



Judicial Information System Committee (JISC)

Friday, April 27, 2018 (10:00 a.m. – 2:00 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.	IT Governance a. Process Review b. Decision Point: Approval of ITG 252 c. Reprioritization of JISC IT Priorities	Ms. Vicky Cullinane, JISC Business Liaison	10:05 – 11:05	Tab 2
Break			11:05 – 11:15	
3.	JIS Budget Update a. 17-19 Budget Update b. 19-21 IT Budget Request List c. Decision Point: 19-21 Decision Package Prioritization and Approval	Mr. Ramsey Radwan, MSD Director	11:15 – 1:05 (break at 12pm for lunch)	Tab 3
Lunch (Working)			12:00 – 12:20	
4.	JIS Priority Project #1 (ITG 2): Superior Court Case Management System (SC-CMS) Update a. Decision Point: AOC SC-CMS Request to Expend Funds for Staffing Gap	Ms. Vonnie Diseth, ISD Director	1:05 – 1:25	Tab 4
5.	CIO Report	Ms. Vonnie Diseth, ISD Director	1:25 -1:35	
6.	Committee Reports a. Data Dissemination Committee (DDC)	Judge J. Robert Leach	1:35 – 1:55	Tab 5
7.	BJA Update a. February 16 th Meeting	Chief Justice Mary Fairhurst, Chair		Tab 6
8.	Meeting Wrap Up	Chief Justice Mary Fairhurst, Chair	1:55 – 2:00	
9.	Informational Materials a. 2018 Certification of the Disaster Recovery Plan b. ITG Status Report c. SeaTac Evacuation Map			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, as requested.

Future Meetings:

2018 – Schedule

June 22, 2018

August 24, 2018

October 26, 2018

December 7, 2018

JUDICIAL INFORMATION SYSTEM COMMITTEE

March 2, 2018
10:00 a.m. to 12:30 p.m.
AOC Office, SeaTac WA

Minutes

Members Present:

Chief Justice Mary Fairhurst, Chair
Mr. Larry Barker
Judge Jeanette Dalton - Phone
Ms. Callie Dietz – Phone
Judge John Hart
Mr. Rich Johnson
Judge J. Robert Leach
Mr. Frank Maiocco
Judge G. Scott Marinella
Ms. Barb Miner
Chief Brad Moericke - Phone
Ms. Brooke Powell
Ms. Paulette Revoir
Judge David Svaren
Mr. Bob Taylor - Phone
Mr. Jon Tunheim - Phone

Members Absent:

Ms. Lynne Campeau

AOC Staff Present:

Mr. Kevin Ammons
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Curtis Dunn
Mr. Brian Elvin
Mr. Brady Horenstein
Mr. Mike Keeling
Ms. Keturah Knutson
Mr. Dirk Marler
Mr. Ramsey Radwan
Ms. Maribeth Sapinoso
Mr. Mike Walsh
Ms. Aimee Vance
Mr. Kumar Yajamanam

Guests Present:

Mr. Tom Boatright
Mr. Othniel Palomino
Mr. Allen Mills

Call to Order

Chief Justice Fairhurst called the meeting to order at 10:00 a.m. and introductions were made.

March 2, 2018 Meeting Minutes

Chief Justice Fairhurst advised the Committee she had submitted edits to the March 2, 2018 meeting minutes and asked if there were any additional changes to be made. Hearing none, Chief Justice Fairhurst deemed the minutes approved.

JIS Budget Update

Mr. Ramsey Radwan reported on the 17-19 budget, presenting the green sheet which contains the budget for identified projects, expenditures, and forecast of expenditures. Concerning the Expedited Data Exchange, the first line indicates there is \$4.3 million allotted with approximately \$4.2 million identified to be expended, leaving a \$70,000 dollar variance. However, Mr. Radwan reported the \$70,000 variance is expected to be to be expended between now and June 30, 2019. He is currently

working with Mr. Kevin Ammons to find out which line item it should go towards—whether it be staff or contracts, etc. Mr. Radwan reported the Superior Court Case Management System project (SC-CMS) is allotted \$12 million, with \$10.5 million expended or contracted and about \$1.5 million leftover. Mr. Radwan stated he is waiting until the current session is over (hopefully March 8th), at which time he will take a look at the expenditures. He anticipates the balance will be spent by the end of the biennium. The Courts of Limited Jurisdiction Case Management System project (CLJ-CMS) contains \$10 million allotted with approximately \$4.4 million identified expenditures. This was based upon the previous estimate of the staffing levels between December 2017 and June 30, 2019, including estimated amounts for the CLJ-CMS contract as well as maintenance costs. Mr. Radwan informed the Committee those numbers will change and have not been reduced at this time due to not knowing what that snapshot will look like. However, the allocated amount of \$10 million will stay the same, but the amount anticipated to be expended between today and June 30, 2019 will be substantially reduced.

Mr. Radwan then turned the Committee's attention to the next tab containing the budget process. This was the budget process approved by the BJA at the February 16, 2018 meeting. This budget process is essentially the same as the budget process in the past, with the addition of the Court Funding Committee (CFC), a new review and prioritization recommendation committee. This committee will be comprised of five members from the Supreme Court Budget Committee, three members of the BJA Budget and Funding Committee (BFC) and three judicial members from the JISC Executive Committee. This body will be making the final recommendation concerning funding levels and priorities to the full court towards the end of the process. Mr. Radwan drew the Committee's attention to the second page containing the key dates. Mr. Radwan gave a brief explanation of the attached schedule, and pointed out key dates regarding decision packages, as well as the April JISC meeting where this Committee will review and approve IT budget requests. During this process, the BFC of the BJA will be vetting the packages and asking questions preparing for the May 18, 2018 BJA meeting where the packages will be presented. This will be what the BFC has gathered in addition to the information provided through the decision packages, and will provide their recommended priorities to the BJA.

Chief Justice Fairhurst clarified that this is a general fund budget request that flows through AOC to the BJA. JIS requests using JIS monies will be approved by the JISC and that is what will be passed on for approval. Chief Justice Fairhurst stated the main change is the addition of the CFC, where previously only the Supreme Court Committee heard the presentations. Chief Justice Fairhurst stated she felt it was important for the BJA, Supreme Court, and JISC to hear the information together as all are now seeking general fund money due to the lack of funds in the JIS account. This ensured the sharing of information and the sharing of the different roles people are playing. Thus, all having heard the information will then be able to make adjustments as needed. However, the Supreme Court will not be giving away their ultimate authority, as the CFC is providing only recommendations but can brief the BFC as much as possible to ensure they are comfortable with the information they are receiving. Chief Justice Fairhurst stated that in her view, this is a small step ensuring everyone has the same information at the same time who can understand the competing demands for general fund money. JISC will still give its approval; however, if more money is needed from the general fund to back fill into the JIS account or if technology has become so imperative that it is now competing with other budget items that would otherwise be general fund and AOC money. Chief Justice Fairhurst clarified that this process is helping complete the work earlier, which allows a larger body to hear the presentations

together. This helps to elevate the roles the JISC and BJA play in their respective areas of governance in working with the Supreme Court. The Chief Justice noted that the BJA has not abdicated its responsibilities for their AOC governance and the JISC has not abdicated its authority for the JIS fund, but now they will be together and hear all branch requests, which will then allow all parties to move forward. This is being done with the goal of relationship building and information sharing amongst all parties involved. Mr. Radwan added that at the May or June Branch Stakeholders Presentation Meeting all parties present to the CFC, including: JIS requests, general fund request, Office of Public Defense (OPD), Office of Civil and Legal Aid (OCLA), as well as the Supreme Court and Court of Appeals, should they have any. Then from June forward there will be final prioritization, setting processes, and then submitting to the Legislature for final consideration. Further discussion was held on clarification of the composition of CFC and the BFC.

