



Judicial Information System Committee (JISC)

Friday, February 24, 2017 (10:00 a.m. – 12:30 p.m.)

CALL IN NUMBER: 877-820-7831 PC: 394116#

SeaTac Facility: 18000 INTERNATIONAL BLVD, SUITE 1106, SEATAC, WA 98188

AGENDA

1.	Call to Order a. Introductions b. Approval of Minutes	Chief Justice Mary Fairhurst, Chair	10:00 - 10:05	Tab 1
2.	Legislative Update	Brady Horenstein, Legislative Relations Associate Director	10:05 - 10:20	Tab 2
3.	JIS Budget Update a. 15-17 JIS Budget Update b. 17-19 JIS Budget Request Update	Mr. Ramsey Radwan, MSD Director	10:20 - 10:35	Tab 3
4.	IT Security Update	Mr. Terry Overton, Information Security Office	10:35 - 10:50	Tab 4
5.	Decision Point: Data Dissemination Committee Policy Changes	Ms. Stephanie Happold, Data Dissemination Administrator Judge Thomas Wynne	10:50 - 11:10	Tab 5
6.	CIO Report	Ms. Vonnie Diseth, ISD Director	11:10 - 11:20	
7.	Expedited Data Exchange (EDE) Pilot Implementation Project: a. Resource Issues b. Schedule Impacts	Mr. Kevin Ammons, EDE Program Manager Mr. Kumar Yajamanam	11:20 – 12:20	Tab 6
8.	Data Dissemination Committee (DDC) Report	Judge Thomas Wynne	12:20 – 12:25	
9.	Meeting Wrap-Up	Chief Justice Mary Fairhurst, Chair	12:25 – 12:30	
10.	Information Materials a. ITG Status Report			Tab 7

Persons with a disability, who require accommodation, should notify Brian Elvin at 360-705-5277 brian.elvin@courts.wa.gov to request or discuss accommodations. While notice 5 days prior to the event is preferred, every effort will be made to provide accommodations, when requested.

Future Meetings:

2017 – Schedule

April 28, 2017

June 23, 2017

August 25, 2017

October 27, 2017

December 1, 2017

JUDICIAL INFORMATION SYSTEM COMMITTEE

December 2, 2016
10:00 a.m. to 2:00 p.m.
AOC Office, SeaTac, WA

Minutes

Members Present:

Justice Mary Fairhurst, Chair
Mr. Larry Barker
Ms. Lynne Campeau
Judge Jeanette Dalton
Judge J. Robert Leach
Mr. Frank Maiocco
Judge G. Scott Marinella
Ms. Barb Miner
Chief Brad Moericke
Ms. Brooke Powell
Judge David Svaren - Phone
Mr. Bob Taylor
Mr. Jon Tunheim
Ms. Aimee Vance
Judge Thomas J. Wynne

Members Absent:

Ms. Callie Dietz
Mr. Rich Johnson

AOC Staff Present:

Ms. Charlene Allen
Mr. Kevin Ammons
Ms. Tammy Anderson
Ms. Kathy Bradley
Mr. Stephen Chapel
Ms. Vicky Cullinane
Mr. Keith Curry
Ms. Vonnie Diseth
Mr. Brian Elvin
Mr. Brady Horenstein
Mr. Mike Keeling
Ms. Keturah Knutson
Mr. Martin Kravik
Mr. Ramsey Radwan
Ms. Maribeth Sapinosa
Mr. Mike Walsh

Guests Present:

Mr. John Anderson
Mr. Tom Boatright
Ms. Gena Cruciani
Mr. Allen Mills
Mr. Othniel Palomino
Mr. Brian Rowe
Judge Donna Tucker
Mr. Scott Weber - Phone

Call to Order

Justice Mary Fairhurst called the meeting to order at 10:00 a.m. and introductions were made. Special introductions were given to Keturah Knutson, ISD Associate Director and Stephen Chapel, project manager in attendance for the first time with new Judicial and Legislative, Associate Director Brady Horenstein to arrive later in the meeting. Justice Fairhurst announced Judge Svaren was elected to the Superior court with Judge Wynne in the process of being appointed by the Everett Municipal court. Both have checked with their respective association presidents and asked them to switch for the remainder of Judge Wynne's term. The request was made in order to have the current members in place during a critical stage of project management. Justice Fairhurst announced her election to the position of Chief Justice on the Supreme Court of Washington. In addition, Justice Fairhurst announced her intention to continue as chair of the JISC committee at least through this session and if feasible, longer.

Justice Fairhurst asked if there were any changes or corrections to the August 26, 2016 meeting minutes. Hearing none, Justice Fairhurst deemed them approved.

JIS Budget Update

Mr. Ramsey Radwan reported on the green sheet, which is a snap shot of expenditures to date. It was noted the green sheet provided was expenditures through October. Mr. Radwan stated there would not be much of a change with the exception of the amount expended, nothing would be over expended.

Mr. Radwan noted the EDE side of the expenditures had a 6 million dollar balance as anticipated. Superior Court CMS is anticipated to be spent down in its entirety with confidence there will be no over expenditure. Courts of Limited Jurisdiction CMS is not anticipated to have any over expenditures with no estimate of surplus at this time. Appellate Courts Enterprise CMS shows fully expended at this point. Equipment replacement, a combination of internal replacement for AOC computer room as well as AOC five year equipment cycle in addition appellate court level, superior court level, district and municipal court level is expected to be fully expended.

Mr. Radwan committed to sending out the current green sheet to the JISC members as requested by Justice Fairhurst.

The 2017-2019 Information Technology Budget Requests was presented by Mr. Radwan to the JISC. Mr. Radwan will be working with Brady Horenstein to meet with associations for help with going to the legislature on funding information technology projects.

A proposed list of 2018 Supplemental Information Technology Budget Requests was presented. At this point it has not been vetted by the JISC nor the Supreme Court Budget Committee but represents estimates of expenditures based on updated status of AOC ongoing projects.

JIS Priority Project #1 – SC-CMS

Ms. Maribeth Sapinosa provided the update for the SC-CMS project beginning with the most recent Go-Live with Event #4 (Asotin, Columbia, Garfield, and Whitman Counties). Event #4 successfully went live on October 31, 2016. Ms. Sapinosa covered the summary of activities that took place for those four counties including Go-Live issues during the two week period of on-site implementation of Odyssey, lessons learned, and the on-site post implementation support provided by the AOC Customer Services Support section. Ms. Sapinosa also provided recent activities for Event #5 (Cowlitz, Grays Harbor, Klickitat, Mason, Pacific, Skamania, and Wahkiakum Counties) which are on track for the next Go-Live implementation of May 2017 and recent activities for Event #6 (Clallam, Island, Jefferson, Kitsap, San Juan, Skagit and Whatcom Counties) which are scheduled for the November 2017 implementation. Spokane County was also mentioned in regard to their Kick Off meeting with the SC-CMS Business and Technical teams to begin discussions of their local applications including a separate on-site meeting with representatives from the EDE Project to address Spokane's questions. Last, Ms. Sapinosa followed up on the Project Steering Committee's decision, made after the September JISC meeting, to unanimously accept Clark County's request to delay their scheduled implementation of May 2017. As a result, the Project Steering Committee recommended unanimously to extend the project

six months by adding a Go Live Event #8 (specifically for Spokane and Clark counties) and recommend the JISC request additional funding from the legislature in the 2018 supplemental budget.

Bob Taylor asked if any other counties were planning on delaying implementation at the last minute. Ms. Vonnie Diseth outlined the reaffirmation process AOC initiated for the remaining counties. It reaffirmed the schedule for the rollout, requirements of counties as well as requesting AOC be advised immediately if there were any issues to prevent the schedule as presented. AOC has received affirmations from all counties with the exception of Lincoln and Benton with a follow up conversation to come. Ms. Maribeth Sapinoso expounded, originally, all stakeholder meetings included the presiding judge, county clerk and court administrator. The stakeholder meetings have now been expanded to include juvenile administrators, financial managers, and the IT Manager to ensure all decision makers are involved in the process.

Ms. Barb Miner asked what happened to the monies associated with King County when it was announced they were pulling out of the project. Mr. Radwan explained the funding went back into the JIS account and AOC simply went from having a \$29 million project to a \$26 million project. Discussion was held on the addition of the new go live date contained in the decision point and the cost ramifications in extending the contract time period to ensure continued support for the new go live date.

Ms. Diseth made the committee aware that Clark County would be able to engage after April/May of 2017 with the intent of moving forward with Odyssey. The issue with Spokane County lies in their indecision on whether to move forward with Odyssey or another case management system. More information on Spokane County's decision is unavailable at this time with meetings scheduled, following the 12/2 JISC meeting, to go over the options with Spokane County stakeholders.

Motion: Judge Thomas Wynne

I move that the JISC approve the SC-CMS Project Steering Committee's recommendation to extend the project's timeline by six months, add a new Go Live event, and support a request for additional funding from the legislature in the 2018 supplemental budget with a cost estimate of \$1.4 million.

Second: Judge Jeanette Dalton

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Barb Miner, Chief Brad Moericke, Ms. Brooke Powell, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: None

Absent: Ms. Callie Dietz, Mr. Rich Johnson

Justice Fairhurst noted this will be the last report given by Bluecrane as their contract will be finished. However, the committee is looking into extending their services in an advisory capacity, as needed, thru the legislative session.

JIS Priority Project #4 CLJ-CMS

Mr. Michael Walsh presented the project update on the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project. Regarding project activities, the project team has been primarily focused on stakeholder outreach and communicating the goals and objectives to court and probation staff who may not typically be seeking this type of communication. The team visited with 36 local court and probation departments meeting with staff to receive firsthand experience of the work performed on site. This activity was done to complement the requirements captured earlier by the Court User Work Group. This was a very productive project activity as the project team members were able to meet and, in some instances, observe the staff performing their daily work.

The project team plans to set up an information table for upcoming association conferences in an effort to provide advanced information to attendees who will be users of the new CLJ-CMS. The information booth was available at the recent DMCMA Line Staff and the Presiding Judges and Administrators Program conferences where information was shared and compliments received on our initiative.

The RFP procurement activities are moving along as scheduled. The CLJ-CMS RFP was published on August 26th. Ten vendors attended the pre-proposal conference. This conference provides the ability for the bidders to meet with the RFP coordinator, the project sponsors, and the project manager in an informal setting. The meeting is followed by a formal Question and Answer period where bidders submit questions and inquiries regarding the RFP. Eighty-seven questions/inquiries were submitted and replied to during that period. Forty-eight were requesting clarification of business requirements, twenty-five for clarification of the instructions for submitting a proposal. The bids were due December 2nd. At the time of the JISC meeting, two proposals had been received. The next steps in the process are for the RFP Coordinator to process the bids and determine that all required components have been received. The next step is for the evaluation team to begin reviewing and scoring the proposals. This step is expected to start on December 7th and finish on January 11, 2017. The written proposals will be scored and top candidates will progress to the demonstration portion of the evaluation. The demonstrations are planned for the last two weeks of February 2017. Evaluation scores will be recorded and a report from the RFP coordinator will be presented to the Steering Committee. The leading proposal will be identified to move on to the onsite visits where the evaluation team will travel to court locations and speak to judges, court, probation, and IT representatives where the solution is supporting their court operations.

Risk is managed by the project team and sponsors. The CLJ-CMS Governance plan identifies when the probability and impact thresholds require reporting a risk to the JISC. One risk was reported to the JISC. Continued involvement of CUWG members whose courts are implementing their own CMS solution could expose the CLJ-CMS procurement to protest. A decision point was presented to the JISC to move that the JISC amend the Court User Workgroup (CUWG) Charter for the Courts of Limited Jurisdiction Case Management System Project to remove non-voting representatives from the DMCJA and DMCMA courts that have not committed to use the statewide case management solution provided by AOC.

