AOC Information Services Division

JIS IT Governance Overview

April 27, 2018

What is IT Governance?

- **IT Governance is a process for guiding information technology investment decisions.**
- **It puts decisions about IT spending priorities in the hands of the court stakeholders.**
- **It focuses on involving court users in the decision-making process from start to finish.**
- **It ensures that the process is open and inclusive.**

Where to Find Information

WASHINGTON COURTS

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Inside Washington Courts

Announcements

Court Closures
Click above for a list of courts with upcoming closures...

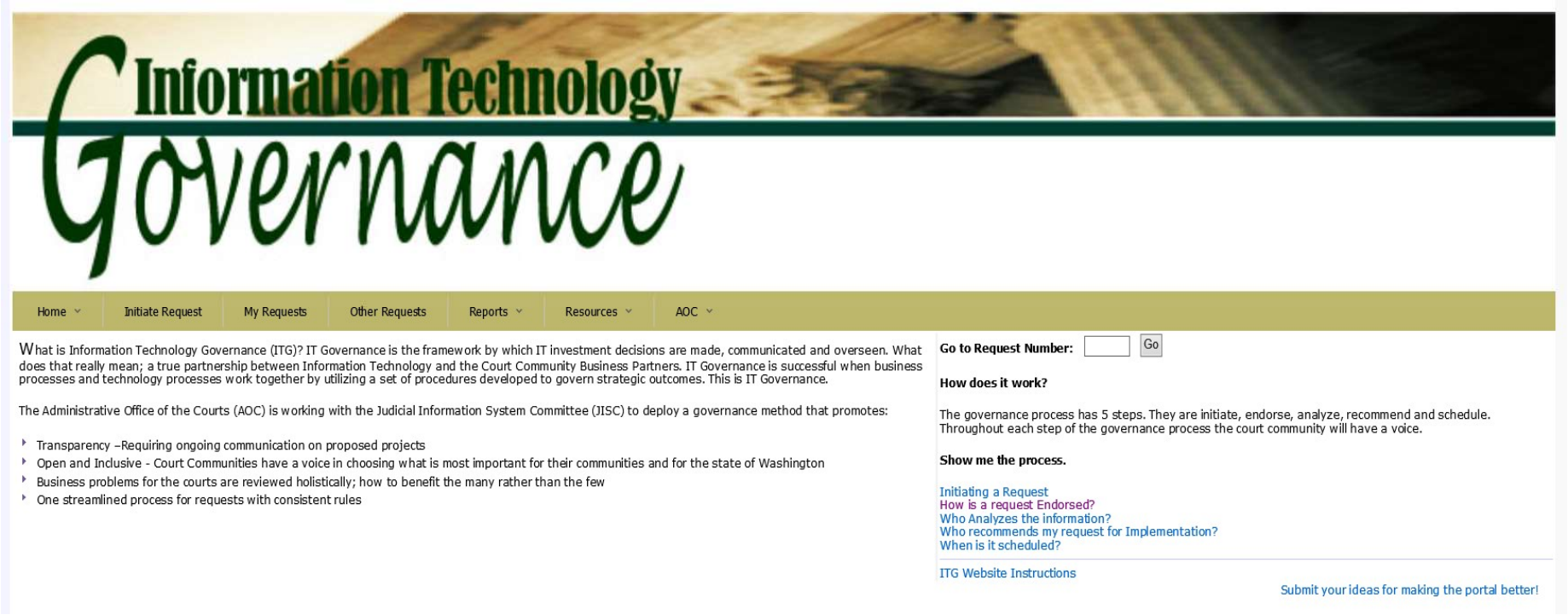
Data Warehouse - BOXI - 2/17/2011
The data warehouse load for Wednesday, February 16, 2011 has completed successfully.
Read more...

STOP Grant For Court-Related Projects
The Gender and Justice Commission is requesting proposals for programs/projects that courts can implement to improve our courts' response to adult and/or teen victims of sexual assault, domestic violence, dating violence, and stalking in 2010-2011.