Mr. Radwan reported on the blue sheet, which is a snapshot of the 2018 Supplemental Budget as it stands. Mr. Radwan alerted the Committee there have not been many changes since mid-February and it only represents AOC's budget, not OCLA or OPD. Mr. Radwan drew the Committee's attention to the first page, containing the Non-IT General State Fund Requests. Mr. Radwan briefly expounded on these requests, pointing out the variances between the AOC requested amounts and the House and Senate Proposals. Mr. Radwan then turned the Committee to the second page, containing the AOC Information Technology General Fund State Request and the AOC JIS Requests. Mr. Radwan briefed the Committee on the EDE Carryover and EDE Fund Shift. Mr. Radwan explained the Legislature has acknowledged there is a fund problem regardless of the source of the problem. While not identifying the problem, they have provided approximately \$2.6 million to backfill. While the House and Senate approaches differ, the end result is the same with AOC receiving the same monies.

Mr. Radwan summarized by stating everything is okay at the moment with the general funds to supplement the account. He believes the Legislature recognizes that revenues are going down and AOC is not spending money needlessly. In addition, the success of SC-CMS has helped them be less skeptical. Chief Justice Fairhurst added she believes the hard work and coordination between AOC and King County on the EDE project helps as well, because if it was not going well or the Legislature was hearing rumblings, they would be more skeptical. With the good reviews and good marks on multiple projects, Chief Justice Fairhurst pointed out AOC is one of the few agencies that have had significant and consistent success.

Legislative Update

Mr. Brady Horenstein gave the Legislative Update and provided a handout at the meeting. The handout outlined a few of the big bills that remain which Mr. Horenstein considers significant and/or have extraordinary court impact. Mr. Horenstein also pointed out the handout contained a report behind the memo with a number of bills being tracked with less court impact. Mr. Horenstein reminded the Committee if they have any questions to please contact him, as over 1,500 bills have been introduced this session (which is close to a record). Mr. Horenstein pointed to bill E2SHB 1783 Legal Financial Obligations (LFO), which has passed the House and Senate with slight variations. The next step will send it back for concurrence in the House with the expectation that it will pass with little significant changes from its current form. Mr. Horenstein summarized the bill as reducing interest from 12% to 0% on non-restitution and also requiring prioritization or sub-prioritization of restitution. While

restitutions are already prioritized, this would prioritize victims above other entities (such as an insurance company). Mr. Horenstein described this as the technical piece that the AOC has looked at on how to avoid legacy system work as it will affect a small number of cases in limited jurisdiction courts, where there are different types of restitution recipients. A lot of the court community, as well as the Minority Justice Commission and others, have been very involved in 1783 as this is a very significant policy reform that is expected to be implemented shortly.

Next, Mr. Horenstein drew the Committee's attention to E2SSB 6160 Exclusive Adult Jurisdiction, another piece of significant policy, especially for the Juvenile Courts. For a number of crimes, if committed by someone under age 18, they auto decline or are moved into adult court. This bill changes that. E2SSB 9160 extends juvenile court jurisdiction over a number of crimes to age 25, and modifies conditions when a person is subject to exclusive adult jurisdiction. Mr. Horenstein alerted the Committee this bill has already passed the House and Senate with minor variation. Mr. Horenstein stated the Superior Court judges supported this bill as well as a number of other members of the community.

Mr. Horenstein then pointed to 2SSB 6189 Driving While License Suspended Decriminalization. In addition to the decriminalization provisions, this bill in its most recent form would increase traffic infractions by \$2 for DOL IT systems and reduce General Fund and local government distributions. A number of groups have worked on this legislation, including the ACLU, with the support of Seattle City Attorneys as well as sheriffs and police chiefs. Currently, this bill has a ways to go and has not passed the Senate, but is still creating a lot of work for AOC. This is due to the advocates saying \$1.5 billion has been spent by state and local government to prosecute these offenses, since 1992. Consequently, some key legislators have looked at this and would like to recapture some of the savings that will come from the policy change. This in turn has led to a fairly complicated set up to hold back or change the distribution of traffic infractions. Mr. Horenstein described the bill as having a 50/50 chance of passing at this time. While generally bills this complicated have a hard time passing, this bill has a lot of key groups interested in it, and it may turn into something else with AOC continuing to watch its progress.

Mr. Horenstein mentioned a few other large IT bills that died in session that AOC has seen before, such as HB 2035 and SB 5694. HB 2035 would have required AOC to remove parking information from its online records portal, and SB 5694 dealt with juvenile record sealing. Another area to watch is ESB 6617, which has been getting a lot of media attention and relates to the Legislative Branch public records disclosure, SHB 2282, which regards net neutrality in Washington, and a series of firearms-related bills.

JIS Priority Project #1 (ITG 2): SC-CMS Update

Ms. Maribeth Sapinoso provided an update for the SC-CMS project, beginning with a summary of the last implementation for Event #6 Go Live: Clallam, Island, Jefferson, Kitsap, San Juan, Skagit, and Whatcom counties. All tasks and major milestones for Event #6 implementation were met as scheduled, including three Link-Only integrations, Lessons Learned, and advanced financial and forms training. Ms. Sapinoso also reported the recent and upcoming activities completed for Event #7 Go Live: Adams, Benton, Chelan, Douglas, Ferry, Grant, Kittitas, Lincoln, Okanogan, Pend Oreille, Stevens, and Walla Walla counties. Also reported was the successful implementation of the audit functionality for Odyssey Case Manager in December 2017 and the pre on-boarding activities for Event

#8: Spokane and Clark County. Also discussed was the ongoing collaborative effort of representatives from the Odyssey court community, AOC, and Tyler to address Odyssey support process improvements.

JIS Priority Project #4 (ITG 102): CLJ-CMS Project Update

Mr. Michael Walsh presented the project update on the CLJ-CMS project. While evaluating remaining procurement options, the Steering Committee asked the Project Team to assemble a meeting between Tyler Technologies, the RFP evaluators, and Steering Committee members to take a second look at the Odyssey solution proposal. This meeting goal was to focus on parts of the proposal where concerns were raised or clarifications requested.

A facilitated session was conducted the week of January 22, 2018, followed by a briefing with the court, probation and AOC staff in attendance. After considering the feedback, and additional research provided by the Project Team on large municipal courts and probation solutions implemented in other states, the Steering Committee reached a conclusion on the status of Tyler's Odyssey proposal.

The Steering Committee requested a decision from the JISC. In the decision point was the motion that the JISC approve the Committee's recommendation that the AOC should close the current CLJ-CMS RFP and re-evaluate our other options for a JIS (DISCIS) system replacement.

Motion: Mr. Larry Barker

I move that the JISC approve the CLJ-CMS Steering Committee's recommendation that the Administrative Office of the Courts (AOC) should close the current CLJ-CMS RFP (ACQ-2016-0701-RFP CLJ-CMS) and re-evaluate our options for a JIS (DISCIS) system replacement.

Second: Ms. Paulette Revoir

Voting in Favor: Chief Justice Mary Fairhurst, Mr. Larry Barker, Judge Jeanette Dalton, Ms. Callie Dietz, Judge John Hart, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Barb Miner, Chief Brad Moericke, Ms. Brooke Powell, Ms. Paulette Revoir, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim

Opposed: None

Absent: Ms. Lynne Campeau

AOC Expedited Data Exchange (EDE) Pilot Implementation Project Update

Ms. Barb Miner presented the King County Clerk's Office (KCCO) update. Ms. Miner reported, that following discussions with their vendor, KCCO would not be making the April 2nd implementation date for their new Case Management System. Presently, a new date has not been determined; KCCO will let the Committee know when a new date is set. The setback is due to the need for some configuration rework to be done on the vendor's side. The question was asked if it was known how long the delay would be, and Ms. Miner let the Committee know they would have a better idea next week when the vendor will be on site.