During discussion of the decision point Judge Leach asked if AOC had received any complaints from the King County CUWG about the removal of non-voting members. Judge Tucker, from King County,

responded indicating she has not received any complaints to date. In addition if AOC feels there is a possible issue with King County serving on CUWG during the RFP process then she and King County would have no problem stepping down from the CUWG. Judge Marinella reiterated Judge Tucker's position and thanked her for the help she has provided on the CUWG and for King County's willingness to step down should it create an issue during the RFP process.

Justice Fairhurst confirmed this was the same process implemented during the SC-CMS process. In addition, Justice Fairhurst highlighted the need for AOC and King County to continue their hard work and communication on the EDE project to ensure all parties success.

Motion: Ms. Lynne Campeau

I move that the JISC amend the Court User Workgroup (CUWG) Charter for the Courts of Limited Jurisdiction Case Management System Project to remove non-voting representatives from the DMCJA and DMCMA courts that have not committed to use the statewide case management solution provided by AOC.

Second: Judge David Svaren

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Chief Brad Moericke, Ms. Brooke Powell, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: None

Absent: Ms. Callie Deitz, Mr. Rich Johnson

Abstain: Ms. Barb Miner

The motion was carried and the CUWG Charter will be revised accordingly.

Looking ahead, the written proposal evaluations are planned to start on December 7th. The next phase of the evaluation, solution demonstrations are planned for February 14-17 and February 21-24, 2017. The third phase of evaluation, examining the proposed solution in a production operation in another state location is planned during April 2017. Following a review of the results of all levels of evaluation by the project steering committee, a recommendation will be forwarded to the JISC. In accordance with the project schedule, the JISC would be announcing the award decision in May 2017. Contract negotiations will follow with a planned contract start date of September 1, 2017.

AOC Expedited Data Exchange (EDE) Pilot Implementation Project

Mr. Kevin Ammons presented the update on the Expedited Data Exchange Project. Mr. Ammons began by reviewing the five sub-projects that make up the Expedited Data Exchange Program and providing details of what each sub-project was focused on accomplishing. He continued by reviewing recent activity in each sub-project. Mr. Ammons reported that the current forecast predicts the Juvenile and Corrections System, known as JCS, will not be modified in time to meet the current schedules of King County District Court and the King County Clerk's Office. He stated that this would impact most

functions of the system. At the request of some members, Mr. Ammons produced a drawing illustrating the relationships between case management systems, the Enterprise Data Repository, and other systems.

Further discussion was held on Odyssey, EDR, JABS, JIS and INH (among others) to dispel misconceptions pertaining to the flow of information. The EDR is going to be the central hub, the statewide repository. Things such as criminal cases, person data everything that has been identified as statewide information will be stored in the EDR. Mr. Ammons explained the different codes, the different references within the different systems do not have to be synchronized but AOC is working to establish standard reference data.

Mr. Ammons described an issue that came to light when a judge was looking in JABS and was viewing a different criminal history than what a public defender was able to see in JIS link. The difference is JIS link partly uses DISCIS/SCOMIS. It was a case that had not yet been replicated over from Odyssey to the JIS database. Consequently, the public defender saw that view. It is not known if it was an update on the case, a completely new case or multiple updates. The different views came from JABS, used by the judge, drawing from the original source, Odyssey and JIS, producing a complete and at that time accurate history. At present the risk is different systems displaying different information depending on where they pull their data from. JABS showing one answer, Odyssey showing same answer as it pulls from both, DISCIS/SCOMIS showing a different answer and JCS showing a different answer. For example, if King County District Court pulls from EDR, they may not see the same information.

Mr. Ammons was asked to speak to replication and expound on the issue. During the statewide implementation process, we are providing Odyssey case information to those counties still utilizing SCOMIS, the COBOL-based legacy system. To accomplish this, data is created and saved in Odyssey and then replicated into the Judicial Information System (JIS) database in near-real time. The Odyssey data is correct but replication of that data into JIS can sometimes be delayed if some information is not created and saved in a specific order. When this occurs, the JIS data may be temporarily out of sync with Odyssey until it is manually corrected by the County Clerk or staff at AOC. Data entry or update delays are continuing to decrease every month and affect less than 2% of the cases in the nine Odyssey courts. It is important to note that the records in Odyssey are correct and accurate. A year ago, AOC notified all court officials, clerks and judicial agency partners of the JIS replication issue and communicated to them that the Judicial Access Browser System (JABS) should be used to obtain the most current and complete view of all statewide data. JABS does not rely on the replication process. Per Ms. Diseth the AOC team is reviewing nine different options and their viability to correct and fix this issue to ensure an efficient and effective system that provides for the security and decision making of the courts on the cases before them. Next steps will be presented once all options have been reviewed. Ms. Diseth further clarified some misinformation being reported that AOC was no longer going to do data exchange with King County. She emphasized that it is a false statement with no validity. AOC is working very hard on the EDE project with King County.

Finally, Mr. Ammons distributed a brochure that explains the key facts regarding the program.

Mr. Palomino reported on the King County District Court (KCDC) project milestones. Currently, in implementation and working through business processes and hitting internal timelines. The dedicated development team has been working on the EDE in close conjunction with AOC staff, program managers including developer discussions on the many challenges. Mr. Palomino states there has been very good progress thus far. In addition, there are a number of interfaces, internal to King County, which are on schedule as well. From a scheduling and configuration perspective King County projects are going well. King County has combined their timelines with the EDE to create an integrated timeline for the parties involved.

ITG #45 – AC-ECMS Update

Mr. Martin Kravik presented a status update on the AC-ECMS project. He reported that the team is currently in Sprint 10 of 15.

Accomplishments since the last JISC meeting include:

- The document conversion processes for existing systems were developed and tested.
- Processes for importing documents from multi-function devices and scanners were developed and tested.
- Six workflows were identified for the Court of Appeals (COA) Divisions - Filing Review, Panel Motion Decision, Personal Restraint Petition (PRP), Commissioner Decision, Clerk Decision, and Single Judge Decision.
- Flow diagrams and process narratives were developed for each and reviewed with the COA Clerks. Using the diagrams and narratives, user stories for the components of each of the COA workflows were developed and estimated.
- The forms (passing sheets) that support each workflow were designed.
- Initial development of the Filing Review, Clerk Decision, and Single Judge Decision COA workflows is complete. Development of the Commissioner Decision and PRP workflows is in process.
- Three workflows were identified for the Supreme Court - Filing Review, Commissioner Amicus Review, and Clerk Review.
- Draft flow diagrams and process narratives were developed for each and reviewed with the Supreme Court Clerk. User stories are under development and nearly complete.
- Development of the Supreme Court Filing Review workflow is underway.
- A general process for exporting folders and documents out of OnBase was developed.
- Autonomy IDOL, the product that does full text indexing of documents, has been installed and is being configured.
- Analysis was conducted for enabling single sign to OnBase via Active Directory.

Next steps include developing the remaining Supreme Court workflows, developing the Court of Appeals Panel Decision workflow, developing case transfer and case consolidation processes, developing processes for exporting documents to court websites, specific network locations etc., and installing and testing the OnBase applications that allow ingestion of documents from Microsoft Office and Outlook.

BOXI upgrade – Business Intelligence Tool (BIT) Project Update

Ms. Charlene Allen presented the project update on the Business Objects version XI (BOXI) Version Upgrade. BOXI, a business intelligence reporting tool produced by SAP, will be upgraded so the tool is current. To eliminate changing the name of the tool every time there is an upgrade, AOC is renaming BOXI to Business Intelligence Tool or BIT. AOC solicited vendors to implement a solution and six vendors responded. DUNN Solutions Group was the successful vendor. The project is in the planning stage, but will be completed in June 2017.

There are over 65,000 reports to be migrated to the new system. To ensure the new system is populated with reports being used, there will be several opportunities given to the court to clean-up reports they do not use. Cleaning up unused reports is a mitigation strategy used to ensure the project is completed by the end of the biennium. There are over 1,900 customers using BOXI.

Due to the timeline, training will be done using a video and other ways of communicating the changes to customers. A concern was raised that courts should have the opportunity to use the new tool before it is released to help eliminate issues from not having customer feedback. Based on the time schedule, there may not be time to do this work. A project issue will be created to note the need for pre-implementation viewing of the tool by selected members of the court community.

Ms. Vance requested clarification if there were court users involved in the project. It was confirmed there were none as this was a version upgrade not a replacement project and will have minimal differences in UI. If future needs warrant a work group will be setup to outline steps that may differ but there are no plans for one at this time. Ms. Anderson stated a release note had been sent with a listserv created for communication purposes. Information will be sent out periodically and questions will be answered in that environment. It is advised for those who may need this information sign up for the listserv in order to receive all updates to the project.

Data Dissemination Committee Report (DDC)

Judge Wynne reported the DDC had received two data requests. The first from the ACLU requesting information collection agencies in district and municipal courts. It was approved, to the extent the information is available in the JIS system. The second, from Seattle University whom is requesting information for a study collating bail bond information with mortgage foreclosure information. It was approved with the request being for King County bail bonds only. It was clarified mainly data warehouse staff would be involved in the search for requested records. Justice Fairhurst asked about the decision process when they receive a third party request, who would not already have access, particularly the impact such requests have on AOC staff resources. Judge Wynne reported the DDC consults with AOC staff to determine the effect each request has on AOC staff required to procure the information.

Judge Wynne reported the DDC also discussed and approved JABS access for level 20 and level 25. Generally, level 25 users are prosecutors whom have JABS access thru their local court but also includes WSP ID criminal history section. Level 20 was approved independent of management of local courts. Approval for Level 20 is generally known as public defenders but includes DOL (Driver Responsibility Section and Public Protection Unit), DSHS (Office of Financial Responsibility) Western State Hospital (Violent History Research) all now have JABS access directly thru AOC.

Judge Wynne discussed the DDC removing address information for defendants and victims for public defenders. Most, feedback received from public defenders, disagreed thus the DDC will proceed on stressing the confidentiality of the information and the prohibition of secondary dissemination of that information to clients or others. It was shared the DDC is working on a Data Dissemination Policy amendment which is currently out for comment with the associations. It is anticipated the policy will be shared at the next JISC meeting.

Adjournment

The meeting was adjourned by Justice Fairhurst at 1:40 pm.

Next Meeting

The next meeting will be February 24, 2017, at the AOC SeaTac Facility; from 10:00 a.m. to 2:00 p.m.

Action Items

	Action Items	Owner	Status
	12/02/16 - Send and post updated November green sheet	Mr. Ramsey Radwan	



February 23, 2017

TO: JISC Members
FROM: Brady Horenstein, Associate Director, Legislative Relations
RE: 2017 Legislative Session Update

After this week, the Legislature will be almost half of the way through the 105 day session that's scheduled to adjourn on April 23. Nearly 2,100 bills have been introduced on topics that run the gamut. This week the Legislature has been busy considering bills before the February 24 "fiscal cut-off" deadline. Except for bills that are deemed necessary to implement the budget, bills with a fiscal impact must be voted out of either the House Appropriations or Senate Ways and Means Committees before this deadline to stay alive.

While much of the session news coverage has been devoted to how the Republicans and Democrats plan to provide sufficient education funding to comply with *McCleary*, a number of other proposals with court impact are under consideration this year. [SHB 1783](#) concerning legal financial obligations, [SHB 1680](#) concerning the J&S sentencing elements, and [SSB 5294](#), which establishes a Sentencing Reform Task Force, have all had hearings in either House Judiciary or Senate Law and Justice.

The BJA request legislative items continue to move along this session. [HB 1140](#), which would extend the Judicial Stabilization Trust Account surcharge to July 1, 2021, was voted out of House Appropriations last night. [SHB 1186](#) to require interpreters in civil cases also received approval of House Appropriations. [HB 1139](#), which would expand the service methods the AOC Office of Public Guardianship may conduct, passed the House and is awaiting consideration in the Senate. And [HB 1285](#), which would make interpreter oaths permanent, also passed the House a few weeks ago.

