screens. The limitations for each available screen are detailed in the tables below.

Additional display capability can only be granted to non-JIS organizations by a local JIS court. That court presents their request in writing to the Data Dissemination Administrator. If the request is approved, the JIS –Link User Ids will be modified to include the requested access.

### CASE TYPE SECURITY-Courts of Limited Jurisdiction

Case Type	Public Access (Level 1)	Public Defenders, Contract City Attorneys that have not signed an agreement with DOL, DOL, DSHS Financial Recovery (Level 20)	Law Enforcement Agencies, Contract Court probation Depts., DOC, WSP Certified Criminal Justice Agencies (Level 22)	County Prosecutors, City Attorneys, Contract City Attorneys that have signed an agreement with DOL (Level 25)	Non-JIS Courts (Level 30)
Civil (CV) (Alcohol Treatment (ALT), Mental Illness (MI), and Mental Illness Juvenile (MIJ) cases do not show to Non-JIS Organizations)	YES	YES	YES	YES	YES
Criminal Felony (CF)	YES	YES	YES	YES	YES
Criminal Non-Traffic (CN)	YES	YES	YES	YES	YES
Criminal Traffic (CT)	YES	YES	YES	YES	YES
Infraction Non-Traffic (IN)	YES	YES	YES	YES	YES
Infraction Traffic (IT)	YES	YES	YES	YES	YES

Parking (PR)	NO	YES	YES	YES	YES
Probable Cause (PC)	YES	YES	YES	YES	YES
Small Claim (SC)	YES	YES	YES	YES	YES

### CASE TYPE SECURITY-Superior Court

Case Type	Public Access (Level 1)	Public Defenders, Contract City Attorneys that have not signed an agreement with DOL, DOL, DSHS Financial Recovery (Level 20)	Law Enforcement Agencies, Contract Court probation Depts., DOC, WSP Certified Criminal Justice Agencies (Level 22)	County Prosecutors, City Attorneys, Contract City Attorneys that have signed an agreement with DOL (Level 25)	Non-JIS Courts (Level 30)
Criminal (S1)	YES	YES	YES	YES	YES
Civil (S2)	YES	YES	YES	YES	YES
Domestic (S3)	YES	YES	YES	YES	YES
Probate/Guardianship (S4)	YES	YES	YES	YES	YES
Adoption/Paternity (S5)	NO	NO	NO	NO	NO
Mental Illness/Alcohol (S6)	NO	NO	NO	NO	NO
Juvenile Dependency (S7)	NO	NO	NO	NO	NO
Juvenile Offender (S8)	YES Sealed cases do not show	YES Sealed cases do not show	YES Sealed cases do not show	YES	YES
Judgment (S9)	YES	YES	YES	YES	YES
Juvenile Diversion (SD)	NO	NO	NO	NO	NO

### JIS SCREENS AVAILABLE FOR ACCESS

Screen	Public Access (Level 1)	Public Defenders, Contract City Attorneys that have not signed an agreement with DOL, DOL, DSHS Financial Recovery (Level 20)	Law Enforcement Agencies, Contract Court probation Depts., DOC, WSP Certified Criminal Justice Agencies (Level 22)	County Prosecutors, City Attorneys, Contract City Attorneys that have signed an agreement with DOL (Level 25)	Non-JIS Courts (Level 30)
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Address History (ADH)	NO	YES	YES	YES	YES
AKA/DBA Alias Information (AKA)	NO	YES	YES	YES	YES
Case Accounting Notes (CAN)	NO	YES	YES	YES	NO
Create AR Inquiry (CARI)	NO	YES	YES	YES	NO
Case Docket Inquiry (CDK)	YES Note line & non-litigants are excluded.	YES	YES	YES	YES
Set Court Date (CDT)	NO	YES	YES	YES	YES
Case Financial History Accounts (CFHA, CFHB, CFHD, CFHJ, CFHR, CFHS)	NO <sup>1</sup>	YES	YES	YES	NO
Civil Case Filing Inquiry (CIVI)	YES Note line & non-litigants are excluded	YES	YES	YES	YES
Court Name/Case Index (CNCI)	YES Non-litigants and existence of sealed juvenile offender cases are excluded.	YES Existence of sealed juvenile offender cases is excluded.	YES Existence of sealed juvenile offender cases is excluded.	YES	YES
Case Obligation Status (COS)	NO	NO	NO	YES	NO
Case Disposition Screen (CSD)	NO	YES	YES	YES	YES
Judgment/Disposition Inquiry (CVJI)	YES Note line & non-litigants are excluded	YES	YES	YES	YES
Defendant Name Address Duplicate (DAD)	YES via DND screen	YES	YES	YES	YES
Defendant Case History (DCH)	NO	YES Existence of sealed juvenile offender cases is excluded.	YES Existence of sealed juvenile offender cases is excluded.	YES	YES
Display Journal Vouchers (DJV)	NO	YES	YES	YES	NO
Defendant Name Duplicate (DND)	YES State ID excluded	YES	YES	YES	YES
Abstract of Driving Record (DOL)	NO	NO	NO	YES	NO