Another question was asked if the data was still being sent to AOC. Ms. Miner deferred to Mr. Ammons for the answer. Mr. Ammons stated that in terms of the data from KCCO to AOC, back in December KCCO sent the first batch of approximately 1,000 cases. There were some problems in the data and AOC worked with the KCCO Program Manager, Mr. Shuyi Hu, and King County's IT department (KCIT). The 1,000 cases were then resent. Additional progress had been made in multiple areas (e.g. charges, conversion details, etc.), and KCCO sent about 1,700 cases. This was the original 1,000 plus 700 additional cases, which KCCO plans on resending this week. In terms of testing, it allows AOC to do basic sanity checks while a lot of what AOC is doing is helping Mr. Hu by looking at what is coming across. In the very first batch, there were some strange middle names that appeared to be addresses, so this helps in getting some of the basics done. However, things where we are relying on the data—such as for the Washington State Patrol disposition—it is not changing data, so you cannot see a case go from unresolved to resolved where it is triggered. This will still require a great amount of testing later on. Mr. Michael Keeling asked Mr. Ammons if the data AOC is receiving is still just converted data or newly created data. Mr. Ammons replied that to this point AOC has only received converted data. Mr. Rich Johnson followed up, reporting there has been talk about the impact, specifically to Appeals, in King County if the Expedited Data Exchange (EDE) is not in place. There have been follow up discussions since, and they have developed an interim solution; however, the solution has not been tested.

Mr. Othniel Palomino presented the King County District Court (KCDC) update. In terms of what has happened since the last report, KCDC has gone live with Phase 1 of the Civil Implementation and has been live for about four months. In addition, mandatory eFiling for attorneys has gone live while pro se are still not subject as yet. The Public Portal is live and in place with KCDC working on the rest of the implementation. In light of the other issues and scheduling issues surrounding the EDE project, KCDC has decided not to go live in two phases, as previously reported. KCDC will now combine two phases into one phase in order to reduce the overhead for all parties involved in the EDE program. Currently, normal project activities continue. KCDC will be starting the development of training materials on Monday and continue work on the configuration, which is still on schedule.

Chief Justice Fairhurst asked Mr. Palomino if KCCO is not ready when KCDC's combined go-live event is planned, would KCDC go live without KCCO or wait and go live at the same time as KCCO. Mr. Palomino replied that a detailed discussion has not been held nor a decision made at this time. Mr. Palomino stated KCDC technical staff are starting to work with the EDE team as they will need access to the standard queries in order to start building their side of the project. Mr. Palomino described it as a parallel development effort with a lot of complexity surrounding it; more information will be known next week.

Mr. Ammons presented the update on the Expedited Data Exchange (EDE) Project. Mr. Ammons began by stating that this update was prepared with a focus on the readiness of the EDE Program for KCCO's planned April 2nd, 2018 implementation of their new case management system. As the implementation has been delayed for a yet-to-be-determined amount of time, the presentation focuses on a hypothetical go-live at the beginning of April. He emphasized that the program continues to work to mitigate and minimize those impacts.

Mr. Ammons then went through an application by application review of the integration status and readiness for the go-live. He also identified the applications that were likely to experience the most significant impacts. Those applications were the partner Data Exchanges, JABS, and ACORDS.

After discussion, Mr. Ammons then presented information on the EDE Program's plan for communicating changes and events to the stakeholders statewide. He emphasized that planning for communications is continuing as an integral part of the overall project.

Ms. Barb Miner asked what the plan was, with CLJ-CMS being up in the air, whether AOC planned to directly connect the CLJ-CMS to EDR or to use replication through JIS. Mr. Ammons responded that it would not be replication through JIS but building a proxy. Mr. Ammons described this as pulling data from the new system and sending it straight into the EDR. Ms. Miner stated it appeared EDR completion was really essential the CLJ-CMS coming online. Mr. Ammons replied in the affirmative.

Proposal for Statewide Data Quality Governance Committee

Mr. Kumar Yajamanam gave a presentation on the proposal for a Statewide Data Quality Governance Committee. Mr. Yajamanam started by stating his objective was to present the Committee with very simple proposal that emphasizes the need to form a data governance body. Mr. Yajamanam stated the Committee has heard information on new activities, statewide systems being changed, and in addition King County has procured their own case management system. All of these components are leading to a complex environment where data quality governance is going to be critical to the future to ensure the quality of the data. Mr. Yajamanam drew the Committee's attention to slide two of his presentation, which outlined the complexity of the data. Mr. Yajamanam stated the number of stakeholders are increasing, as are the number of players that are touching the systems. The producers and consumers of information are expanding, as well as the different owners of information, in addition to changes in the sources and targets of the information. Mr. Yajamanam pointed to the chart on slide three showing an illustration of the different areas where data is touched. As technology grows, new capabilities such as eFiling, probation, and document management systems create new areas that touch the data. Courts with a different data management system may choose to convert their documents in a certain way. All the data is shared through the data integration process with the public and viewers downstream in the process. One of the biggest factors in the causation of high risk is each of the touch points impact the way the data changes. For example, business processes in each of the individual courts has an impact on what data is collected, how data is gathered and shared. A Legislative mandate may require a change with one court manually implementing the change and another doing a system wide change, leading to changes in what data is captured and what data is shared. The stakeholders are looking for complete and accurate information. Judges want to make decisions based on the best possible available information, complete case history, person information is backed up by the data in background checks.

Mr. Yajamanam stated older rules are currently in place, based on the existing JIS Standard and existing JIS systems. Generalizing the rules for data would then allow the rules to be applicable to all systems statewide. The same piece of information will mean the same thing across all systems. For example: eye color B will mean *brown* for all courts and not *blue* for some. This would look at

standardizing reference data management as well. AOC should be able to coach courts making these decisions, based on a consistent set of policies and guidelines.

The goal would be a governance structure which would be enhanced through tools and technologies where some automation is possible. This would also mean a very large amount of coordination in order to clean up data and bring all data into one standard. Chief Justice Fairhurst clarified for the Committee that at this time this is not an action item but a concept presentation. After the blessing of the JISC a charter could be drafted. Another step would be looking at making a JISC by-law amendment due to the addition of a committee should the data quality governance policy proceed. Chief Justice Fairhurst, in hearing no objections, deemed the concept blessed and decided AOC should continue the exploration of a data quality governing body.

Data Dissemination Committee Report (DDC)

Judge J. Robert Leach reported on the Data Dissemination Committee (DDC) which met this morning with a full agenda. The first issue before the DDC dealt with providing a method for Odyssey users who are registered or using the lobby portal to obtain birthdate years and financial information. The birthdate year is a way of confirming the identity of the person that is currently not displayed, including non-chronological information about an individuals that would allow the user to verify they were dealing with the person they thought they were dealing with. Providing the year information to register users was approved, but not for the lobby portal. The lobby portal was not approved due to security concerns. Concerning the financial information, currently a user cannot login and see how much they owe on a judgement or another legal financial obligation. Odyssey has the capability built in and it was approved by the DDC to use this feature.

Next the DDC dealt with a previous request from bail bondsmen to allow some JIS LINK users to have access to addresses. AOC staff were asked to provide an estimate on the amount of work required to provide this access. The estimate required a large amount of work on existing systems as well as a large amount of hours, and would require a long wait or the reprioritization of something else. The DDC ruled it was not feasible at this time. There is no money in the budget for it, and the bail bondsmen requesting the change did not want to put up the money, therefore it was denied.