With regard to information technology, the Legislature has considered a number of proposals in that realm as well. Senator Fain introduced [SB 5273](#), which would require all Washington courts to implement electronic case filing by December 31, 2019. While this bill appears dead for the session, it's a great example of how some legislators are very interested in court IT. See the attached report for additional government IT impact bills.

If you have any questions about the bills included in the attached report or others, please don't hesitate to contact me.

2017 Session Bill Report (JISC)

BJA Request

<u>Bill Details</u>	<u>Status</u>	<u>Sponsor</u>
<u>HB 1139</u> (SB 5447) Office of pub. guardianship Concerning the methods of services provided by the office of public guardianship. Modifies office of public guardianship provisions with regard to services for supported decision-making assistance and estate administration.	S Law & Justice	Kilduff
<u>HB 1140</u> (SB 5809) Court filing fees surcharge Extending surcharges on court filing fees for deposit in the judicial stabilization trust account to July 1, 2021. Extends, until July 1, 2021, the surcharges on court filing fees for deposit in the judicial stabilization trust account.	H Approps	Jinkins
<u>SHB 1186</u> Court interpreter services Concerning the provision of and reimbursement for certain court interpreter services. Addresses the appointment of and reimbursement for certain court interpreter services.	H Approps	Santos
<u>HB 1285</u> Legal interpreters/oaths Modifying oath requirements for interpreters in legal proceedings. Requires qualified interpreters in judicial or administrative proceedings to take an oath upon receiving his or her initial qualification from the office of the deaf and hard of hearing.	S Law & Justice	Graves
<u>SB 5447</u> (HB 1139) Office of pub. guardianship Concerning the methods of services provided by the office of public guardianship. Modifies office of public guardianship provisions with regard to services for supported decision-making assistance and estate administration.	S Law & Justice	Conway
<u>SB 5809</u> (HB 1140) Court filing fees surcharge Extending surcharges on court filing fees for deposit in the judicial stabilization trust account to July 1, 2021. Extends, until July 1, 2021, the surcharges on court filing fees for deposit in the judicial stabilization trust account.	S Law & Justice	Rivers

Court Interest/Impact

<u>Bill Details</u>	<u>Status</u>	<u>Sponsor</u>
<p>No-contact order/trafficking</p> <p>Creating a criminal no-contact order for human trafficking and promoting prostitution-related offenses.</p> <p><u>SHB 1079</u> (SSB 5029)</p> <p>Requires a defendant who is charged by citation, complaint, or information with an offense involving trafficking or promoting prostitution in the first or second degree, and not arrested, to appear in court for arraignment in person no later than fourteen days after the next day on which court is in session following the issuance of the citation or the filing of the complaint or information. Requires the court, at that appearance, to determine the necessity of imposing a no-contact order and consider other conditions of pretrial release. Creates a criminal no-contact order for offenses relating to human trafficking and promoting prostitution.</p>	S Law & Justice	Orwall
<p>Domestic violence</p> <p>Concerning domestic violence.</p> <p><u>2SHB 1163</u></p>	H Rules R	Goodman
<p>Surrender/surety's bond</p> <p>Concerning surrender of person under surety's bond.</p> <p>Addresses bail agent requirements when surrendering a defendant to custody.</p> <p><u>HB 1195</u></p>	S Law & Justice	Kilduff
<p>Small claims court judgments</p> <p>Modifying the process for prevailing parties to recover judgments in small claims court.</p> <p>Revises small claims court provisions with regard to the process for prevailing parties to recover judgments in the court.</p> <p><u>SHB 1196</u> (SB 5175)</p>	H Approps	Goodman
<p>Transit infract./youth court</p> <p>Allowing youth courts to have jurisdiction over transit infractions.</p> <p>Gives a youth court jurisdiction over transit infractions alleged to have been committed by sixteen or seventeen year old juveniles.</p> <p><u>SHB 1199</u> (SSB 5203)</p>	S HumSer/MenHlth/	Irwin
<p>Marriages/lim. juris. courts</p> <p>Concerning the solemnization of marriages by commissioners of courts of limited jurisdiction.</p> <p>Authorizes the commissioners of the courts of limited jurisdiction to solemnize marriages.</p> <p><u>HB 1221</u></p>	S Law & Justice	Rodne
<p>Distracted driving</p> <p>Modifying the infraction of and penalties for distracted driving.</p> <p><u>SHB 1371</u> (SSB 5289)</p>	H Rules R	Farrell

<u>EHB 1378</u> (SSB 5277)	Disqualification of judges Concerning disqualification of judges.	S Law & Justice	Graves
HB 1378 - DIGEST Prohibits a superior court judge from sitting to hear or try an action or proceeding if he or she has been disqualified. Authorizes a party to, or an attorney appearing in, an action or proceeding in a superior court to disqualify a judge from hearing the matter, subject to certain limitations.			
<u>SHB 1384</u> (SSB 5256)	Sexual assault protect order Concerning sexual assault protection orders.	S Law & Justice	Goodman
Addresses the duration and renewal of an ex parte order regarding sexual assault protection.			
<u>HB 1396</u> (SSB 5327)	Court clerk duties Clarifying the duties of court clerks.	H Judiciary	Graves
Changes the duty of a court clerk from "conform to the direction of the court" to "support the court in the performance of the courts' statutory duties." Removes the duty of the clerk of the court to forward certain forms to the division of child support.			
<u>HB 1478</u> (SSB 5342)	Discover pass penalty dist. Concerning the distribution of monetary penalties to local courts and state agencies paid for failure to comply with discover pass requirements.	H Approps	Blake
Requires a county treasurer to remit, to the state treasurer, seventy-five percent of the money received from penalties with regard to the display of a discover pass, vehicle access pass, or day-use permit. Requires the balance of noninterest money received by a county treasurer to be deposited in the county current expense fund.			
<u>SHB 1614</u>	Impaired driving Concerning impaired driving. Modifies impaired driving provisions.	H Trans	Goodman
<u>HB 1631</u>	Distracted driving penalties Imposing an additional penalty for distracted driving. Requires a driver who commits a moving violation to be assessed an additional monetary penalty equal to one-half of the penalty or fine for the moving violation if the driver was dangerously distracted at the time of the violation.	H Trans	Hayes
<u>SHB 1680</u>	Sentencing elements wrksheet Concerning the sentencing elements worksheet.	H Rules R	Goodman
<u>SHB 1783</u>	Legal financial obligations Concerning legal financial obligations.	H Approps	Holy

<u>SB 5175</u> (SHB 1196)	Small claims court judgments Modifying the process for prevailing parties to recover judgments in small claims court. Revises small claims court provisions with regard to the process for prevailing parties to recover judgments in the court.	S Law & Justice	Padden
<u>SSB 5203</u> (SHB 1199)	Transit infract./youth court Allowing youth courts to have jurisdiction over transit infractions. Gives a youth court jurisdiction over transit infractions alleged to have been committed by sixteen or seventeen year old juveniles.	S Rules 2	Wilson
<u>SB 5273</u>	Court docs/electronic filing Implementing the electronic filing of court documents in certain courts. Requires the following to fully implement the electronic filing of documents in compliance with court rules, electronic filing technical standards, and recommendations of the state auditor's office: (1) By December 31, 2018, the superior courts of each county with a population of at least four hundred fifty thousand; and (2) By December 31, 2019, the superior courts of every county and the appellate courts. Makes an appropriation from the general fund to the state auditor's office for the purposes of this act.	S Law & Justice	Fain
<u>SSB 5277</u> (EHB 1378)	Disqualification of judges Concerning disqualification of judges. Prohibits a superior court judge from sitting to hear or try an action or proceeding if he or she has been disqualified. Authorizes a party to, or an attorney appearing in, an action or proceeding in a superior court to disqualify a judge from hearing the matter, subject to certain limitations.	S 2nd Reading	Padden
<u>SSB 5289</u> (SHB 1371)	Distracted driving Modifying the infraction of and penalties for distracted driving.	S Rules 2	Rivers
<u>SSB 5294</u>	Department of corrections Concerning the department of corrections.	S Ways & Means	Padden
<u>SSB 5327</u> (HB 1396)	Court clerk duties Clarifying the duties of court clerks. Removes the duty of the clerk of the court to forward certain forms to the division of child support. Removes the duty of the Washington association of county officials to report on the amounts of legal financial obligations collected by county clerks.	S Rules 2	Angel
<u>SSB 5342</u> (HB 1478)	Discover pass penalty dist. Concerning the distribution of monetary penalties to local courts and state agencies paid for failure to	S Ways & Means	King

comply with discover pass requirements.

Requires a county treasurer to remit, to the state treasurer, seventy-five percent of the money received from penalties with regard to the display of a discover pass, vehicle access pass, or day-use permit. Requires the balance of noninterest money received by a county treasurer to be: (1) Deposited in the county current expense fund; and (2) Used to support court-related functions.

Information Technology

<u>Bill Details</u>	<u>Status</u>	<u>Sponsor</u>
State IT systems encryption HB 1479 Concerning encryption of data on state information technology systems. Establishes a classification schedule for data stored on or passing to, through, or from state data networks in the information technology standards maintained by the office of the state chief information officer.	H Approps	Hudgins
IT procurement oversight HB 1787 (SSB 5572) Requires the department of enterprise services to consult with the office of the state chief information officer when it makes information technology goods and services available to ensure consistency with standards and policies to govern information technology as established by the office. Requires the following to be coordinated with and/or approved by the office: (1) Cooperative purchasing for information technology goods and services; and (2) The delegation of authority to an agency for the purchase of information technology goods and services. Authorizes the office to change or withdraw the delegated authority for the purchase of information technology goods and services.	H Approps	Hudgins
IT system security testing SHB 1929 Concerning independent security testing of state agencies' information technology systems and infrastructure by the military department.	H Approps	Hudgins
Cybersecurity coordination HB 2086 Establishing a task force to address state interagency coordination in cybersecurity. Requires the office of the state chief information officer and the military department to convene a task force to address the coordination of cybersecurity and emergency management activities by state agencies.	H State Govt, El	Hudgins
Cybersecurity performance SSB 5455 Concerning statewide cybersecurity performance.	S Ways & Means	Miloscia

**Administrative Office of the Courts
Information Services Division Project Allocation & Expenditure Update
2015-2017 Allocation**

Biennial Balances as of 01/31/2017

Initiatives--JIS Transition	ALLOTTED	EXPENDED	VARIANCE
Expedited Data Exchange (EDE)			
15-17 Allocation	\$8,540,000	\$2,561,391	\$5,978,609
Information Networking Hub (INH) - Subtotal	\$8,540,000	\$2,561,391	\$5,978,609
Superior Court CMS			
15-17 Allocation	\$13,090,000	\$13,052,943	\$37,057
Superior Court CMS Subtotal	\$13,090,000	\$13,052,943	\$37,057
Courts of Limited Jurisdiction CMS			
15-17 Allocation	\$3,789,000	\$748,460	\$3,040,540
Courts of Limited Jurisdiction CMS - Subtotal	\$3,789,000	\$748,460	\$3,040,540
Appellate Courts Enterprise CMS			
15-17 Allocation	\$677,171	\$677,171	\$0
Appellate Courts Enterprise CMS - Subtotal	\$677,171	\$677,171	\$0
Equipment Replacement			
15-17 Allocation	\$2,365,000	\$1,285,489	\$1,079,511
Equipment Replacement Subtotal	\$2,365,000	\$1,285,489	\$1,079,511
TOTAL 2015-2017	\$28,461,171	\$18,325,454	\$10,135,717