Domestic Violence Inquiry (DVI)	NO	NO	NO	NO	YES
Family Relationship for Case (FRC)	NO	NO	NO	NO	YES
Family Relationship History (FRH)	NO	NO	NO	NO	YES
Hearings Held (HRH)	NO	YES	YES	YES	NO
Individual Case History (ICH)	NO	NO	NO	NO	YES
Screen	Public Access (Level 1)	Public Defenders, Contract City Attorneys that have not signed an agreement with DOL, DOL, DSHS Financial Recovery (Level 20)	Law Enforcement Agencies, Contract Court probation Depts., DOC. WSP Certified Criminal Justice Agencies (Level 22)	County Prosecutors, City Attorneys, Contract City Attorneys that have signed an agreement with DOL (Level 25)	Non-JIS Courts (Level 30)
Individual Order History (IOH)	NO	YES Existence of sealed juvenile offender cases is excluded.	YES Existence of sealed juvenile offender cases is excluded.	YES	YES
Joint and Several Inquiry (JTSI)	NO	YES	YES	YES	NO
Main Menu (MAM)	Yes Confidential Message does not show	YES	YES	YES	YES
Name Address Duplicate (NAD)	NO	YES	YES	YES	YES
Case Filing/Update (NCC)	YES State ID excluded	YES	YES	YES	YES
Name Duplicate (NMD)	YES Address and state ID excluded	YES	YES	YES	YES
Order Update (ORD)	NO	YES	YES	YES	YES
Order Inquiry (ORDI)	NO	YES	YES	YES	YES
Case Participants (PAR)	YES Non-litigants are excluded	YES	YES	YES	YES
Person Information/Update (PER)	NO	NO	YES	YES	YES
Parking Vehicle Ticket Inquiry (PKV)	NO	YES	YES	YES	YES

Non-Civil Plea/Sentencing (PLS)	NO <sup>2</sup>	YES	YES	YES	YES
Search Address Duplicate (SAD)	NO	NO	NO	NO	YES
Search Index (SCOMIS)	YES Existence of sealed juvenile offender cases is excluded.	YES Existence of sealed juvenile offender cases is excluded.	YES Existence of sealed juvenile offender cases is excluded.	YES	YES
State Name/Case Index (SNCI)	YES Non-litigants and existence of sealed juvenile offender cases excluded	YES Existence of sealed juvenile offender cases is excluded	YES Existence of sealed juvenile offender cases is excluded.	YES	YES
Search Name Duplicate (SND)	NO	NO	NO	NO	YES
Additional Violations (VIO)	YES Note line excluded	YES	YES	YES	YES

<sup>1</sup> The public can have access to case financial information. If you make a screen print, make sure that the state id, such as driver's license number, and victim's/witness'/person posting bail's address and telephone numbers are removed.

<sup>2</sup> The public can have plea and sentencing information. If you make a screen print of the Non-civil Plea/Sentencing (PLS) screen, make sure that the state identification information such as driver's license number is removed.