The next issue dealt with judgments in juvenile cases in Odyssey, in particular the LFOs, which are not accessible to registered users. This presents a problem as registered users have been deemed to have constructive access to some financial judgments, but have no way of learning about those judgments. AOC has internally discussed creating a judgment search webpage rather than modifying Odyssey or giving backdoor access to the information. This would create one place people would be able go to find judgment information. The Committee was asked if they thought it was worth exploring further and replied in the affirmative.

Due to the concern that people acknowledge their obligation on how they are supposed to use data they have access to, new JIS LINK agreements have been prepared. This will confirm their acknowledgement to keep the information confidential and the entity employing them will be responsible for ensuring their users are following the rules. The DDC had indicated they wanted agreements with more "teeth" than what was presented and is currently in place. They will be receiving

some revised drafts back next month. Rather than auditing and verifying individual compliance, the idea is to have the entities that are contracting with us commit to auditing and verifying their compliance.

The next issue came up when it came to the DDC's attention that people who have agreements to access court data have in their contracts an obligation to preview with the courts their reports to ensure they are not misusing our data or disclosing data they are not supposed to. However, that has not been taking place. Ms. Stephanie Happold has spoken with contracted administration staff and we are now getting compliance with some of them. Further discussion is being held to ensure compliance happens elsewhere.

The DDC has been asked to present at the Fall Conference on expunging and sealing of cases. This would be for both the Superior Courts and Courts of Limited Jurisdiction level. Further discussions are being held on the type of presentation.

The last issue was the report promised by Judge Leach concerning the Legal Voices request under the Violence Against Women's act which limited internet access to protection order information. Judge Leach delivered a memo to the Legal Voices council in draft form requesting comment. Nothing has been received in return at this time.

Discussion was held as to whether it would be beneficial to have the DDC agenda included in the JISC packet or a handout if there were time constraints. It was agreed to be beneficial and the DDC agenda will be provided at each JISC meeting in the packet if ready at print or by handout at the meeting.

Board for Judicial Administration Report (BJA)

Chief Justice Fairhurst turned the Committee's attention to the BJA minutes in the JISC packet. The BJA and JISC reciprocally provide the minutes of their meetings so both committees are aware of the other's activities. Chief Justice Fairhurst stated she would be happy to answer any questions JISC members have.

Adjournment

Chief Justice Fairhurst reminded the Committee the next meeting will be taking place on April 27, 2018 and declared the meeting adjourned at 12:30pm.

Next Meeting

The next meeting will be April 27, 2017, at the AOC SeaTac Facility from 10:00 a.m. to 2:00 p.m.

Action Items

	Action Items	Owner	Status

DRAFT

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



The screenshot shows the Washington Courts website interface. At the top left is the logo. Below it is a navigation bar with links for Home, Logout, Bookmark, eService Center, and an Advanced Search button. A left-hand navigation menu lists various categories, with 'IT Governance' circled in red. The main content area is titled 'Inside Washington Courts' and features several news items: 'Announcements', 'Court Closures', 'Data Warehouse - BOXI - 2/17/2011', 'STOP Grant For Court-Related Projects', and 'Washington Supreme Court Chief Justice Barbara Madsen appears on TVW's "Inside Olympia"'. Each item includes a brief description and a 'Read more...' link.

WASHINGTON COURTS

Home : Logout : Bookmark : eService Center Advanced Search

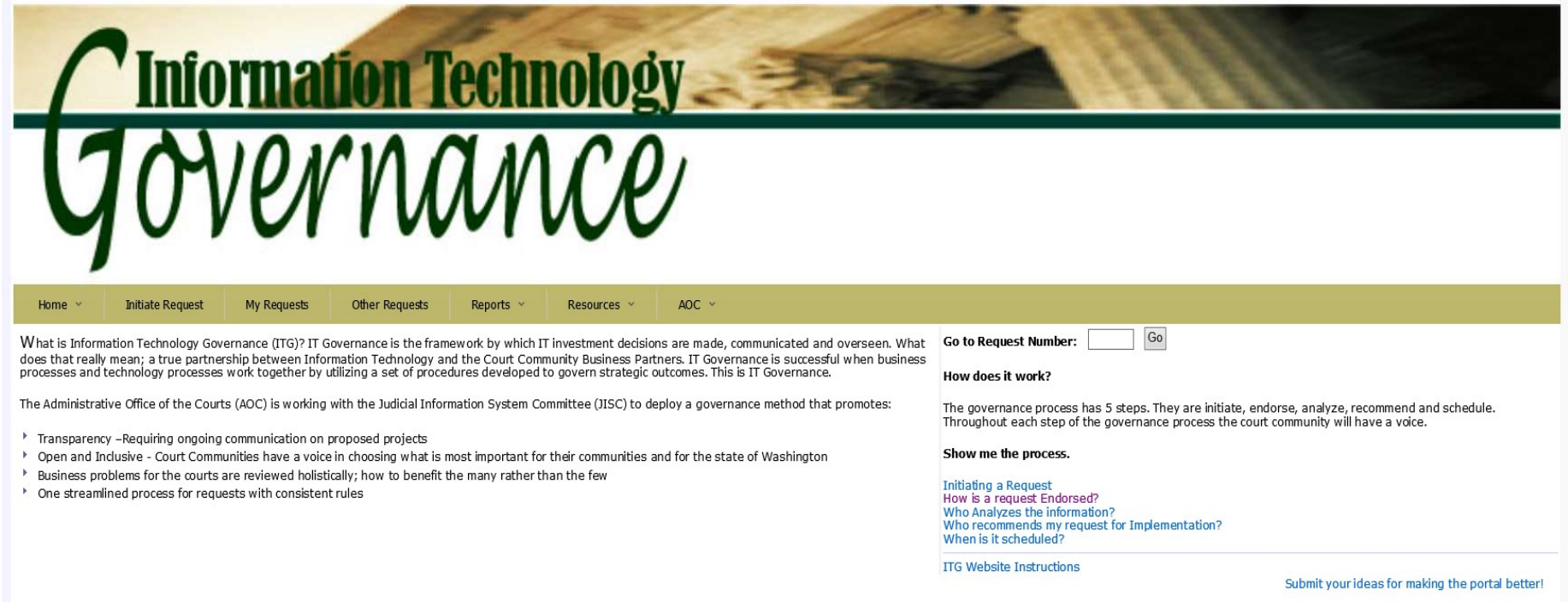
- ⊕ AOC Resources
- ⊕ Court Resources
- ⊕ Court News
- ⊕ Directories & Contacts
- ⊕ Education
- ⊕ Governance
 - IT Governance**
 - JIS Governance
- ⊕ Judicial Info System (JIS)
- ⊕ Judges' Resources
- ⊕ Legal Resources
- ⊕ Organizations
- ⊕ Help
- ⊕ Maintenance Utilities

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



The screenshot shows the homepage of the IT Governance website. At the top is a banner with the text "Information Technology Governance" in a green, stylized font over a background of a wooden desk with a laptop. Below the banner is a navigation menu with links: Home, Initiate Request, My Requests, Other Requests, Reports, Resources, and AOC. The main content area is divided into two columns. The left column contains a definition of IT Governance, a list of goals, and a link to "ITG Website Instructions". The right column contains a search box for request numbers, a section titled "How does it work?" describing a 5-step process, and a section titled "Show me the process." with several blue links for more information.

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

What is Information Technology Governance (ITG)? IT Governance is the framework by which IT investment decisions are made, communicated and overseen. What does that really mean; a true partnership between Information Technology and the Court Community Business Partners. IT Governance is successful when business processes and technology processes work together by utilizing a set of procedures developed to govern strategic outcomes. This is IT Governance.

