JIS Policy for Approval of Local Court Systems

Adopted by the Judicial Information System Committee (JISC) on
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Purpose

The purpose of this policy is to establish the criteria and the process upon which the Judicial Information Systems Committee (JISC) will rely in considering requests for approval of local court record systems pursuant to JISCR 13.

Authority

JISC Rule 1 provides for AOC to operate the Judicial Information System (JIS) under the direction of the JISC and with the approval of the Supreme Court pursuant to RCW 2.56. RCW 2.68.010 acknowledges the authority of the JISC to "determine all matters pertaining to the delivery of services available from the judicial information system." Pursuant to RCW 26.50.160, RCW 26.50.070(5), and RCW 7.90.120(1)(b), the JIS is the designated statewide repository for criminal and domestic violence case histories.

JISCR 13 gives the JISC specific responsibility and authority to review and approve county or city proposals to establish automated court record systems:

> **JISCR 13 LOCAL COURT 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.
> [Effective May 15, 1976.]

Definitions

"Automated court record system" is defined as any system ….

"Statewide data" is defined as the data elements contained in JIS Standard (X) and includes statewide master data, shared data, reference data and reporting data.

Scope

This policy applies to any proposal by a city or county to implement an automated court record system.

Policy

1) It is the policy of the Judicial Information System Committee that any city or county wishing to establish an automated court record system must meet the following criteria:

   a) Any proposed local system must meet the following requirements:

      i) Data Sharing –

         (1) Be able to supply the level of statewide data outlined in JIS Standard (X).

         (2) Provide complete defendant case history information

         (3) Meet JIS standards for the data exchange and provide timely changes as required when the standards are updated.

         (4) Be able to report all case-related financial information.

         (5) Provide caseload, finance, and other data for purposes of maintenance of statewide statistical data.

      ii) Rules –

         (1) Match JIS business rules to ensure quality and integrity of the data.

         (2) Match JIS person ID and person rules.

         (3) Maintain a local law table in sync with the JIS statewide law table.

         (4) Comply with JIS authorization and authentication rules.

      iii) Enterprise Architecture –

         (1) Meet AOC enterprise architecture technical requirements to ensure alignment and compliance with JIS future enterprise architecture.

      iv) Financial --

         (1) Maintain revenue collection, distribution, and reporting equivalent to the functions in JIS, subject to state audit.

(2) Comply with legislative mandates and changes.

v) Security –

(1) Meet AOC data security standards, as defined in the JIS Information Technology Security Policy and Information Technology Security Plan.

2) Any cost required for the state to implement the data exchange and remove the court from the JIS shall be borne by the county or city implementing a local system.
3) Until AOC has resources available to implement an automated data exchange and removal from JIS, the local court must continue to enter its information into the JIS.
4) The city or county data would not be available for the Attorney Search and Find My Court Date functions on the statewide public web site.
5) The city or county will be responsible for its own disaster recovery plan.
6) AOC will not provide help desk, training, or other services related to the local court records system.
7) If there is a difference of opinion regarding distribution of funds, changes to the law table, or any other operational issue, AOC's position will control.
8) When the statewide system changes, the local automated record system must comply with those changes, at the expense of the city or county.

Maintenance

The JISC may amend this policy at any time. The JISC will review this policy at least annually and make appropriate updates.

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