Washington Supreme Court Chief Justice Barbara Madsen appears on TVW's "Inside Olympia"

In a one-hour interview on TVW, Washington Supreme Court Chief Justice Barbara Madsen details the state of Washington's judiciary, the funding crisis facing Washington's trial courts, diversity in the

IT Governance Website



View Governance Requests

Reports

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Court Level User Group Reports

[Excel] [Word] [PDF]

ID	Title	Status	Status Comment	Last Update
Appellate Courts				
45	Appellate Courts ECMS	In Progress	RFP published.	03/03/2014
52	ACORDS Letter Modification	Completed	This enhancement was implemented on Apr 11, 2011.	04/12/2011
53	Modify ACORDS Table Download Job	Completed	This enhancement was implemented on Apr 11, 2011.	04/12/2011
92	Add email service field	Closed	Closed at the request of the initiator.	07/05/2011
93	Correspondence filing type	Closed	Closed at the request of the initiator.	09/26/2011
101	Washington State Bar Association / Supreme Court Exchange	Closed	Endorsement Confirmation declined by the Supreme Court.	02/01/2012
149	Appellate Web Information Enhancement	Completed	The enhancement was completed on 4/10/13.	06/20/2012
Courts of Limited Jurisdiction				
14	Remove Archiving Requirement for Certain CLJ Records	Closed	AOC combined requests 14, 15, 16, and 17 into request 41.	10/04/2010
15	Purge CLJ Probable Cause Hearings After 3 Years	Closed	AOC combined requests 14, 15, 16, and 17 into request 41.	10/04/2010
16	Purge CLJ Criminal Felony Records after 3 Years	Closed	AOC combined requests 14, 15, 16, and 17 into request 41.	10/04/2010
17	Purge Certain CLJ Traffic and Non-traffic Criminal Case Records after 10 Years	Closed	AOC combined requests 14, 15, 16, and 17 into request 41.	10/04/2010
23	For TPSC to make docket entry what the due date of payment is	Completed	This enhancement implemented on Mar 7, 2011.	03/08/2011
24	Case Review Report - Enhanced Selection Criteria	Closed	DMCMA elected to close this request and initiated a service request for a new BOXI report.	09/29/2010
26	Prioritize Restitution Recipients	Authorized	This request was authorized by the JISC on Feb 18, 2011. Pending scheduling.	03/03/2014
27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	9/29/2015 - request is on hold until further notice.	03/03/2014
28	CLJ Parking Module Modernization	Completed	Feasibility Study Report delivered to customers on April 2, 2012.	05/15/2012
30	Show reason for DUI dismissal on DCH screen	Closed	The CLUG declined this request on the recommendation of the DMCJA Endorsing Group.	10/10/2011
31	Combine True Name and Aliases for timepay	Authorized	This request was authorized by the JISC on Feb 18, 2011. Pending scheduling.	03/03/2014
32	Batch enter attorney's to multiple cases	Authorized	Authorized by the ISD Director on February 3rd, 2011. Pending scheduling.	04/17/2013
33	Autofill date for BDK screen	Completed	This enhancement was implemented on Apr 4, 2011.	04/11/2011
35	Timepay Removal enhancement	Closed	Closed at the request of the DMCMA	04/22/2011
36	A/P put on hold make docket entry	Closed	Closed at the request of the DMCMA	04/22/2011
37	CLJ Warrant – Comment Line	Completed	This request has been combined with ITG's 79 and 58.	11/14/2011
38	Transfer code for judgment field	Closed	Closed at the request of the initiator.	08/28/2013
39	Prevent charges from being amended on CAR when FTA is Issued.	Completed	This enhancement was implemented on May 16, 2011.	05/16/2011
40	Case Review Report - Enhanced Selection Criteria and Reporting	Closed	DMCMA elected to close this request and initiated a service request for a new BOXI report.	10/07/2010
41	CLJ Revised Computer Records Retention and Destruction Process	Completed	05/12/2017 Work deemed complete by Michael Keeling.	03/03/2014
42	Joint & Severally Ordered Restitution	Closed	The DMCMA declined to confirm its endorsement of this request due to the size of the project.	08/16/2011
44	Code - Paid Bond/Bail Forfeiture	Closed		09/09/2013
46	CAR screen in JIS	Completed	AOC work completed on 12/21/2015.	12/17/2013
49	Reversing/Transfering recouped costs to jurisdiction	Completed	This request implemented on August 20, 2012.	08/20/2012
57	Batch removal of attorney from multiple cases	Closed	Closed at the request of the DMCMA	04/22/2011
58	CLJ Warrant – Print Page	Completed	Project initiated.	11/14/2011
61	Pre-Trial Adult Risk Assessment Tool for Courts of Limited Jurisdiction	Awaiting Endorsement Confirmation		03/15/2011
63	Discrepency with leading zeros between JIS/JABS.	Closed	This request was based on a software bug discovered by JABS users. AOC is correcting this bug as an incident. The fix has been released.	01/06/2011
68	Allow Full Print on Docket Public View Rather than Screen Prints	Authorized	Authorized by the Administrator on April 12th, 2011. Pending scheduling.	05/19/2011
77	Allow FTAs to Issue When AR is Zero	Completed	Change was implemented on December 2, 2013.	10/01/2013
79	WRO screen change under BAIL options.	Completed	This request has been combined with ITG's 37 and 58.	08/30/2012
84	Remove hyphens from drivers license number displayed on DOL screen in JIS	Completed	This enhancement was implemented on Nov 7, 2011.	11/07/2011
86	Increase characters on CPFM Screen	Completed	The enhancement was implemented on 4/9/2013	01/10/2013
95	Spokane Municipal Court JustWare	Closed	Closed at the direction of Bill Cogswell.	07/06/2011
[illegible]	[illegible]	In Progress	06/17/2015 - ITG Request #174 with all associated documentation is now part of this request.	08/07/2014