The Administrative Office of the Courts (AOC) is working with the Judicial Information System Committee (JISC) to deploy a governance method that promotes:

- ▶ Transparency –Requiring ongoing communication on proposed projects
- ▶ Open and Inclusive - Court Communities have a voice in choosing what is most important for their communities and for the state of Washington
- ▶ Business problems for the courts are reviewed holistically; how to benefit the many rather than the few
- ▶ One streamlined process for requests with consistent rules

Go to Request Number:

How does it work?

The governance process has 5 steps. They are initiate, endorse, analyze, recommend and schedule. Throughout each step of the governance process the court community will have a voice.

Show me the process.

- [Initiating a Request](#)
- [How is a request Endorsed?](#)
- [Who Analyzes the information?](#)
- [Who recommends my request for Implementation?](#)
- [When is it scheduled?](#)

[ITG Website Instructions](#)

[Submit your ideas for making the portal better!](#)

View Governance Requests



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Court Level User Group Reports [Excel] [Word] [PDF]

ID	Title	Status	Status Comment	Last Update
Appellate Courts				
45	Appellate Courts EOMS	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 BOKI 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.	05/13/2012
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 BOKI 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 BOKI 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/Transferring 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		03/13/2011
63	Discrepancy 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 CPRI Screen	Completed	The enhancement was implemented on 4/9/2013	01/10/2013
88	Enable email notification for court users	Closed	Closed at the direction of Bill Cogwell.	07/06/2011
90	gov/index.cfm?fa=links.showLinkAddPage&cmd=Add Link	In Progress	06/17/2015 - ITG Request #174 with all associated documentation is now part of this request.	08/07/2014

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

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 [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	Request Type: New System	
Origination Date: 07/22/2010	Which Systems are affected?: Judicial Information System (JIS)	
Requestor Email: kevin.ammons@courts.wa.gov	Business Area: Court Case Management	
Requestor Phone: 360-704-4085	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	

Recommended Endorser:
AOC (endorses for other communities)

What is the Business Problem or Opportunity

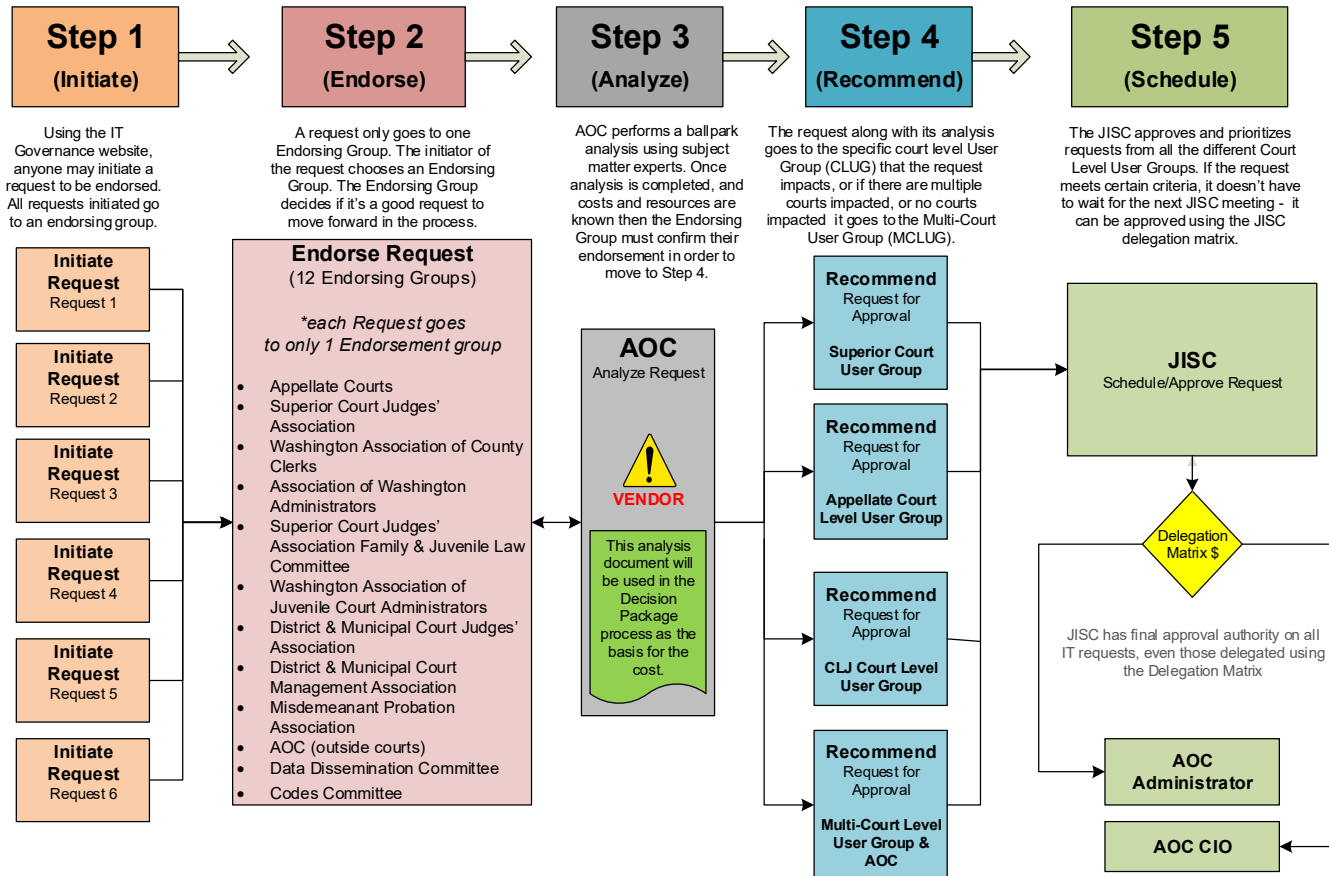
Important Note This request was originally submitted as part of a pilot of the IT Governance process. The processing of this request took place before the IT Governance Portal was developed. As such, the information related to this request is being included in the portal for completeness. The history 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 caseload management and calendaring system at all Superior Courts in Washington State will increase the efficiency and effectiveness of these courts by automating many business processes that are currently accomplished manually.

Any Additional Information:
This request was originated on 25 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	Recommend	Schedule				
New - applications or functions not currently provided	\$50,000									Schedule		
	\$100,000									Recommend	Schedule	
	Beyond									Recommend	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	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")

<p>Superior Court Judges' Association Judge Jeanette Dalton – Kitsap Co. Judge Harold Clarke – Spokane Co.</p>	<p>Appellate Courts</p> <p>Chief Justice Mary Fairhurst Justice Debra Stephens Michael Johnston, Commissioner Susan Carlson, Clerk</p> <p>Presiding Chief Judge Michael Spearman Rich Johnson, Admin/Clerk – Div I Derek Byrne, Admin/Clerk – Div II Renee Townsley, Admin/Clerk – Div III</p>	<p>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.</p>	
<p>Association of Washington Superior Court Administrators Frank Maiocco – Kitsap Co. Paul Sherfey – King Co.</p>	<p>Washington State Association of County Clerks Barb Christensen, Pres. – Clallam Co. Sonya Kraski – Snohomish Co. Barbara Miner – King Co.</p>	<p>AOC (Outside requests that affect JIS) Dirk Marler, Director, CSD Vonnie Diseth, Director, ISD Ramsey Radwan, Director, MSD</p>	<p>Misdemeanant Probation Association Mindy Breiner – Tukwila Probation Janene Johnstone – Kent Muni Probation Larry Barker – Klickitat Co. Probation Lisa Biffle – Program Manager, Clark County Melanie Vaneek – City of Issaquah</p>
<p>Washington Association of Juvenile Court Administrators Darryl L. Banks, President – Benton Co. Bonnie Bush – Spokane Co. Brooke Powell – Snohomish Co.</p>	<p>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</p>	<p>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)</p>	
<p>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</p>	<p>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</p>		