**2017-2019 Information Technology Budget Requests AOC
Revised February 2017**

Administrative Office of the Courts – Information Technology Requests		
Title	FTE	Revised Amount
Superior Court-CMS	FTE 14.0	\$12,000,000
Funding is requested to continue the statewide implementation of the Superior Court Case Management System (SC-CMS). JIS Account		
Courts of Limited Jurisdiction-CMS	FTE 24.5	\$13,146,000
Funding is requested to continue the implementation of the Courts of Limited Jurisdiction Case Management System (CLJ-CMS). JIS Account		
Equipment Replacement	FTE 0.0	\$1,226,000
Funding is requested to replace end of life equipment in the courts and county clerk's offices. JIS Account		
Odyssey Continuing Support	FTE 8.0	\$938,000
Funding is requested to continue support staff for Odyssey. <u>Amount revised from \$1,429,000.</u> JIS Account		
EDE Carryover	FTE 0.0	\$3,100,000
Funding is requested to continue the Expedited Data Exchange. General Fund State.		
EDE Fund Shift	FTE 0.0	\$2,413,000
Fund shift from the state general fund to the JIS Account for EDE costs during the 2015-2017 biennium. General Fund State.		
Total Request	FTE 46.5	Total \$32,823,000 JIS \$27,310,000 SGF \$5,513,000

IT Security Update

February 24, 2017

Terry Overton, Information Security Officer, Information
Services Division

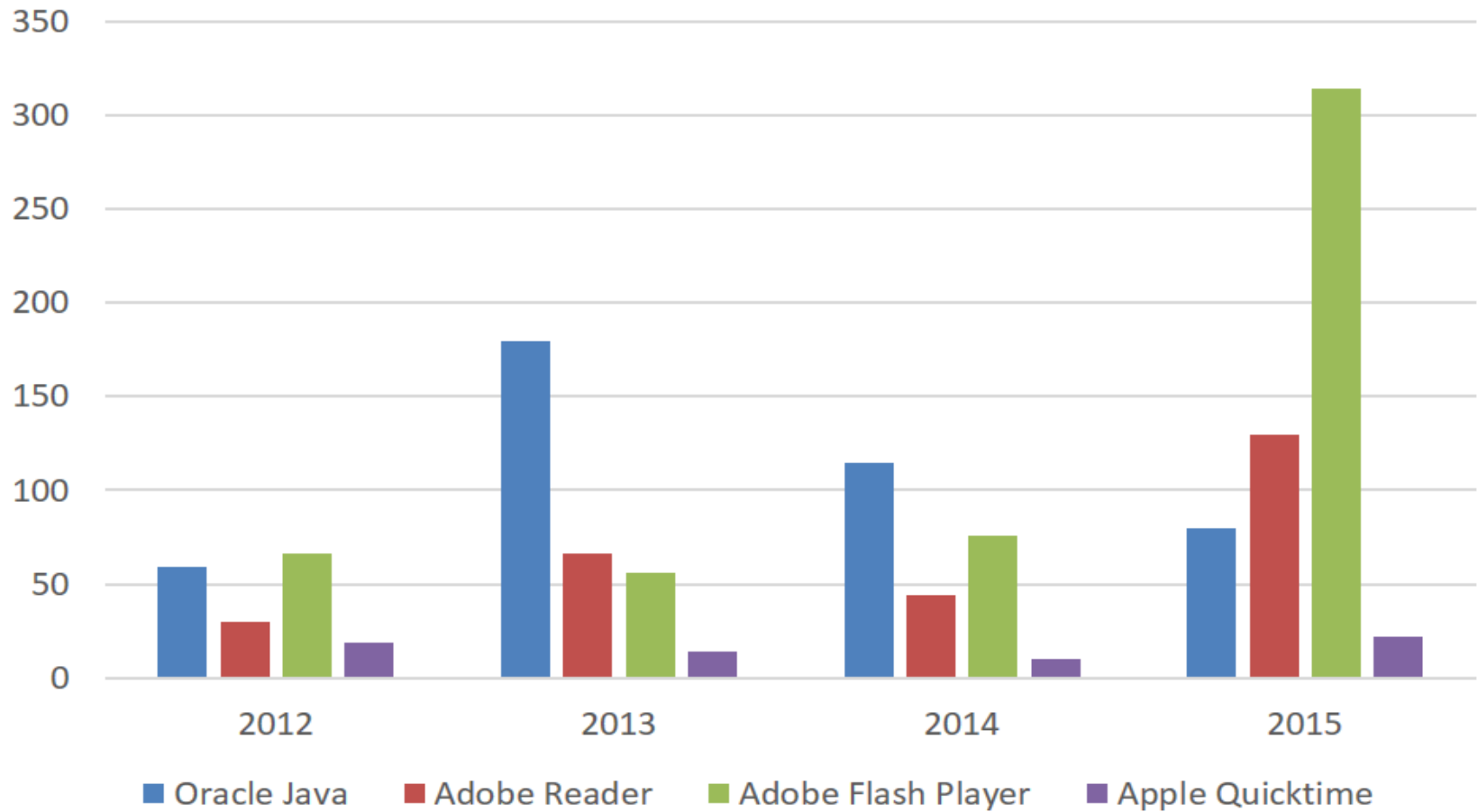
2014 – Where We Left Off

- Last Report – FEB 2014
 - Progress update on remediation of Intrinium Findings
 - New Information Security Officer (ISO) introduced
 - Annual Security Awareness Training implemented
- Security Strategy Development
 - New security model chosen (SANS Top 20)
 - Critical risks identified and prioritized
 - ISO assessments required for new and ongoing projects
- New Tools & Processes
 - JIS Data Classification Standard Adopted (NOV 2014)
 - New Tools: Vulnerability Scanner, Network Access Control, Automated Patch Management Tool, Web App Firewall

2015 – Putting the Pieces in Place

- Hired (full-time) Network Security Analyst
 - Expert in vulnerability detection and remediation
 - Assisted in deployment and configuration of new tools
 - Automated processes for rapid deployment of patches
- Appellate Courts Security Assessments
 - Marks completion of AOC enterprise security assessment
 - Scaled down version of AOC core assessment
 - Remediation efforts started quickly
- Security Initiatives in 2015
 - Software Management process implemented
 - Standardized application assessment process integrated into projects – from conception throughout operational phases

Vulnerabilities per Year



Source: HEIMDAL Security

2016 – Moving Forward

- Hired (full-time) Application Security Analyst
 - Expert in Web Application Security
 - Working closely with project teams and new product analysis
- Completing Privilege Reductions at AOC
 - Removing admin privileges from non-administrators
 - Preparation begun with Appellate administrators
 - Goal is to complete entire enterprise by end of second quarter 2017
- Exploring Options for Secure Collaboration Solutions
 - Testing of 'BOX' file-share solution – reviewing results
 - Tracking progress and trends in other state agencies
 - Working with Microsoft to evaluate their offerings in this space

2017 – Adjusting to the Threatscape

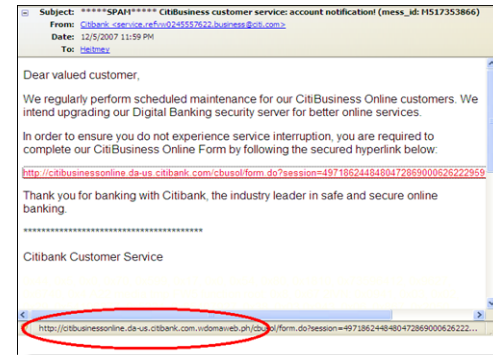
- The Basics Haven't Changed
 - Phishing exploits initiate nearly all successful intrusions
 - Unpatched software enables most attacks
 - Excess privileges make hacks easier and more effective
 - Weak and stolen credentials are still 'keys to the kingdom'
 - Multifactor Authentication is rapidly becoming the new standard
- Cyber Criminals Have Organized
 - Established crime families, as well as new players
 - Ransomware costing agencies and businesses billions
 - Controlling access to data is more important than ever
- Cyber Criminals Only Win When We Help
 - Trained workforce *still* the best defense against cyber criminals

Looking Forward

- Early Detection and Risk Avoidance
 - Finding weak credentials before they're exploited
 - Leveraging detailed logs to spot anomalous behavior
 - Moving away from browser plugins that cripple security
- Enhancing Incident Response Plan (IRP)
 - Work has begun on an expanded IRP
 - AOC Disaster Recovery program is 'top shelf'; IRP will follow this lead
- Continue to Automate Security Assessments
 - Project leads become familiar security inputs
 - Security requirements are anticipated, reducing surprises
 - Produces more secure, less expensive product
 - Security is cheaper & less intrusive when it's 'baked in', instead of tacked on

2016 Verizon Breach Report

- More people are opening and clicking on phishing emails than ever before.
 - Up 30% from last year
- Credentials are the most coveted prize.
 - 63% of the confirmed data breaches in 2015 involved leveraging stolen passwords.
- The majority of data breaches begin with a phishing campaign.



Contact Info:

- **Terry Overton**
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- Administrative Office of the Courts
- Information Services Division
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Judicial Information System Committee Meeting

February 24, 2017

DECISION POINT – Amendments to Data Dissemination Policy

MOTION:

I move to adopt the Data Dissemination Committee's proposed amendments to the Data Dissemination Policy.

I. BACKGROUND

The JISC Data Dissemination Policy (Policy) was promulgated by the Judicial Information System Committee (JISC) pursuant to JISCRs 12 and 15(d). The Policy provides guidelines for the release of Judicial Information System (JIS) data. The last major review of the Policy was in 1998, with the exception of Section V being added in 2013.

The Data Dissemination Committee (DDC) was established by Article 7 of the JISC Bylaws. The DDC acts on behalf of the JISC to address issues regarding JIS access and dissemination of JIS data. The DDC also makes recommendations to the JISC on JIS policy and court rules governing access to court records.

During the past year, the DDC reviewed the Policy to correct scrivener's errors, update statute citations, and modernize the Policy to be consistent with GR 31 and current case law. Important changes to the Policy include:

- Allowing the dissemination of compiled reports, including defendant and individual case histories, to any requestor. Public requestors will only receive publically available cases.
- Establishing a process for fulfilling financial data requests submitted to the Administrative Office of the Courts (AOC).
- Updating the list of confidential data elements.
- Prohibiting the dissemination of addresses contained in the case management systems unless the request or report falls under the exemptions provided in the Policy.
- Listing distinct dissemination allowances for the local courts and county clerk's offices in order to continue effective business practices and avoid an increase of staff work.

During its October 28, 2016, meeting the DDC unanimously approved the draft Policy and recommended it to the JISC for approval. AOC staff was also instructed to send it to all court, judicial partner, and county clerk associations for review and comment.

Based on questions and comments received during the review period, the DDC edited certain sections that required clarification and finalized the draft for JISC approval.

II. DATA DISSEMINATION COMMITTEE RECOMMENDATION

The Data Dissemination Committee recommends to the Judicial Information System Committee that it approve the draft Data Dissemination Policy.

III. OUTCOME IF NOT PASSED

Provide direction to the Data Dissemination Committee in amending the Data Dissemination Policy or provide edits as needed.

CURRENT POLICY

Data Dissemination Policy

- [AUTHORITY AND SCOPE](#)
- [DEFINITIONS](#)
- [ACCESS TO JIS LEGAL RECORDS](#)
- [JIS PRIVACY AND CONFIDENTIALITY POLICIES](#)
- [LIMITATION ON DISSEMINATION OF JUVENILE OFFENDER COURT RECORDS](#)
- [PROCEDURES](#)
- [ACCESS TO AND USE OF DATA BY COURTS](#)
- [ACCESS TO AND USE OF DATA BY CRIMINAL JUSTICE AGENCIES](#)
- [ACCESS TO AND USE OF DATA BY PUBLIC PURPOSE AGENCIES](#)
- [E-MAIL](#)
- [VERSION HISTORY](#)

I. AUTHORITY AND SCOPE

- A. These policies govern the release of information in the Judicial Information System (JIS) and are promulgated by the JIS Committee, pursuant to JISCR 12 and 15(d). They apply to all requests for computer-based court information subject to JISCR 15.
1. These policies are to be administered in the context of the requirement of Article I, § 10 of the Constitution of the State of Washington that "Justice in all cases shall be administered openly, and without unnecessary delay," as well as the privacy protections of Article I, § 7.
 2. These policies do not apply to requests initiated by or with the consent of the Administrator for the Courts for the purpose of answering a request vital to the internal business of the courts. See JISCR 15(a).