gov/index.cfm?fa=links.showLinkAddPage&cmd=Add Link

Initiate a Request

Initiate A Request

Home | Initiate Request | My Requests | Other Requests | Reports | Resources | AOC

Note: Please be advised that once this form has been submitted, it will be viewable on the Washington Courts Judicial Information System (JIS) public website.
Exceptions: Email addresses and phone numbers are not displayed.
Forms that have been saved but not yet submitted are not displayed.

Submitter Detail

Requestor Name:*
Dunn, Curtis R

Origination Date:*
04/02/2018

Requestor Email:*
(Additional email addresses may be added. Each must be separated by a semi-colon.)
curtis.dunn@courts.wa.gov

Requestor Phone:*

Request Impact

System problem / interruption preventing work?

Request Type:*
- Change or Enhancement
  Modify current system (e.g., A need due to business process.)
- New System
  Create new application or technology solution to support a business process or operation (e.g., A new case management tool.)
- Mandated Change
  (e.g, legislative change.)

Which Systems are affected?* (Select all that apply)
Click here for system descriptions.
- Appellate Court System (ACORDS)
- Judicial Information System (JIS)
- Superior Court Management Information System (SCOMIS)
- eCitation

Other affected Systems / Business Processes (optional)

Business Problem or Opportunity

Request Title:*
(Request description in 3 to 10 words.)

Business Area:*
--Select--

Describe your request in detail.*

Expected Benefit:*

Impact if not Resolved:*
--Select--

Impact Description: Optional

View the Status of a Request

Request Summary

Home | Initiate Request | My Requests | Other Requests | Reports | Resources | AOC

2 - Superior Courts Case Management System [History]

Request Status Summary

Request Status	In Progress
JISC Priority	1
Clarity Project ID:	PRJ-00011
Status Comment	RFP published.

Request Detail

Requestor Name:
Ammons, Kevin

Origination Date:
07/22/2010

Requestor Email:
kevin.ammons@courts.wa.gov

Requestor Phone:
360-704-4085

Recommended Endorser:
AOC (endorses for other communities)

Request Type:	New System
Which Systems are affected?	Judicial Information System (JIS)
Business Area:	Court Case Management
Communities Impacted:	Superior Court Judges Superior Court Administrators
Impact if not Resolved:	High

Request Attachments

SCJA Case Management System Request to JISC (17).pdf
Superior Courts IT Review - April 19 2010_Meeting Summary (5).pdf

