Judicial Information System Committee Meeting, March 6, 2015

DECISION POINT – Superior Court Case Management System – Change Superior Court Case Number Format for Odyssey Courts

MOTION:

I move that the JISC approve the Superior Court Case Management System (SC-CMS) Court User Work Group's (CUWG) recommendation to use a new case number format in the new statewide case management system for the 37 Superior Courts and County Clerk's offices implementing Odyssey.

I. BACKGROUND

On June 22, 2012, the Judicial Information System Committee (JISC) authorized the formation of the Court User Work Group (CUWG) for the SC-CMS Project.

The CUWG provides essential subject matter expertise to enable the successful deployment of the SC-CMS. The CUWG assists the Court Business Office (CBO) and the SC-CMS Project Team in establishing common court business processes that could be packaged and configured as a model for deploying a new case management system across the state.

Since the formation of the CUWG in June 2012, the CUWG has made decisions appropriate to the implementation of SC-CMS in order to make timely decisions that do not impact scope, schedule or budget. However, the following rule requires the JISC to ratify a recent CUWG decision:

> RULE 7 CODES AND CASE NUMBERS
> 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. [Effective May 15, 1976.]

_____.

II. DISCUSSION

On December 10, 2014, the Superior Court-Case Management System Court User Work Group (SC-CMS CUWG) reached consensus to approve a new case number format. The new format mimics the old, with the exception of replacing the current check digit with the 2 digit county ID corresponding to the filing county.

The check digit is calculated based on the first 8 digits of each case number and other static values. Currently, Superior Court case numbers are unique for each county, but are not unique statewide. The algorithm employed to assign the check digit attempts to ensure neighboring counties won't be assigned the same check digit for the year, case type, and sequence combination, but it is unavoidable in some instances. A case number (including the check digit) is duplicated statewide up to approximately four times.

The current SCOMIS case number format is as follows:

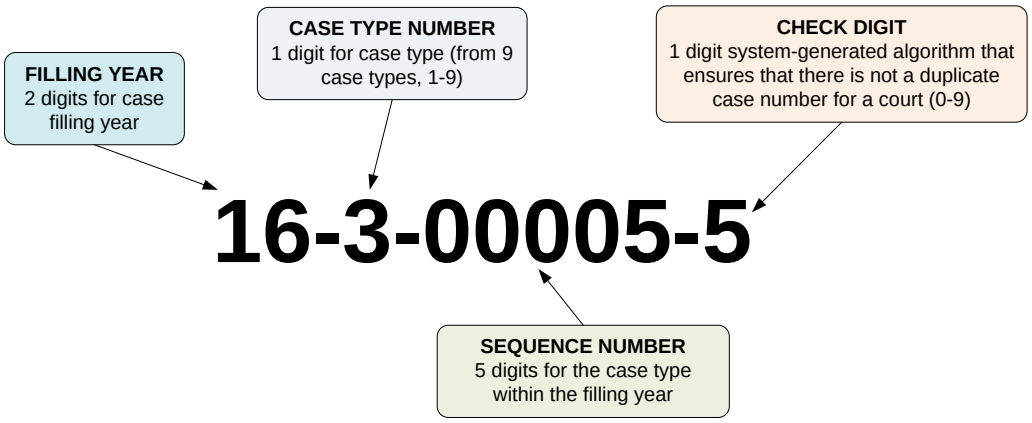

Figure 1: JIS/SCOMIS ("Legacy") Case Number Format

Characteristics of Proposed Change

- The proposed changes provide for "uniqueness" of the case number in Odyssey—all Odyssey case numbers would be unique statewide.
    - If a user is searching by a case number in the new format, the case will be displayed (there will not be duplicates forcing the user to select a case).
    - For counties that opt to enter a case number manually, the new format will help ensure the user hasn't mistyped the number.
- Court and County Clerk's Office users are able to identify the originating county more readily.
- Both the new and current case numbers will be searchable in Odyssey.
- Benefits are gained while staying within the requests and parameters set by the SC-CMS CUWG:
    - Remains numeric for 10-key entry
    - Keeps overall length short
    - Provides for uniqueness
    - Maintains other valuable data (filing year, JIS/SCOMIS case type)
- The legacy JIS/SCOMIS case number will need to be generated for case replication services as JIS/SCOMIS continue to require the legacy format.
    - Due to case replication, ancillary systems and agencies are expected to receive information in the same methods they do today (directly via JIS/SCOMIS or via data transfers, reports, interfaces that exist today with JIS/SCOMIS).

The Odyssey case number format, after implementing the December 10, 2014 CUWG decision:

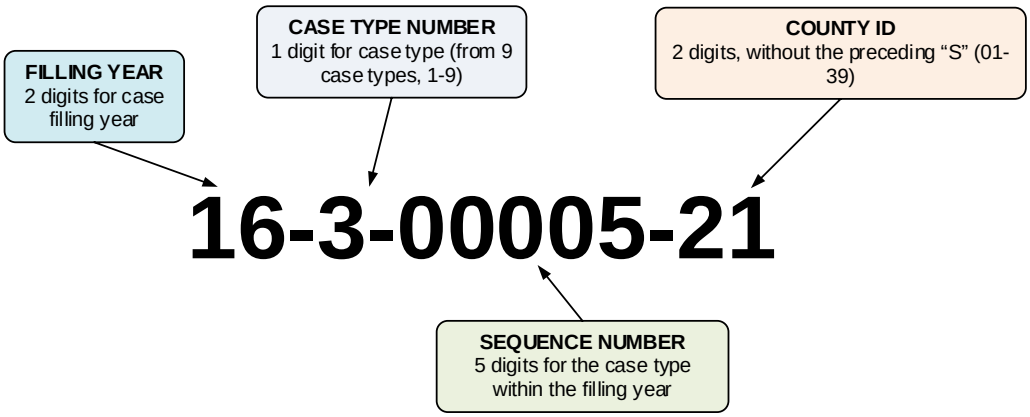

Figure 2: Proposed Odyssey Case Number Format; example is for the fifth legacy case type "3" case in Lewis County in 2016.

Side-by-side view of new and current formats:

Odyssey case number =	16-3-00005-21
Legacy (JIS/SCOMIS) case number =	16-3-00005-5

OUTCOME IF NOT PASSED –

If this motion is not passed, the SC-CMS project will continue implementations with the current case number format:

- Case numbers will continue to be duplicated across the state.
  - When users search for a case by case number, they will receive multiple results and be forced to select a case.
- County Clerk's Office and court users will be required to identify the originating county via other methods.
- Odyssey does not currently calculate the Washington-specific check digit; a program will need to be developed and employed to do so.
- If a user manually types in the case number upon case creation in Odyssey, there is a higher potential for error due to a lack of "uniqueness" of the case number.