II. DEFINITIONS

- A. Records
1. "**JIS record**" is an electronic representation (bits/bytes) of information either stored within, derived from, or accessed from the OAC. (*Amended February 27, 1998.*)
 2. "**JIS legal record**" is a JIS record that is the electronic duplication of the journal of proceedings or other case-related information which it is the duty of the court clerk to keep, and which is programmed to be available in human readable and retrievable form. Case information reflecting the official legal file and displayed by JIS programs are JIS legal records.

B. JIS Reports

1. "**JIS reports**" are the results of special programs written to retrieve and manipulate JIS records into a human readable form, other than the JIS legal record.
2. "**Compiled reports**" are based on information related to more than one case or more than one court. As used in this policy, "compiled reports" do not include index reports.

C. Data Dissemination Management

1. "**Data dissemination**" is the reporting or other release of information derived from JIS records.
2. The "**data dissemination manager**" is the individual designated within the Office of the Administrator for the Courts and within each individual court and assigned the responsibility for administration of data dissemination, including responding to requests of the public, other governmental agencies, or other participants in the judicial information system. The name and title of the current data dissemination manager for each court and the Office of the Administrator for the Courts shall be kept on file with the Office of the Administrator for the Courts.

D. Electronic Data Dissemination Contract

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

III. ACCESS TO JIS LEGAL RECORDS

- A. **Open Records Policy.** The following principles apply to the interpretation of procedural rules or guidelines set forth in this policy.
 1. Information related to the conduct of the courts' business, including statistical information and information related to the performance of

courts and judicial officers, is to be disclosed as fully as resources will permit.

2. In order to effectuate the policies protecting individual privacy which are incorporated in statutes, case law, and policy guidelines, direct downloading of the database is prohibited except for the index items identified in Section III.B.6. Such downloads shall be subject to conditions contained in the electronic data dissemination contract. (*Amended February 27, 1998.*)
 3. Dissemination of compiled reports on an individual, including information from more than one case, is to be limited to those items contained in a case index, as defined in Section III.B.6.
 4. Privacy protections accorded by the Legislature to records held by other state agencies are to be applied to requests for computerized information from court records, unless admitted in the record of a judicial proceeding, or otherwise made a part of a file in such a proceeding, so that court computer records will not be used to circumvent such protections.
 5. **Contact Lists:** Access to JIS information will not be granted when to do so would have the effect of providing access to lists of individuals for commercial purposes, defined as set forth in RCW 42.17.260(6) and WAC 390-13-010, i.e., that in connection with access to a list of individuals, the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit expecting activity.
 6. Except to the extent that dissemination is restricted by Section IV.B, or is subject to provisions in the electronic data dissemination contract, electronic records representing court documents are to be made available on a case-by-case and court-by-court basis as fully as they are in hard copy form. (*Amended February 27, 1998.*)
- B. All access to JIS information is subject to the requirements of the criteria for release of data specified in JISCR 15(f): availability of data, specificity of the request, potential for infringement of personal privacy created by release of the information requested, and potential disruption to the internal ongoing business of the courts. JIS information provided in electronic format shall be subject to provisions contained in the electronic data dissemination contract. (*Amended February 27, 1998.*)
1. Court data dissemination managers will restrict the dissemination of JIS reports to data related to the manager's particular court, or court operations subject to the supervision of that court, except where the court has access to JIS statewide indices.
 2. Routine summary reports will be made available to the public upon request, subject to the payment of an established fee and so long

as such request can be met without unduly disrupting the on-going business of the courts.

3. Access to JIS legal records, in the form of case-specific records, will be permitted to the extent that such records in other forms are open to inspection by statute, case law and court rule, and unless restricted by the privacy and confidentiality policies below.
4. Individuals, personally or through their designees, may obtain access to compiled legal records pertaining to themselves upon written request, accompanied by a signed waiver of privacy.
5. No compiled reports will be disseminated containing information which permits a person, other than a judicial officer or an attorney engaged in the conduct of court business, to be identified as an individual, except that data dissemination managers may disseminate the following:
 - a. Public agency requested reports. Reports requested by public agencies which perform, as a principal function, activities directly related to the prosecution, adjudication, detention, or rehabilitation of criminal offenders, or to the investigation, adjudication, or enforcement of orders related to the violation of professional standards of conduct, specifically including criminal justice agencies certified to receive criminal history record information pursuant to RCW 10.97.030(5)(b).
 - b. Personal reports, on the request or signed waiver of the subject of the report.
 - c. On court order.
6. An index report, containing some or all of the following information, may be disseminated: *(Amended February 27, 1998.)*
 - a. filing date;
 - b. case caption;
 - c. party name and relationship to case (e.g., plaintiff, defendant);
 - d. cause of action or charge;
 - e. case number or designation;
 - f. case outcome;
 - g. disposition date.*(III.B.6.f. and III.B.6.g. added December 5, 1997.)*

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

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

IV. JIS PRIVACY AND CONFIDENTIALITY POLICIES

- A. Information in JIS records which is sealed, exempted, or otherwise restricted by law or court rule, whether or not directly applicable to the courts, may not be released except by specific court order.
- B. Confidential information regarding individual litigants, witnesses, or jurors that has been collected for the internal administrative operations of the courts will not be disseminated. This information includes, but is not limited to, credit card and P.I.N. numbers, and social security numbers. Identifying information (including, but not limited to, residential addresses and residential phone numbers) regarding individual litigants, witnesses, or jurors will not be disseminated, except that the residential addresses of litigants will be available to the extent otherwise permitted by law. *(Section amended September 20, 1996; June 26, 1998.)*
- C. A data dissemination manager may provide data for a research report when the identification of specific individuals is ancillary to the purpose of the research, the data will not be sold or otherwise distributed to third parties, and the requester agrees to maintain the confidentiality required by these policies. In such instances, the requester shall complete a research agreement in a form prescribed by the Office of the Administrator for the Courts. The research agreement shall 1) require the requester to explain provisions for the secure protection of any data that is confidential, using physical locks, computer passwords and/or encryption; 2) prohibit the disclosure of data in any form which identifies an individual; 3) prohibit the copying or duplication of information or data provided other than for the stated research, evaluative, or statistical purpose. *(Amended June 6, 1997.)*

V. LIMITATION ON DISSEMINATION OF JUVENILE OFFENDER COURT RECORDS*

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

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

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

VI. PROCEDURES

- A. Uniform procedures for requesting JIS information, and for the appeal of decisions of data dissemination managers, shall be as set forth in policies issued by the Office of the Administrator for the Courts pursuant to JISCR 15(d).
- B. In any case where a report is provided, the report must be accompanied by a suitable disclaimer noting that the court can make no representation regarding the identity of any persons whose names appear in the report, and that the court makes no representation as to the accuracy and completeness of the data except for court purposes.

VII. ACCESS TO AND USE OF DATA BY COURTS

Courts and their employees may access and use JIS records only for the purpose of conducting official court business. Such access and use shall be governed by appropriate security policies and procedures.

VIII. ACCESS TO AND USE OF DATA BY CRIMINAL JUSTICE AGENCIES

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

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

- A. "Public purpose agency" includes governmental agencies included in the definition of "agency" in RCW 42.17.020 and other non-profit organizations whose principal function is to provide services to the public.
- B. Upon approval by the JIS Committee, public purpose agencies may be granted additional access to JIS records beyond that which is permitted the public.
- C. Agencies requesting additional access under this provision shall identify the information requested and the proposed use(s). In reviewing such requests, the JISC will consider such criteria as:
 1. The extent to which access will result in efficiencies in the operation of a court or courts.
 2. The extent to which access will enable the fulfillment of a legislative mandate.
 3. The extent to which access will result in efficiencies in other parts of the criminal justice system.
 4. The risks created by permitting such access.
- D. Access by public purpose agencies shall be governed by an electronic data dissemination contract with each such agency. The contract shall:
 1. Specify the data to which access is granted.
 2. Specify the uses which the agency may make of the data.
 3. Include the agency's agreement that its employees will access the data only for the uses specified.

X. E-MAIL

The JIS provides e-mail for official court business use only. Access to judicial officers' and court employees' e-mail is restricted. Access to a judicial officer's e-mail files shall only be granted with the permission of the judicial officer involved. Request for access to a court employee's e-mail or to logs containing records on an employee's e-mail shall be subject to the review and approval of the county clerk if the employee is employed in the clerk's office, or the presiding judge or court administrator if the employee is employed by the court. Nothing in this policy shall be used as a reason to withhold records which are the subject of a subpoena or otherwise available to the public.

XI. VERSION HISTORY

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

- Adopted May 19, 1995

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

Data Dissemination Policy

- [AUTHORITY AND SCOPE](#)
 - [DEFINITIONS](#)
 - [ACCESS TO JIS LEGAL RECORDS](#)
 - [JIS PRIVACY AND CONFIDENTIALITY POLICIES](#)
 - [LIMITATION ON DISSEMINATION OF JUVENILE OFFENDER COURT RECORDS](#)
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 - [ACCESS TO AND USE OF DATA BY PUBLIC PURPOSE AGENCIES](#)
 - [E-MAIL](#)
 - [VERSION HISTORY](#)
-

I. AUTHORITY AND SCOPE

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

II. DEFINITIONS

- A. "JIS" is the acronym for "Judicial Information System" and as used in this policy represents all the case management systems that the AOC currently maintains.
- B. Records—"JIS record" is an electronic representation of information stored within, or derived from the case management systems that the AOC maintains. It is programmed to be available in readable and retrievable form.
1. ~~"JIS record" is an electronic representation (bits/bytes) of information either stored within, derived from, or accessed from the OAC. (Amended February 27, 1998.)~~
- ~~"JIS legal record" is a JIS record that is the electronic duplication of the journal of proceedings or other case-related information which it is the duty of the court clerk to keep, and which is programmed to be available in human readable and retrievable form. Case information reflecting the official legal file and displayed by JIS programs are JIS legal records.~~
- C. JIS Reports
1. ~~"JIS reportsreports" are the results of special programs written to retrieve and manipulate JIS records into a human-readable form, other than the JIS legal record. It includes, but is not limited to, index reports, compiled aggregate numbers, and statistics.~~
2. ~~"Compiled reports" are based on information related to more than one case or more than one court. As used in this policy, "compiled reports" do not include index reports.~~
- 3.2. ~~"Index reports" are reports containing bulk court data with set data elements.~~
- 4.3. ~~"Compiled aggregate numbers" are JIS reports containing only total numerical quantities without case level data elements.~~
- 5.4. ~~"Routine summary reports" are JIS reports automatically generated by courts, county clerk's offices, or the AOC during the course of daily business.~~
- D. Data Dissemination Management
1. "Data dissemination" is the reporting or other release of information derived from JIS records.
2. ~~The "data-Data dissemination manageradministrator" is the individual designated within the Office of the Administrator forAdministrative Office of the Courts and within each individual court or county clerk's office, and that is~~ assigned the responsibility

~~for of~~ administration of data dissemination, including responding to requests of the public, other governmental agencies, or other participants in the judicial information system. Courts and county clerk's offices may use multiple staff to satisfy this role. ~~The name and title of the current data dissemination manager for each court and the Office of the Administrator for Administrative the Courts shall be kept on file with the Office of the Administrator for the Courts.~~

E. **Electronic Data Dissemination Contract**

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

F. **Well Identified Person**

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

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

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

A. Access to and release of JIS data will be consistent with Article I, § 10 of the Constitution of the State of Washington, GR 31 and Washington state statutes. Statutes, court rules, case law, and policy guidelines that protect individual privacy and confidential court records shall be adhered to when JIS records or JIS reports are disseminated. All access to JIS records and JIS reports is subject to the requirements of the criteria for release of data specified in JISCR 15(f): availability of data, specificity of the request, potential for infringement of personal privacy created by release of the information requested, and potential disruption to the internal ongoing business of the courts. JIS records or JIS reports provided in electronic format shall be subject to provisions contained in the data dissemination contract. ~~Information related to the conduct of the courts' business,~~

~~including statistical information and information related to the performance of courts and judicial officers, is to be disclosed as fully as resources will permit. In order to effectuate the policies protecting individual privacy which are incorporated in statutes, case law, and policy guidelines, direct downloading of the database is prohibited except for the index items identified in Section III.B.6. Such downloads shall be subject to conditions contained in the electronic data dissemination contract. (Amended February 27, 1998.)~~

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

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

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

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

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

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

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

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

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

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

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

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

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

~~c. On court order.~~

G. Index Report

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

- 1a. filing date; social security numbers;
- 2b. case caption; financial account numbers;
- 3c. party name and relationship to case (e.g., plaintiff, defendant); driver's license numbers;
- 4d. cause of action or charge; dates of birth of a minor child;
- 5e. case number or designation; party addresses and telephone numbers;
- 6f. case outcome; witness and victim addresses and phone numbers;
- 7g. disposition date; abstract driving records as defined in RCW 46.52.130; and
- h. well identified person addresses and phone numbers.