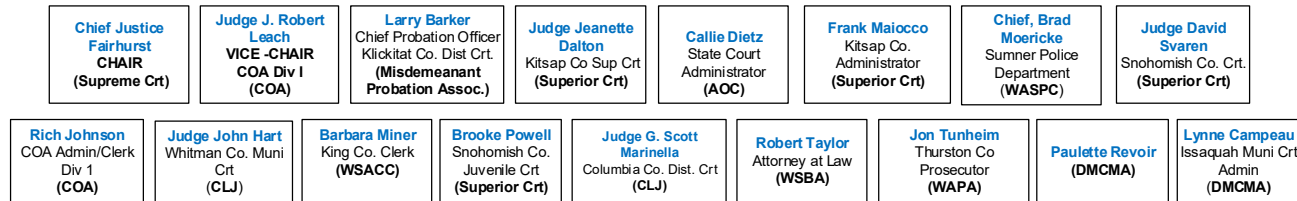
* Blue Text indicates that person is member of the JISC
 Note that the people listed are the main "contacts" for the endorsing group. The entire board or association or a sub-committee may weigh in on whether to endorse or not endorse a request as each endorsing group handles request differently.

Last Updated 12/28/2017

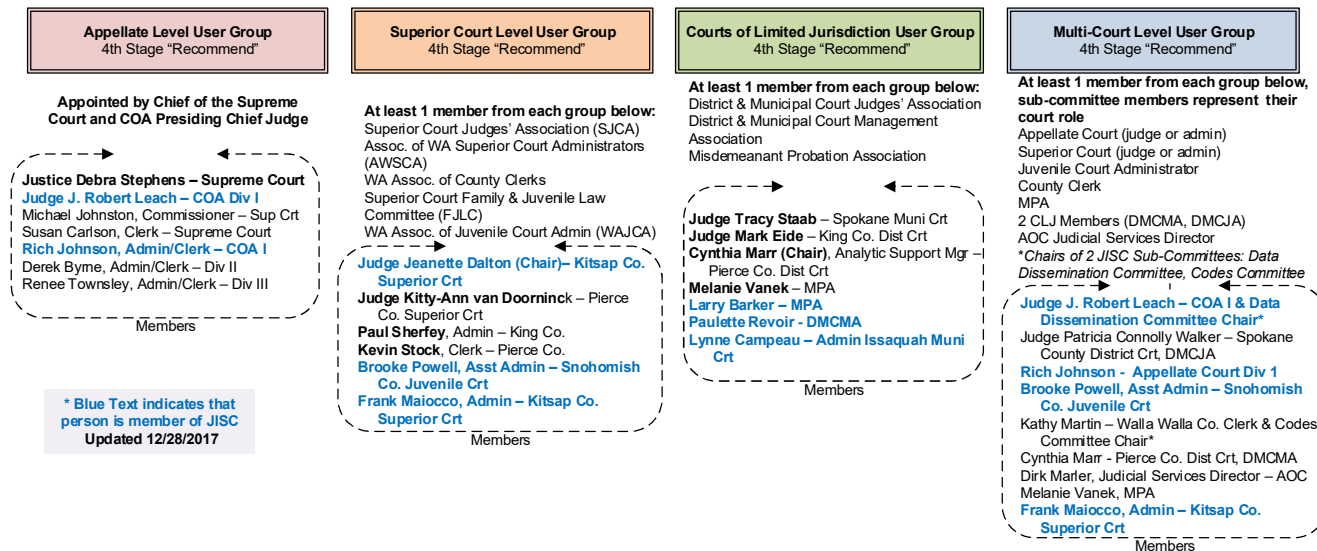
Who Makes the Decisions?

IT Governance

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

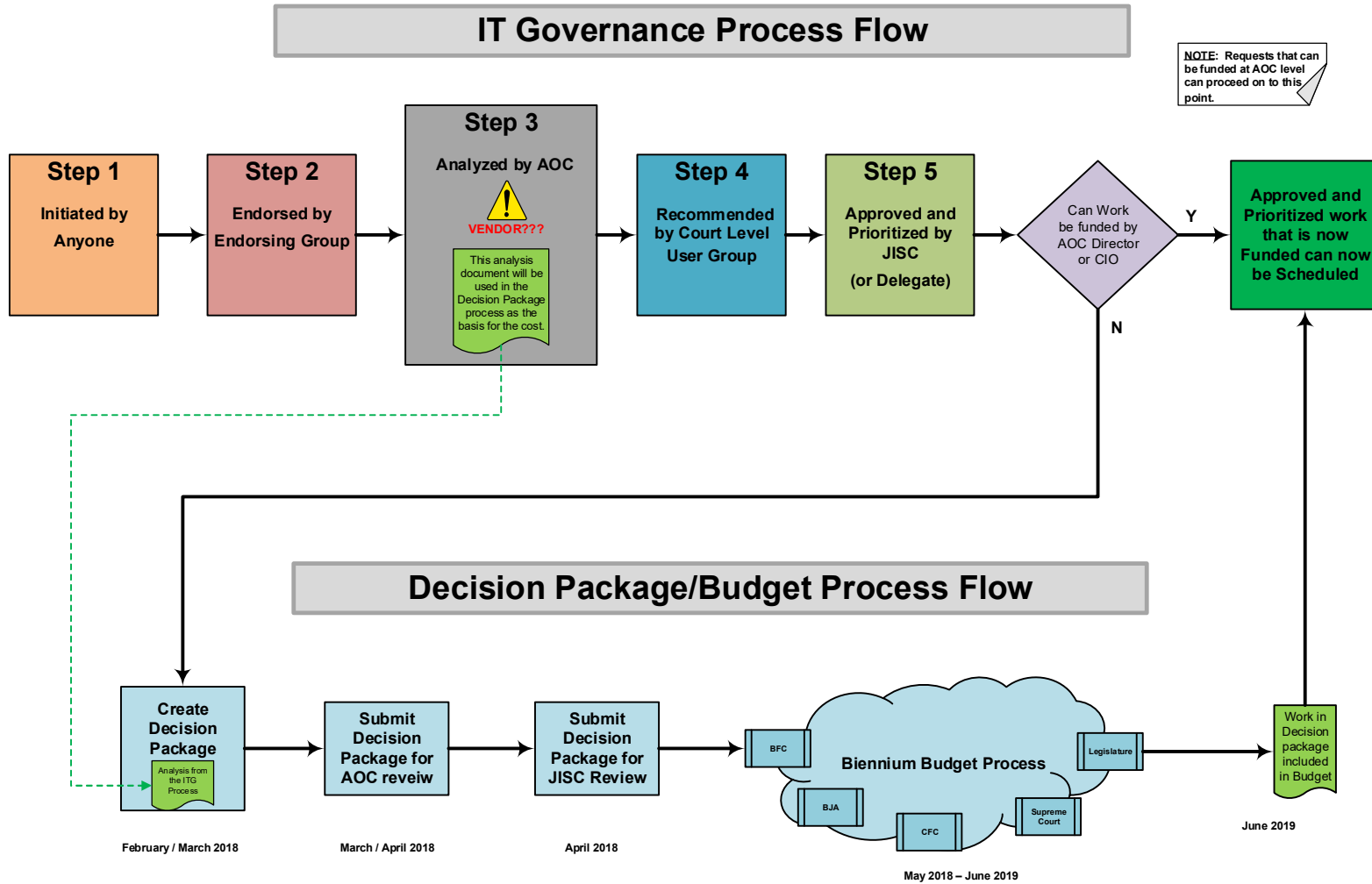


COURT LEVEL USER GROUPS (4th Stage "Recommend")