What is the Business Problem or Opportunity

Important Note This request was originally submitted as part of a pilot of the IT Governance process. The processing of this request took place before the IT Governance Portal was developed. As such, the information related to this request is being included in the portal for completeness. The history entries in this record are not indicative of either the actual processing dates or the bodies that performed the various steps of the governance process. ***The original request follows*** The Superior Courts (courts) of the State of Washington need the ability to adequately support case management, calendaring and judicial decision making activities. Case Management: Courts lack the ability to: direct the progress of cases through the court process based upon business rules that establish case events and deadlines; monitor compliance with the business rules; and, enforce the business rules. Case events and deadlines represent requests for hearings to be held, the conduct of hearings before the court, activities that occur outside the direct purview of the court (i.e., mediation, settlement offers or efforts), exchange of information between parties and the filing of certain documents. Further, courts lack the ability to create reports or view screen based information to assist in managing individual cases and groups of cases at the caseload level by case type. Courts do not have the ability to generate reports, letters, forms, and other documents necessary to communicate approaching or missed deadlines (compliance and enforcement). Court business rules vary by type of case, and sub-type of case. Calendaring: Courts lack the ability to schedule cases for hearings, coordinating case actors (judges, attorneys, litigants, interpreters, etc.) and physical resources (court rooms, AV equipment, etc.) based on a set of conditions that include case type, hearing type, required actors, and required physical resources. For example, a request for a motion hearing in a domestic case before Judge A (conditions) would result in the hearing being set on the next future date that Judge A is scheduled to hear domestic case motions). Courts lack the ability to automatically select dates for hearings based on a set of rules. Courts lack the ability to produce reports or view screen based information that details all of the scheduled hearings and hearing outcomes for a particular case. Courts lack the ability to establish, print, and distribute case schedules for individual cases.

Expected Benefit:

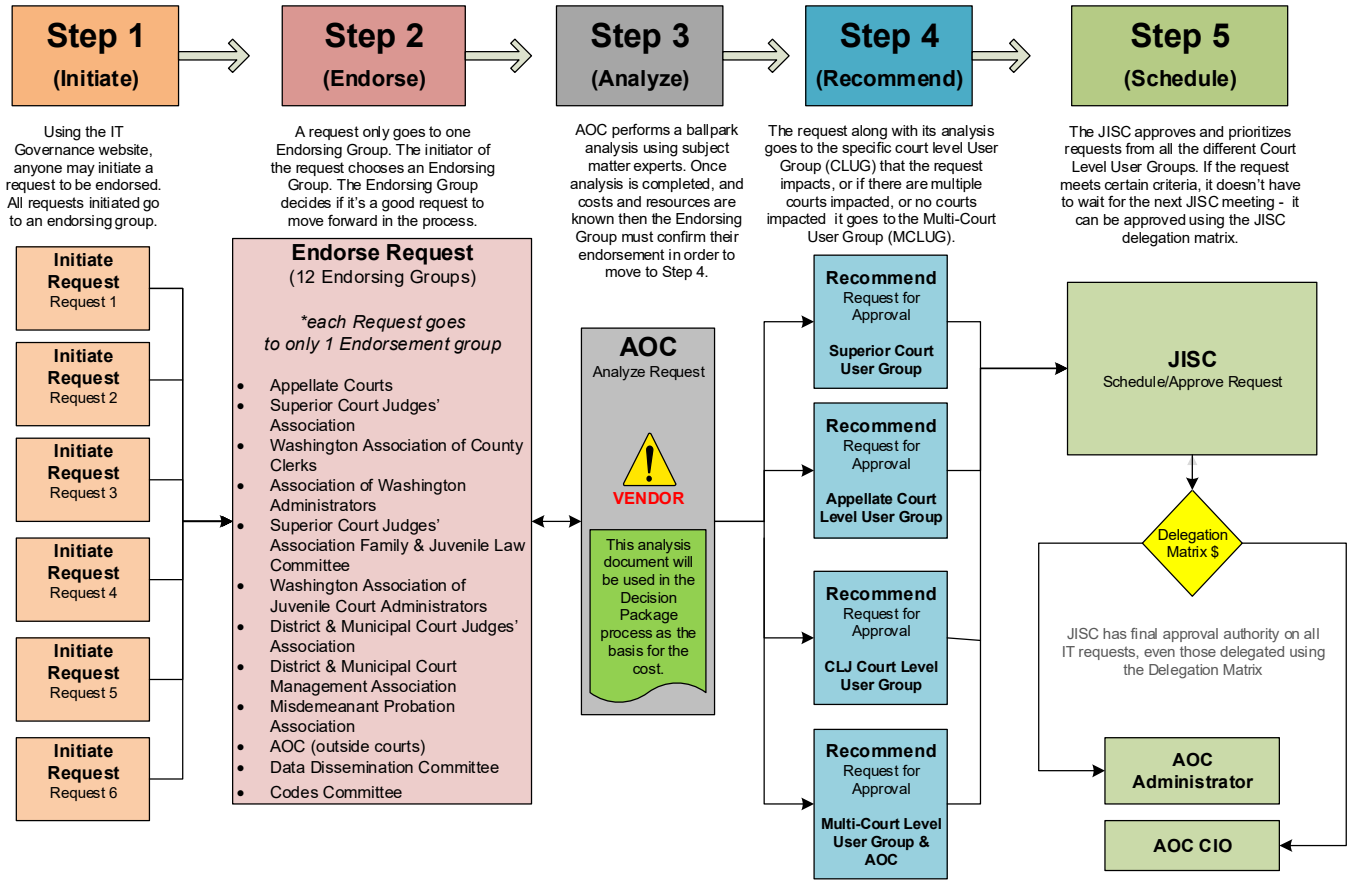
Provision of a caseflow management and caledaring system at all Superior Courts in Washington State will increase the efficiency and effectivness of these courts by automating many business processes that are currently accomplished manually.