COMMENT

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

The JIS system, including Odyssey, cannot differentiate the source of an address currently contained in the system.

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

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

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

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

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

H. Financial Data.

1. Requests to courts or county clerk's offices will be handled by that individual office in the same manner as all other requests for court data.
2. Requests to the AOC for statewide financial court data or for an individual court's data will be handled in the following manner:
 - a. Requestor will provide as much detail as possible regarding the specific financial information being requested. Explanations may include such information as specific codes, accounting or non-accounting needs, statewide aggregate, court aggregate or case-by-case data, and court levels.
 - b. The AOC will review the request and submit any clarifications to the requestor. Communications may need to take place between the AOC staff and the requestor so the parties know what is being asked for and what can be provided. The time taken for clarifications and meetings will be in addition to any time estimates given for compiling the data. Further,

the requestor will be charged for the staff time under the approved cost recovery fee for research/programming.

- c. Prior to release of the report, the data will be reviewed by delegated court and/or county clerk representatives for accuracy and completeness. Review period for representatives will be ten (10) days. Any disputes between AOC and the court/county clerk representatives regarding the data contained in the reports shall be resolved by the JISC Data Dissemination Committee.

IV. JIS PRIVACY AND CONFIDENTIALITY POLICIES

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

V. LIMITATION ON DISSEMINATION OF JUVENILE OFFENDER COURT RECORDS*

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

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

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

VI. PROCEDURES

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

VII. ACCESS TO AND USE OF DATA BY COURTS

The Courts~~courts~~, the county clerk's offices, and their employees may access and use JIS records only for the purpose of conducting official court business. Such access and use shall be governed by appropriate security policies and procedures. Each year, all court staff, county clerk staff, and anyone receiving access from a court or a county clerk's office, including prosecutors and public defenders with access to JABS, will sign a confidentiality agreement by January

31. The courts and the county clerk's offices will then submit a Statement of Compliance to the AOC by March 31 confirming that their staff and any other users receiving access from their office have executed the agreements. This requirement does not apply to subscribers to portals (i.e. Odyssey Portal or comparable systems) which furnish access to court data, provided that the subscription or user agreement for such systems includes conditions establishing confidentiality and limitations on the dissemination of court data obtained through such systems.

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

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

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

- A. "Public purpose agency" includes governmental agencies included in the definition of "agency" in RCW ~~42.17.020~~42.56.010 and other non-profit organizations whose principal function is to provide services to the public.
- B. A public purpose agency may request court records not publicly accessible for scholarly, governmental, or research purposes where the

identification of specific individuals is ancillary to the purpose of the request.

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

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

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

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

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

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

~~X. E-MAIL~~

~~The JIS provides e-mail for official court business use only. Access to judicial officers' and court employees' e-mail is restricted. Access to a judicial officer's e-mail files shall only be granted with the permission of the judicial officer involved. Request for access to a court employee's e-mail or to logs containing records on an employee's e-mail shall be subject to the review and approval of the county clerk if the employee is employed in the clerk's office, or the presiding judge or court administrator if the employee is employed by the court. Nothing in this policy shall be used as a reason to withhold records which are the subject of a subpoena or otherwise available to the public.~~

XI.X. VERSION HISTORY

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

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

Data Dissemination Policy

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-

I. AUTHORITY AND SCOPE

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

II. DEFINITIONS

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

- B. **"JIS record"** is an electronic representation of information stored within, or derived from the case management systems that the AOC maintains. It is programmed to be available in readable and retrievable form.
- C. JIS Reports
 - 1. **"JIS reports"** are the results of special programs written to retrieve and manipulate JIS records into a readable form. It includes, but is not limited to, index reports, compiled aggregate numbers, and statistics.
 - 2. **"Index reports"** are reports containing bulk court data with set data elements.
 - 3. **"Compiled aggregate numbers"** are JIS reports containing only total numerical quantities without case level data elements.
 - 4. **"Routine summary reports"** are JIS reports automatically generated by courts, county clerk's offices, or the AOC during the course of daily business.
- D. Data Dissemination Management
 - 1. **"Data dissemination"** is the reporting or other release of information derived from JIS records.
 - 2. **"Data dissemination administrator"** is the individual designated within the AOC and within each individual court or county clerk's office, who is assigned the responsibility of administration of data dissemination, including responding to requests of the public, other governmental agencies, or other participants in the judicial information system. Courts and county clerk's offices may use multiple staff to satisfy this role.
- E. Data Dissemination Contract

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

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

III. ACCESS TO JIS RECORDS

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

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

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

- h. well identified person addresses and phone numbers.

COMMENT

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

The JIS system, including Odyssey, cannot differentiate the source of an address currently contained in the system.

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

H. Financial Data

1. Requests to courts or county clerk's offices will be handled by that individual office in the same manner as all other requests for court data.
2. Requests to the AOC for statewide financial court data or for an individual court's data will be handled in the following manner:

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

IV. JIS PRIVACY AND CONFIDENTIALITY POLICIES

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

V. LIMITATION ON DISSEMINATION OF JUVENILE OFFENDER COURT RECORDS*

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

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

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

VI. PROCEDURES

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

VII. ACCESS TO AND USE OF DATA BY COURTS

The courts, the county clerk's offices, and their employees may access and use JIS records only for the purpose of conducting official court business. Such access and use shall be governed by appropriate security policies and procedures. Each year, all court staff, county clerk staff, and anyone receiving access from a court or a county clerk's office, including prosecutors and public defenders with access to JABS, will sign a confidentiality agreement by January 31. The courts and the county clerk's offices will then submit a Statement of Compliance to the AOC by March 31 confirming that their staff and any other users receiving access from their office have executed the agreements. This requirement does not apply to subscribers to portals (i.e. Odyssey Portal or comparable systems) which furnish access to court data, provided that the

subscription or user agreement for such systems includes conditions establishing confidentiality and limitations on the dissemination of court data obtained through such systems.

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

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

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

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

3. The extent to which access will result in efficiencies in other parts of the criminal justice system.
4. The risks created by permitting such access.

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

- D. Access by public purpose agencies shall be governed by a data dissemination contract. The contract shall:
1. Require the requestor to specify provisions for the secure protection of any data that is confidential.
 2. Prohibit the disclosure of data in any form which identifies an individual.
 3. Prohibit the copying, duplication, or dissemination of information or data provided other than for the stated purpose.
 4. Maintain a log of any distribution of court records which will be open and available for audit by the court, the county clerk's office or the AOC. Any audit should verify that the court records are being appropriately used and in a manner consistent with GR 31.

X. VERSION HISTORY

These policies shall take effect 30 days from the date of their adoption by the JISC, May 19, 1995.

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

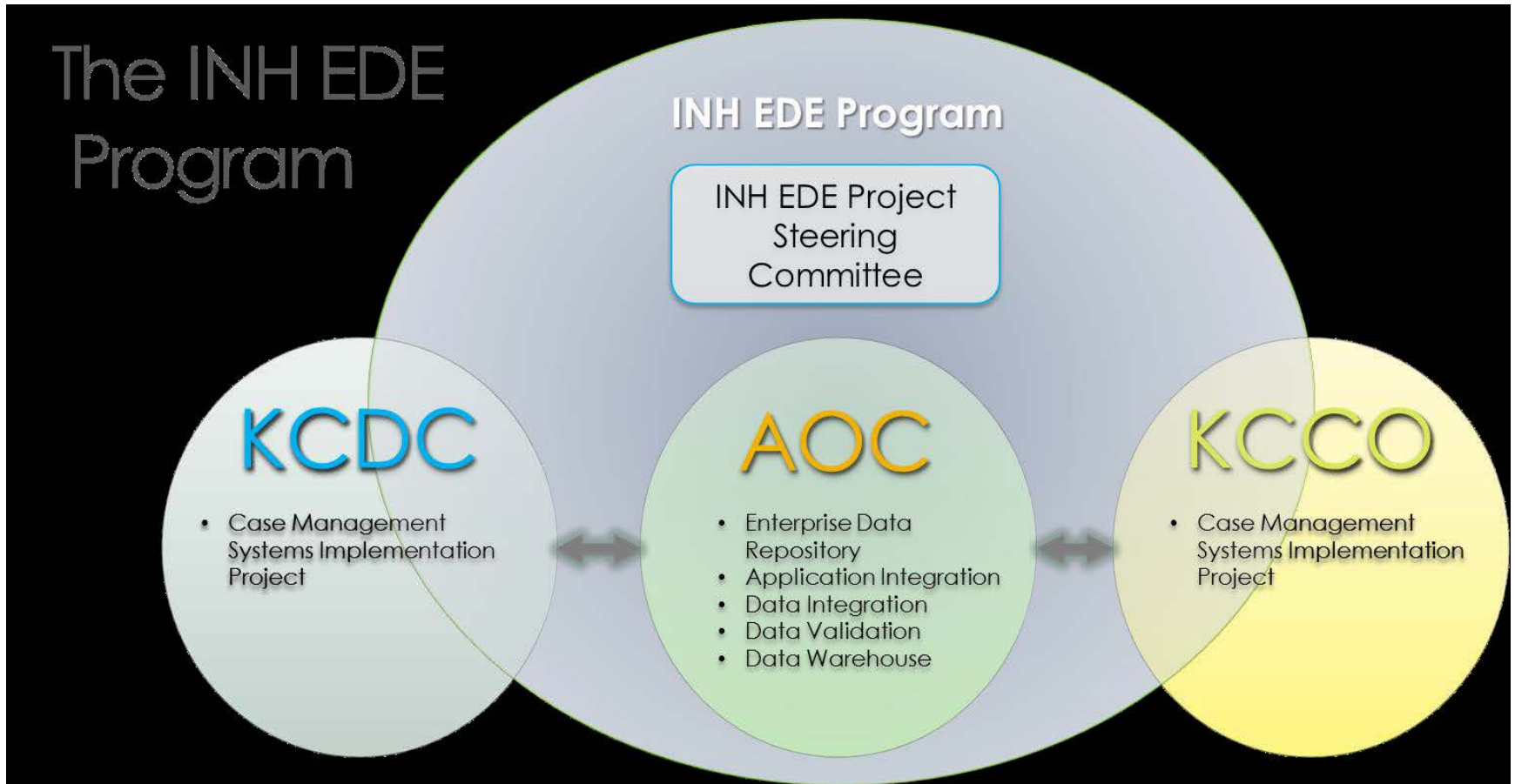
Expedited Data Exchange (EDE)

Program Update

Kevin Ammons, PMP
Program Manager

February 24, 2017

INH EDE Program





Program Purpose

The Expedited Data Exchange (EDE) Program will perform the critical business function of providing access to statewide data, across jurisdictions, so that the continued public safety of Washington residents can be assured.