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

How It Fits in the Budget Process



Decision Point: ITG 252

252 - Appellate Electronic Court Records

[\[History\]](#)

Request Status Summary

Request Status Awaiting Authorization

Request Detail

Requestor Name: Johnson, Richard D	Request Type:	Change or Enhancement
Origination Date: 03/05/2018	Which Systems are affected?	Appellate Court System (ACORDS)
Requestor Email: richard.johnson@courts.wa.gov	Other affected Systems / Business Processes	Appellate ECMS
Requestor Phone: 206-464-5871	Business Area:	Records Management
Recommended Endorser: Appellate Courts Endorsing Group	Communities Impacted:	Appellate Court Judges Appellate Court Clerks Public and Other Users
	Impact if not Resolved:	High

Impact Description:

Failure to fund expansion of the Appellate ECMS application to establish Appellate Electronic Court Records will result in the continuation of manual, paper based processes, increased litigant costs, and reduced public access.

Request Attachments

[Appellate ECMS Project - Strategic Planning Outline Adopted 7-2017.docx](#)

What is the Business Problem or Opportunity

This request involves appellate records and case management. The Appellate ECMS project was implemented during the 17 - 19 biennium, replacing three independent internal document management systems in the Court of Appeals and introducing a document management system in the Supreme Court. The implementation of the OnBase document management system in the appellate courts has established a common internal document management system for the Washington Appellate Courts.

The legislature has approved funding for further development of the internal system during fiscal year 2019. The supplemental funding for FY19 will support further development of case processing and calendaring workflows in the Court of Appeals and Supreme Court.

This ITG request is an extension of these efforts. The request for funding for Appellate Electronic Court Records envisions the use of the OnBase Document Management System to support the transition of the official appellate court record from a paper based case file to an electronic case file. This transition has been made at the trial court level in many jurisdictions across the state and is critical to further case processing efficiencies, improved services, and access to appellate court records.

The successful transition to Appellate Electronic Court Records will result in mandatory electronic filing by attorneys, creating internal operational efficiencies, as well as improved access to court employees, litigants, lawyers, justice partners, and ultimately the public.

Funding is requested to further develop Appellate ECMS application to facilitate statewide appellate electronic court records, implement comprehensive case processing workflows, enhance access to appellate records, and establish the infrastructure and archiving platforms to ensure system stability and appellate court records retention and management.

Expected Benefit:

Funding and implementation of a statewide appellate electronic court records application will enhance and improve appellate court case processing, create internal case processing efficiencies, reduce appellate case processing delays, improve access to appellate court records for all courts, the bar, litigants, and the public.

In addition to the benefits realized by court participants and the public, the elimination of manual, paper based case processing will reduce storage costs, improve internal case processing through electronic workflows, and expedite the opinion filing and distribution processes.

Any Additional Information:

This request is being submitted in accordance with the Appellate ECMS Project Strategic Plan adopted by the Appellate ECMS Executive Steering Committee on July 31, 2017 (see attached).

Endorsement Detail

Endorsing Committee	Endorsing Action:	Endorsed
Appellate Courts Endorsing Group		
Endorser Name:		
Stephens, Debra L.		
Origination Date:		
03/07/2018		
Endorser Email:		
debra.stephens@courts.wa.gov		
Endorser Phone:		
360-357-2050		

AOC Analysis Detail

Analysis Date:	04/05/2018	Request Summary:
Request Rationale		
Aligns with JIS Business Priorities, IT Strategies & Plans:	Yes	This request is to transition Washington State official appellate court case records from a paper based file to an electronic file by 2021 to further case processing efficiencies, improved services, and access to appellate court records.
Aligns with applicable policies and with ISD Standards:	Yes	
Breadth of Solution Benefit:	Wide	Business Impacts:
Cost Estimates		Implementation of a statewide appellate electronic court records application will enhance and improve appellate court case processing, create internal case processing efficiencies, reduce appellate case processing delays, improve access to appellate court records for all courts, the bar, litigants, and the public. In addition to the
Cost to Implement?	\$2,104,000	
Feasibility Study needed?	No	
Court Level User Group		

Appellate Courts
Approving Authority JISC

benefits realized by court participants and the public, the elimination of manual, paper based case processing will reduce storage costs, improve internal case processing through electronic workflows, and expedite the filing and distribution processes.

Summary of Proposed Solution

Enhancements to appellate ECMS. Appellate ECMS requires several capabilities to support the business of appellate courts.

Improvements to documents access. The solution will implement capabilities to improve access to the appellate court documents to all stakeholders.

Mission critical system analysis and enhancements. The AC-ECMS system is mission critical to the business of appellate courts. It requires enhancements to infrastructure and architecture to enable its operation.

Proposed Solution

Reference attached analysis.

Additional Systems Affected

Appellate Court System (ACORDS)
Other

Communities Impacted

Appellate Court Judges
Appellate Court Clerks
Public and Other Users

AOC Analysis Attachments

[252 Analysis - Appellate Electronic Court Records.pdf](#)

Confirmation of Endorsing Action Detail

Endorsing Committee
Appellate Courts Endorsing Group

Endorser Name:

Dunn, Curtis

Origination Date:

04/05/2018

Endorser Email:

Curtis.Dunn@courts.wa.gov

Endorser Phone:

360-704-4045

Endorsing Action: Endorsed

Endorser's Explanation and Comments

Business Liason Curtis Dunn endorsing upon behalf of Justice Stephens.

Court Level User Group Decision Detail

CLUG Appellate Courts
Chair of Group Justice Stephens

Scoring Detail

Date of Decision	04/05/2018	In making their decision, detailed score values were not provided by Appellate Courts.
Decision		
Decision to Recommend for Approval	Unanimously recommended to the approving authority	
Priority Processing Status	Prioritized	

Additional Notes

Business Liason Curtis Dunn approving upon behalf of Justice Stephens.



Request:

This request is to transition Washington State official appellate court case records from a paper based file to an electronic file by 2021 to further case processing efficiencies, improved services, and access to appellate court records.

The request is also to further develop Appellate ECMS application to facilitate statewide appellate electronic court records, implement comprehensive case processing workflows, enhance access to appellate records, and establish the infrastructure and archiving platforms to ensure system stability and appellate court records retention and management.

Summary of Proposed Solution:

The solution consists of the following:

1. Enhancements to appellate ECMS

Appellate ECMS requires several capabilities to support the business of appellate courts. The broad scope of enhancements include:

- Enhancements to the current electronic document management system to make all court case related business workflows electronic.
 - Additional Court of Appeals workflows for:
 1. Screening
 2. Opinion processing
 3. Calendar generation
 4. Disposed cases
 - Supreme Court workflows for:
 1. Motion for reconsideration
 2. Department motion calendar
 3. En Banc calendar
 4. Circulating attorney discipline cases
 5. Justice's motions
 6. Clerk's motion calendar
 7. Commissioner's motion calendar
 8. Submitting PRPs to Commissioner's office
 9. Disposing cases
 - Recusal management
 - Generating correspondence to case parties
 - Publishing case documents to external systems
 - Management reporting
 - Case status dashboards
 - Electronic transmission of mandates and certificates to trial courts
 - Convert all remaining hardcopy case documents to electronic documents in AC-ECMS

2. Improvements to documents access

The solution will implement capabilities to improve access to the appellate court documents to all stakeholders. These capabilities include:

- Enhance the appellate court electronic filing system to implement electronic offender filing.
- Computer terminals installed in the Supreme Court and Court of Appeals Divisions I, II, and III to access court documents electronically by public and case participants.
- Establish a website that allows case participants and the public appropriate access to court case documents.
- Mandatory electronic filing by attorneys
- Remote access for chambers staff.
- Providing access to relevant case documents to authorized filers via the current electronic filing web application.
- E-Commerce/payment capabilities to enable customers/public to purchase authorized documents.