Any Additional Information:

This request was originated on 26 Feb, 2010 by the SCJA

How Does It Work?

IT Governance Process Flow



Updated on
April 3, 2018

Who Makes the Decisions?

Project Classifications								
Project Classification Description	Not-to-Exceed Cost	Community of Interest	Discipline/ Association	AOC	Court Level User Group	AOC CIO	AOC Administrator	JISC & JISC Exec Committee
		Ongoing			Quarterly	Weekly	Bi-Weekly	Bi-Monthly
Enhancement - existing applications that are to be changed in a limited manner that do not require extensive planning and Communication	$25,000	Initiate	Endorse (may engage with Staff)	Analyze	Recommend	Schedule		
	$50,000					Recommend	Schedule	
	Beyond						Recommend	Schedule
New - applications or functions not currently provided	$50,000					Schedule		
	$100,000					Recommend	Schedule	
	Beyond						Recommend	Schedule
Replacement - removing applications or functions currently provided that are to be materially changed or retired, requiring extensive planning and communication	$100,000					Schedule		
	$250,000					Recommend	Schedule	
	Beyond						Recommend	Schedule

Notes:
(1) Preplanned operational activity occurs outside of the matrix.
(2) Not-to-Exceed costs include AOC hours.

Who Makes the Decisions?

IT Governance

12 ENDORSING GROUPS (2nd Stage "Endorse")

Superior Court Judges' Association
Judge Jeanette Dalton – Kitsap Co.
Judge Harold Clarke – Spokane Co.

Appellate Courts
Chief Justice Mary Fairhurst
Justice Debra Stephens
Michael Johnston, Commissioner
Susan Carlson, Clerk
Presiding Chief Judge Michael Spearman
Rich Johnson, Admin/Clerk – Div I
Derek Byrne, Admin/Clerk – Div II
Renee Townsley, Admin/Clerk – Div III

Superior Court Judges' Association Family & Juvenile Law Committee
Judge Kitty-Ann van Doorninck – Pierce Co.
Judge Chuck Snyder – Whatcom Co.
Mark Gelman, Commissioner – Pierce Co.

Association of Washington Superior Court Administrators
Frank Maiocco – Kitsap Co.
Paul Sherfey – King Co.

Washington State Association of County Clerks
Barb Christensen, Pres.– Clallam Co.
Sonya Kraski – Snohomish Co.
Barbara Miner – King Co.