INH Expedited Data Exchange

Program Manager Kevin Ammons
Architecture Manager Kumar Yajamanam
Program Architect Eric Kruger

INH Enterprise Data Repository

Project Manager
Sriram Jayarama
Solution Architect
Chau Ngyuen

Major Activities

1. Design the EDR database to support JIS Standards for Local Automated Court Record Systems
2. Develop and implement a data exchange solution to enable systems to read, update, and delete data in the EDR
3. Support EDR onboarding of AOC, KCDC and other systems

JIS Application Integration

Project Manager
Dan Belles
Solution Architect
Rama Sunchu

Major Activities

1. Implement changes to current JIS applications necessitated by statewide data not being available from the JIS database
2. Re-engineer business processes to support changed functions of existing applications
3. Develop training and education for changed applications

Data Integration

Project Manager
Sree Sundaram
Solution Architect
Vijay Kumar

Major Activities

1. Develop processes for initial load and on-going updates of JIS data to the EDR
2. Provide consultation to KCDC regarding JIS data, if necessary
3. Purge KCDC records from JIS after KCDC has implemented its case management system

Data Validation

Project Manager
Sree Sundaram
Solution Architect
Vijay Kumar

Major Activities

1. Develop data validation business rules and person business rules
2. Implement solution to evaluate data written to the EDR and record a score relating to the quality of the data
3. Develop solution for reference data management

Data Warehouse

Project Manager
TBD
Solution Architect
TBD

Major Activities

1. Conduct impact analysis and develop strategy
2. Implement changes to the data warehouse to support selected strategy
3. Develop training and education for changes implemented in the data warehouse

Resource Issue

- AOC has determined EDE Program will not meet the current planned schedule for key aspects of the program.
 - EDR is planned to be complete with JIS data loaded into the EDR.
 - Applications, data exchanges, and data validation will not be complete due to resource constraints.
- Shortage of Business Analysis (BA) and technical resources on the project has resulted in tasks being assigned to a team of architects, vendors, and one project BA.
 - This prevents those resources from completing other key EDE tasks.

Schedule Issue

- AOC has recommended re-focusing on the onboarding of each system to EDR sequentially, starting with JIS, followed by the King County implementations.
- AOC, KCDC and KCCO are in the process of jointly revising activities.
 - KCDC has modified its pilot approach, but plans to implement its CMS even if the EDE Program has not completed the planned work supporting statewide functions.
 - KCCO has reduced its dependencies on the EDE Program and is planning to integrate with the EDR as it goes live.

Budget Issue

- Resource issues and schedule extension will produce a negative impact on the planned budget for the EDE Program.
- If the legislature does not approve the \$5.3 million fund swap from General Fund to JIS Fund, there may not be sufficient funding available.

Refocusing Activities

- AOC, KCDC, and KCCO held multiple meetings and discussions including the Independent Quality Assurance vendor, ISG.
- Each organization identified constraints on their projects and dependencies on other projects.
- No option was identified that adequately addressed all constraints and dependencies.

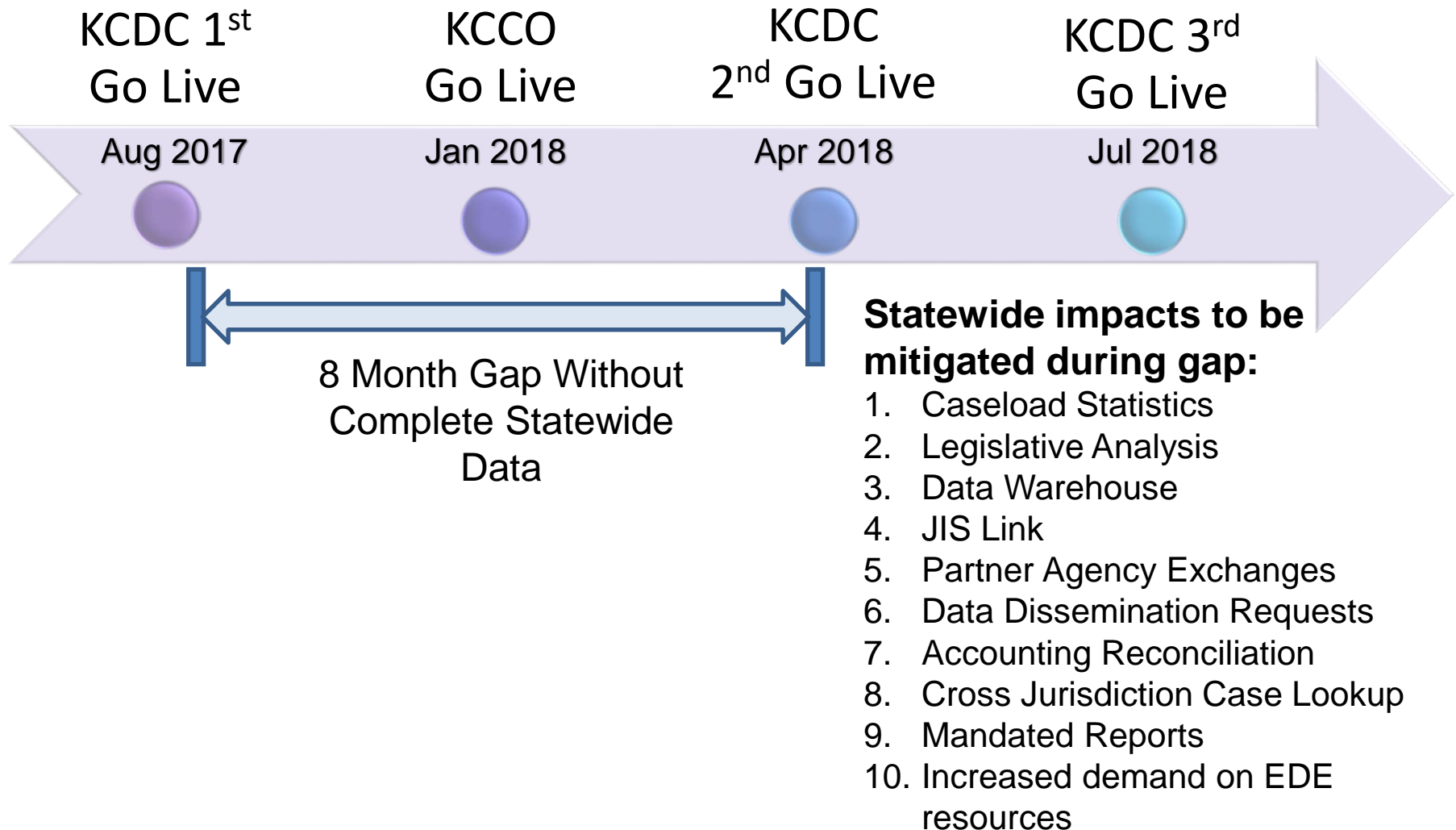
Current On-Boarding Priority

1. Judicial Information System (JIS)
2. King County District Court (KCDC)
3. King County Clerk's Office (KCCO)
4. Courts of Limited Jurisdiction Case Management System Project (CLJ-CMS)
5. Superior Court Case Management System (SC-CMS)
- *Odyssey*
6. Pierce County
7. Future jurisdictions with local CMS

One Possible Scenario

1. KCDC goes live at Burien, Issaquah, and Seattle with non-well identified person civil cases with no infractions Aug 17 – 21, 2017 but does not integrate with the EDR at this time.
2. AOC focuses on JIS to EDR and preparing for KCCO go live from now through Dec 2017.
3. KCCO goes live Jan 2, 2018 including integration with the EDR.
4. KCDC expands to all civil cases and integrates with the EDR in Apr 2018.
5. KCDC goes live with all cases/locations Jul 2018.

Resultant Timeline



Current Status

- Refocusing is continuing, but the potential approach of implementing one or both King County CMSs without providing data to the EDR will result in gaps in statewide data as well as functions at AOC including:
 - Caseload Statistics
 - Legislative Analysis
 - Data Warehouse
 - JIS Link
 - Partner Agency Exchanges
 - Data Dissemination Requests
 - Accounting Reconciliation
 - Cross Jurisdiction Case Lookup
 - Mandated Reports

Current Status (Cont.)

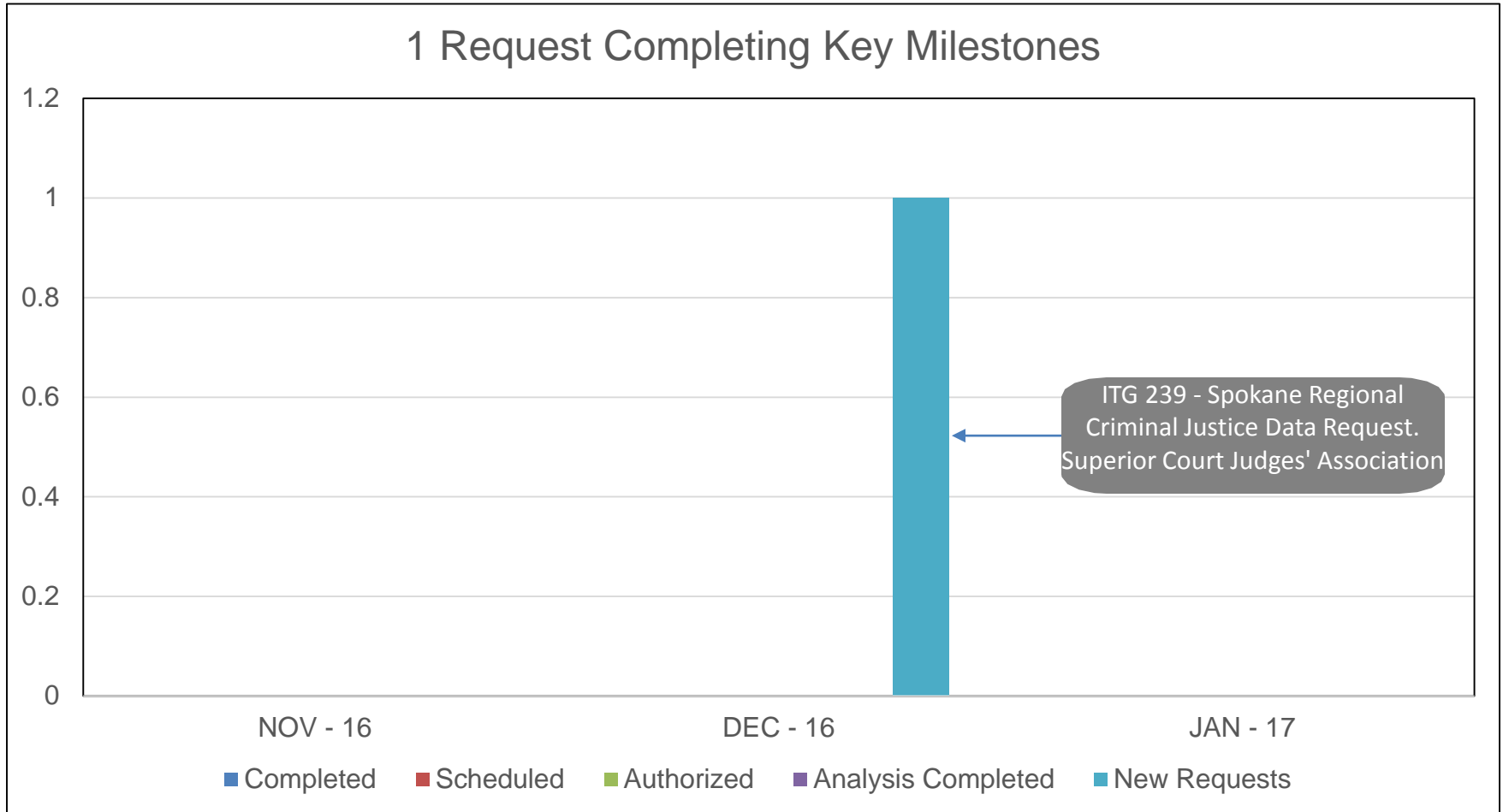
- No decision has yet been made on how to address the resource gaps on the EDE Program.
 - AOC needs court staff with knowledge of court business to work on the project.
- Significant contention for key resources exist between SC-CMS, AC-ECMS, CLJ-CMS, and EDE.
 - AOC does not have enough staff with court business knowledge to spread among all the four high-priority projects.
 - This has severely impacted EDE work and access to needed resources.
- Completion of EDE Program is likely to be contingent on the \$5.3M fund swap.