AOC
(Outside requests that affect JIS)
Dirk Marler, Director, CSD
Vonnie Diseth, Director, ISD
Ramsey Radwan, Director, MSD

Misdemeanant Probation Association
Mindy Breiner – Tukwilla Probation
Janene Johnstone – Kent Muni Probation
Larry Barker – Klickitat Co. Probation
Lisa Biffle – Program Manager, Clark County
Melanie Vanek – City of Issaquah

Washington Association of Juvenile Court Administrators
Darryl L. Banks, President – Benton Co.
Bonnie Bush – Spokane Co.
Brooke Powell – Snohomish Co.

District & Municipal Court Management Association
Paulette Revoir - Admin Lynnwood Muni
Lynne Campeau – Admin Issaquah Municipal
Rhiannon O'Neill – Lynnwood Muni
Cynthia Marr – Analytic Sup Mgr Pierce Co. Dist
Kris Thompson –Case Mgr Whitman Co. Dist
Kathy Seymour – Admin Bonney Lake Municipal
Ann Dahlgren – King Co. Dist

District & Municipal Court Judges' Association
Judge Scott K. Ahlf, President – Olympia Municipal Crt
Judge Rebecca C. Robertson – Federal Way Municipal Crt
Judge Samuel G. Meyer – Thurston District Crt
Judge Michelle K. Gehlsen – Bothell Municipal Crt
Judge G. Scott Marinella – Columbia Co. Dist. Crt
Judge Karen Donohue – Seattle Municipal Crt
Judge Douglas J. Fair – Snohomish Co. South Division
Judge Douglas B. Robinson – Whitman Co. District Crt
Judge Charles D. Short – Okanogan Co. District Crt
Judge Linda Coburn – Edmonds Municipal Crt
Judge Melanie Dane – Black Diamond Municipal Crt
Judge Michael Finkle – King Co. Dist. Crt
Commissioner Rick Leo – Snohomish Co. Dist. Crt
Judge Michael J. Lambo – Kirkland Municipal Crt
Judge Damon G. Shadid – Seattle Municipal Crt

Codes Committee
Kathy Martin, Chair, Clerk – Walla Walla Co. (WSACC)
Kim Morrison - Chelan Co. (WSACC)
Patty Chester, Clerk – Stevens Co. (WSACC)
Pat Austin, Sup. Crt Admin – Benton/Franklin Co. (AWSCA)
Jane M. Severin – San Juan Co. (AWSCA)
Valerie Marino – Tukwila Municipal Crt (DMCMA)
Kathy Seymour – Bonney Lake Muni Crt (DMCMA)
Barbara Smith – Grant Co. Dist Crt (DMCMA)
Angela Hollis, Probation Officer – Skamania Co. Juvenile Crt (JCS)
Carol Vance, Legal Process Supv. – Benton Co. Juv Crt (JCS)
Patsy Robinson – Mason Co. Dist Crt (DMCMA)
Tristen Worthen, Des. Alternate Rep. – Douglas Co. (WSACC)

Data Dissemination Committee
Judge J. Robert Leach, Chair – COA I
Judge David Svaren – Skagit Co. Superior Crt.
Brooke Powell, Asst. Admin – Snohomish Co. Juvenile Crt.
Judge John Hart, Whitman Co. Muni Crt
Judge G. Scott` Marinella – Columbia Co. Dist Crt
Judge Jeanette Dalton – Kitsap Co. Sup Crt
Barbara Miner, Clerk – King Co.
Paulette Revoir – DMCMA

*** Blue Text indicates that person is member of the JISC**
Note that the people listed are the main "contacts" for the endorsing group. The entire board or association or a sub-committee may weigh in on whether to endorse or not endorse a request as each endorsing group handles request differently.

Last Updated12/28/2017

Who Makes the Decisions?