*JIS IT Governance Report
January 2017*



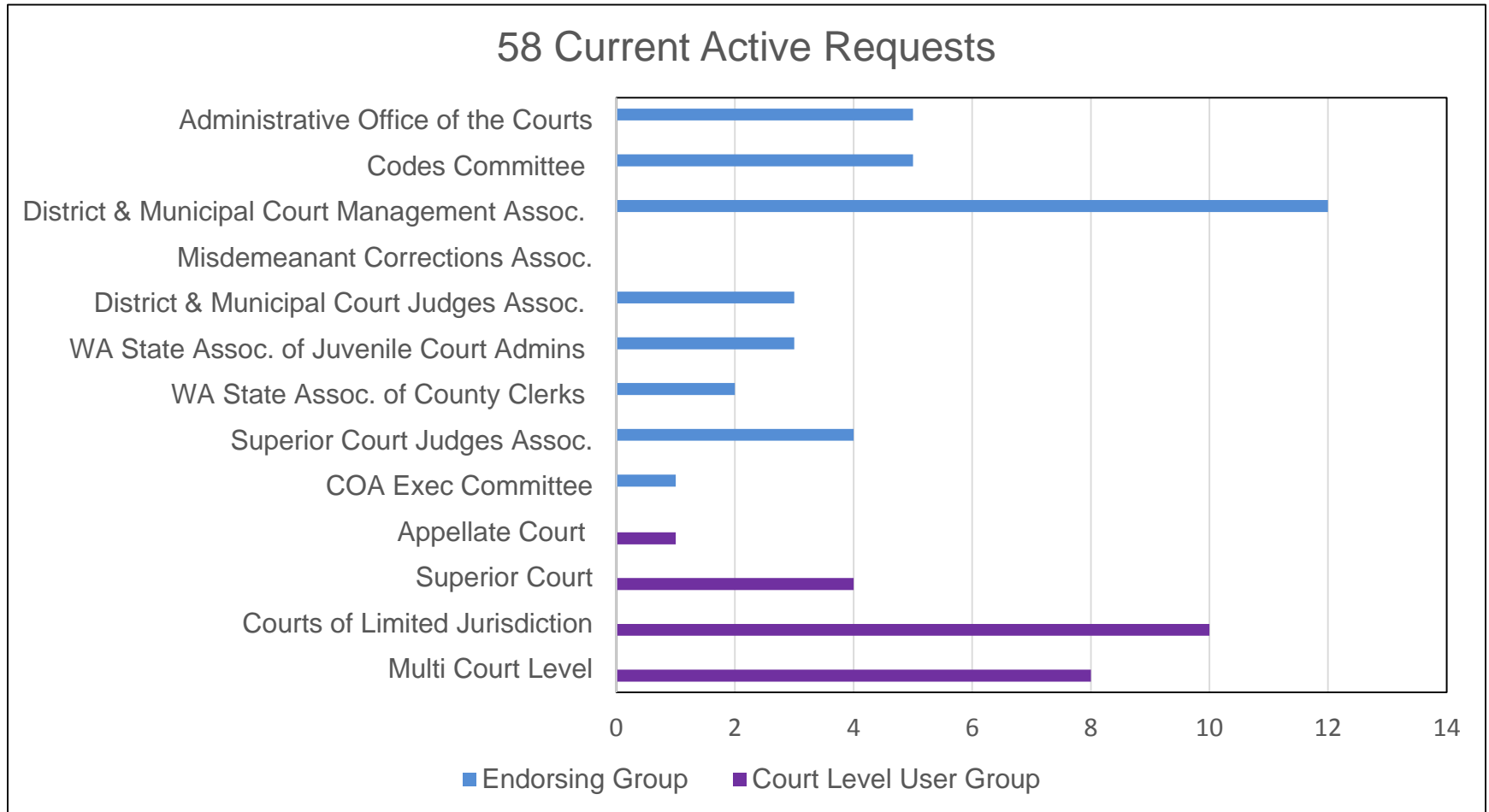
IT Governance

Executive Summary



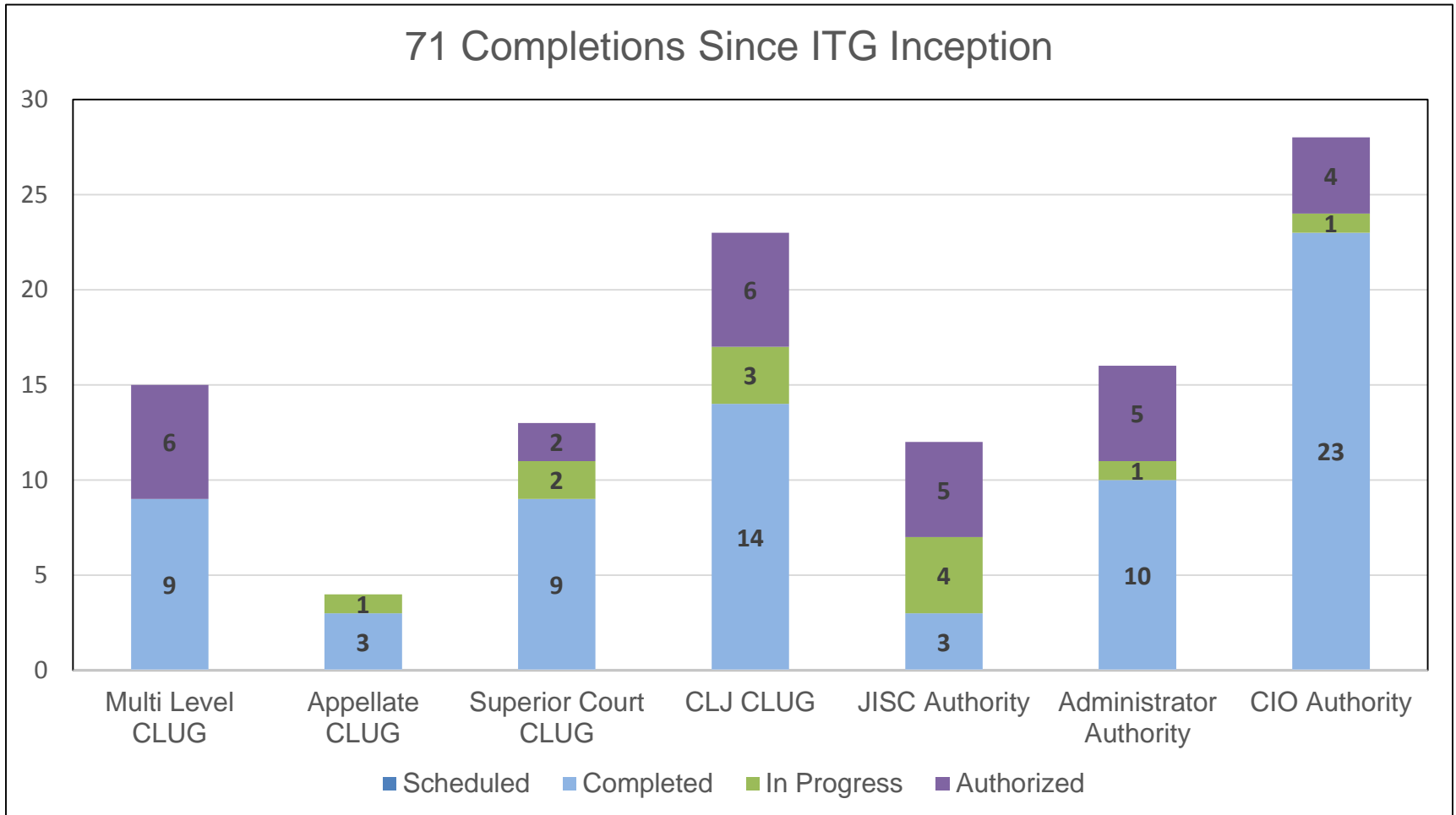
"IT Governance is the framework by which IT investment decisions are made, communicated and overseen."

Executive Summary (cont.)



"IT Governance is the framework by which IT investment decisions are made, communicated and overseen."

Executive Summary (cont.)



"IT Governance is the framework by which IT investment decisions are made, communicated and overseen."

Current ITG Priorities For the Court Level User Groups

JISC Priorities					
Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	2	Superior Court Case Management System	In Progress	JISC	High
2	45	Appellate Court ECMS	In Progress	JISC	High
3	41	CLJ Revised Computer Records and Destruction Process	In Progress	JISC	High
4	102	Request for new Case Management System to replace JIS	In Progress	JISC	High
5	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
6	62	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
7	7	SCOMIS Field for CPG Number	Authorized	JISC	High
8	26	Prioritize Restitution recipients	Authorized	JISC	Medium
9	31	Combine True Name and Aliases for Timepay	Authorized	JISC	Medium

"IT Governance is the framework by which IT investment decisions are made, communicated and overseen."

Current ITG Priorities For the Court Level User Groups

Appellate CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	45	Appellate Courts ECMS	In Progress	JISC	High

Superior CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	107	PACT Domain 1 Integration	Authorized	Administrator	High
2	7	SCOMIS Field for CPG Number	Authorized	JISC	High

Non-Prioritized Requests

N/A	2	Superior Court Case Management System	In Progress	JISC	High
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Current ITG Priorities For the Court Level User Groups

Courts of Limited Jurisdiction CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	102	New Case Management System to Replace JIS	In Progress	JISC	High
2	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
3	41	CLJ Revised Computer Records Retention and Destruction Process	In Progress	JISC	High
4	106	Allow Criminal Hearing Notices to Print on Paper and allow edits	In Progress	Administrator	Medium
5	32	Batch Enter Attorney's to Multiple Cases	Authorized	CIO	Medium
6	68	Allow Full Print on Docket Public View Rather than Screen Prints	Authorized	Administrator	Medium
7	46	CAR Screen in JIS	Authorized	CIO	Medium
8	31	Combine True Name and Aliases for Timepay	Authorized	JISC	Medium
9	26	Prioritize Restitution Recipients	Authorized	JISC	Medium

"IT Governance is the framework by which IT investment decisions are made, communicated and overseen."

Current ITG Priorities For the Court Level User Groups

Multi Court Level CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	152	DCH and Sealed Juvenile Cases	Authorized	CIO	High
2	178	Race & Ethnicity Data Fields	Authorized	Administrator	Medium
3	116	Display of Charge Title Without Modifier of Attempt	Authorized	Administrator	Medium
4	62	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
5	141	Add Bond Transferred Disposition Code	Authorized	CIO	Medium

Non-Prioritized Requests

N/A	3	Imaging and Viewing of Court Documents	Authorized	Administrator	Not Specified
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