IT Governance

Judicial Information System Committee (JISC)
5th Stage "Schedule" (approve)

- **Chief Justice Fairhurst** – CHAIR (Supreme Crt)
- **Judge J. Robert Leach** – VICE -CHAIR COA Div I (COA)
- **Larry Barker** – Chief Probation Officer Klickitat Co. Dist Crt. (Misdemeanant Probation Assoc.)
- **Judge Jeanette Dalton** – Kitsap Co Sup Crt (Superior Crt)
- **Callie Dietz** – State Court Administrator (AOC)
- **Frank Maiocco** – Kitsap Co. Administrator (Superior Crt)
- **Chief, Brad Moericke** – Sumner Police Department (WASPC)
- **Judge David Svaren** – Snohomish Co. Crt. (Superior Crt)
- **Rich Johnson** – COA Admin/Clerk Div 1 (COA)
- **Judge John Hart** – Whitman Co. Muni Crt (CLJ)
- **Barbara Miner** – King Co. Clerk (WSACC)
- **Brooke Powell** – Snohomish Co. Juvenile Crt (Superior Crt)
- **Judge G. Scott Marinella** – Columbia Co. Dist. Crt (CLJ)
- **Robert Taylor** – Attorney at Law (WSBA)
- **Jon Tunheim** – Thurston Co Prosecutor (WAPA)
- **Paulette Revoir** (DMCMA)
- **Lynne Campeau** – Issaquah Muni Crt Admin (DMCMA)

COURT LEVEL USER GROUPS (4th Stage "Recommend")

Appellate Level User Group
4th Stage "Recommend"

Appointed by Chief of the Supreme Court and COA Presiding Chief Judge

Justice Debra Stephens – Supreme Court
Judge J. Robert Leach – COA Div I
Michael Johnston, Commissioner – Sup Crt
Susan Carlson, Clerk – Supreme Court
Rich Johnson, Admin/Clerk – COA I
Derek Byrne, Admin/Clerk – Div II
Renee Townsley, Admin/Clerk – Div III

Members

Superior Court Level User Group
4th Stage "Recommend"

At least 1 member from each group below:
Superior Court Judges' Association (SJCA)
Assoc. of WA Superior Court Administrators (AWSCA)
WA Assoc. of County Clerks
Superior Court Family & Juvenile Law Committee (FJLC)
WA Assoc. of Juvenile Court Admin (WAJCA)

Judge Jeanette Dalton (Chair)– Kitsap Co. Superior Crt
Judge Kitty-Ann van Doorninck – Pierce Co. Superior Crt
Paul Sherfey, Admin – King Co.
Kevin Stock, Clerk – Pierce Co.
Brooke Powell, Asst Admin – Snohomish Co. Juvenile Crt
Frank Maiocco, Admin – Kitsap Co. Superior Crt

Members

Courts of Limited Jurisdiction User Group
4th Stage "Recommend"

At least 1 member from each group below:
District & Municipal Court Judges' Association
District & Municipal Court Management Association
Misdemeanant Probation Association

Judge Tracy Staab – Spokane Muni Crt
Judge Mark Eide – King Co. Dist Crt
Cynthia Marr (Chair), Analytic Support Mgr – Pierce Co. Dist Crt
Melanie Vanek – MPA
Larry Barker – MPA
Paulette Revoir - DMCMA
Lynne Campeau – Admin Issaquah Muni Crt

Members

Multi-Court Level User Group
4th Stage "Recommend"

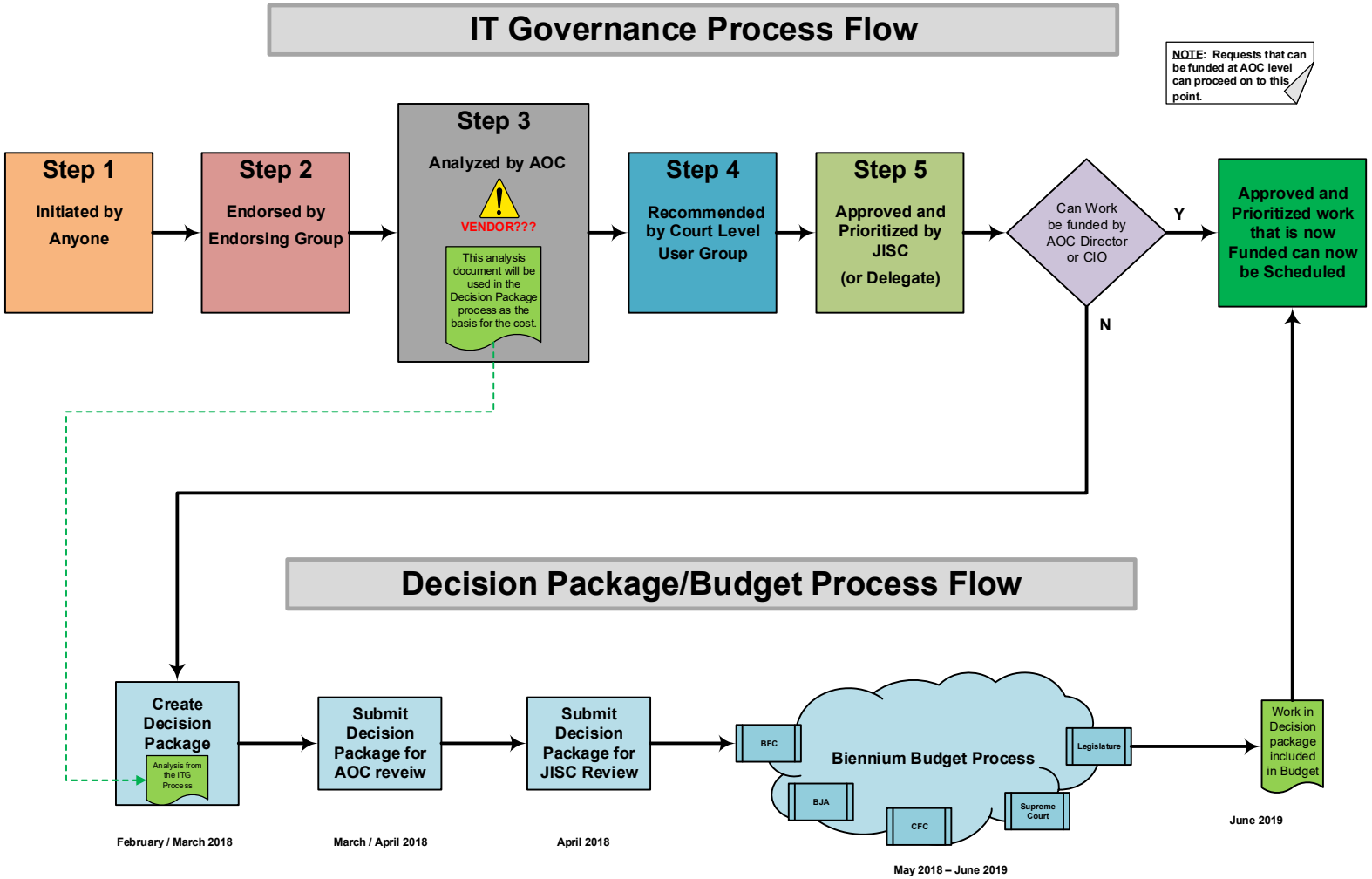
At least 1 member from each group below, sub-committee members represent their court role
Appellate Court (judge or admin)
Superior Court (judge or admin)
Juvenile Court Administrator
County Clerk
MPA
2 CLJ Members (DMCMA, DMCJA)
AOC Judicial Services Director
**Chairs of 2 JISC Sub-Committees: Data Dissemination Committee, Codes Committee*

Judge J. Robert Leach – COA I & Data Dissemination Committee Chair*
Judge Patricia Connolly Walker – Spokane County District Crt, DMCJA
Rich Johnson - Appellate Court Div 1
Brooke Powell, Asst Admin – Snohomish Co. Juvenile Crt
Kathy Martin – Walla Walla Co. Clerk & Codes Committee Chair*
Cynthia Marr - Pierce Co. Dist Crt, DMCMA
Dirk Marler, Judicial Services Director – AOC
Melanie Vanek, MPA
Frank Maiocco, Admin – Kitsap Co. Superior Crt

Members

*** Blue Text indicates that person is member of JISC**
Updated 12/28/2017

How It Fits in the Budget Process



Updated on March 26, 2018

Decision Point: ITG 252