3. Mission critical system analysis and enhancements

The AC-ECMS system is mission critical to the business of appellate courts. It requires enhancements to infrastructure and architecture to enable its operation. The solution should enable the following:

- Build redundant hardware and network capabilities for the AC-ECMS
- Some of the eFiling technology components such as use of Cold Fusion may need to be replaced using modern technologies (HTML5/CSS/Java Script).
- ACORDS application needs to be sustainable and well integrated with document management system.
 - Perform analysis of the current state of ACORDS and prepare decision package for upgrading/replacing ACORDS
- Implement archival of electronic records with the State Archives and store documents that meet archival status in digital format.

Sizing:

The following estimate is based upon the best available information and does not include cost or effort estimates for on-going maintenance of the enhancement.

1. Enhancements to appellate ECMS

Group	Hours	Tasks
Business Analysis	1000 - 1400	Gather and document requirements & assist as needed to develop and implement, write release notes
Architecture	800-1200	Analysis and design documentation
Maintenance (Java)	200-300	Tech analysis/design, documentation and unit testing for writing SQL Views
Data Warehouse	0 - 100	Changes in DW
Infrastructure	200-300	Configure support infrastructure
Quality Control	500 – 900	Testing and validation
Project Management	1000-1500	Oversight and coordination
Total	3700 - 5700 hours	

ISD staff costs average \$76 per hour. Contractor staff generally costs \$120 - \$150 per hour.

Specialized Vendor resources \$225 per hour for tech analysis/design, documentation and unit testing:

- OnBase Development - 800-1200 hours

In addition, there are additional costs to implement the solution:

- Hardware and Software Costs: **\$200,000**
- Training Costs: **\$45,000**

2. Improvements to documents access

Group	Hours	Tasks
Court Education	0	
Business Analysis & Business Liaison	350-450	Gather and document requirements & assist as needed to develop and implement, write release notes
Architecture	200-500	Analysis and design documentation
Maintenance (Java)	100-200	Tech analysis/design, documentation and unit testing for any integration and SQL Views
Web Development	700 - 1100	Enhancing eFiling Application
Infrastructure	200-300	Configure support infrastructure
Quality Control	300 - 500	Testing and validation
Project Management	400 - 600	Oversight and coordination
Total	2250 - 3650 hours	

Specialized Vendor resources \$225 per hour for tech analysis/design, documentation and unit testing:

- OnBase Development - 400-600 hours

In addition, there are additional costs to implement the solution:

- Hardware and Software Costs: **\$104,000**
- Training Costs: **\$10,000**

3. Mission critical system analysis and enhancements

Group	Hours	Tasks
Business Analysis & Business Liaison	300-500	Gather and document requirements & assist as needed to develop and implement, write release notes
Architecture	400-600	Analysis and design documentation
Maintenance (Java)	100-400	Tech analysis
Infrastructure	300-500	Configure support infrastructure
Quality Control	300 - 500	Testing and validation
Project Management	300 - 500	Oversight and coordination
Total	1700 – 3,000 hours	

Specialized Vendor resources \$225 per hour for tech analysis/design, documentation and unit testing:

- OnBase Development - 200-400 hours

In addition, there are additional costs to implement the solution:

- Hardware and Software Costs: **\$200,000**
- Training Costs: **\$10,000**

Sizing Summary:

	Range		Average Estimate	Staff Costs*	Contracted Cost*	Blended Rate (50-50 mix)*	Hardware, Software & Training*	
	Min	Max						
1. Enhancements to appellate ECMS								
Project Staff & Others	3700	5700	4700	\$357,200	\$705,000	\$531,100	\$245,000	
Specialist Resources (OnBase)	800	1200	1000	\$180,000	\$270,000	\$225,000		
2. Improvements to documents access								
Project Staff & Others	2250	3650	2950	\$224,200	\$442,500	\$333,350	\$114,000	
Specialist Resources (OnBase)	400	600	500	\$90,000	\$135,000	\$112,500		
3. Mission critical system analysis and enhancements								
Project Staff & Others	1700	3000	2350	\$178,600	\$352,500	\$265,550	\$210,000	
Specialist Resources (OnBase)	200	400	300	\$45,000	\$90,000	\$67,500		
Totals	9,050	14,550	11,800	\$1,075,000	\$1,995,000	\$1,535,000	\$569,000	
Estimated Cost							\$2,104,000	
Cost Range	\$1,644,000 to \$2,564,000							

* Staff Costs: \$76/hour; Contracted Staff Costs: \$150/hour; Specialized vendor resource cost: \$225/hour

From the table above, this request will require an effort in the range of 9050 hours to 14550 hours and can be accomplished ONLY by a combination of AOC and Court of Appeals internal resources, along with additional contracted staff and vendor resources. The cost of the project would be in the range of around \$1.6MM to \$2.56MM with an expected cost of around \$2.1MM.

AOC estimates that this project would take 24 months to complete. This is an estimate of the duration of the project from the date work would begin on the project until final implementation.

Business Impacts:

Implementation of a statewide appellate electronic court records application will enhance and improve appellate court case processing, create internal case processing efficiencies, reduce appellate case processing delays, improve access to appellate court records for all courts, the bar, litigants, and the public. In addition to the benefits realized by court participants and the public, the elimination of manual, paper based case processing will reduce storage costs, improve internal case processing through electronic workflows, and expedite the filing and distribution processes.

Proposed Business Solution:

Updates to current systems are outlined in Washington State Appellate Courts Electronic Court Records Strategic Plan.

Assumptions:

- AOC and Court of Appeals resources will be available for this project - analysis, design, development and test

Risks:

1. Using a specialized third-party system (Hyland OnBase) for developing a complete application increases the need for specialized resources and total cost of ownership.
2. There is a support risk for eFiling capabilities for appellate courts as they are considered to be web pages rather than an application.

Appellate ECMS Project
Strategic Planning Outline
Adopted by the AC – ECMS Executive Steering Committee
July 31, 2017

Phase I – Implementation and Stabilization **7/16 – 6/18**

Release 1 → July 2016 – June 2017

Release 1 is the initial implementation of a common Hyland OnBase Document Management System (DMS) for all Washington appellate courts.

- Replicate functionality of existing Document Management Systems
- Implement five Court of Appeals workflows and three Supreme Court workflows
- Conduct customer “system test drive” to validate system readiness
- Develop system and training documentation
- Conversion of documents from existing internal Court of Appeals Document Management Systems (DMS) to OnBase
- Conversion of Supreme Court documents from shared drive to OnBase
- Support Go Live efforts at four court locations
- Implement common internal DMS for all appellate courts
- Configuration of the new portal to upload documents directly into OnBase

Release 2 (No additional funding)→ July 2017 – June 2018

Release 2 is the stabilization and continued maturation of the common OnBase DMS.

- Implement “WebStart” which is an interim solution/platform for ACORDS to eliminate the issues with Java versions.
- Stabilize on Onbase platform
- Keep the system current and on a supported version of the software. Enhance/expand system user documentation and training. The Clerks will define their operational business processes and will create an OnBase Desk Manual for staff.
- Develop and implement a system stability and reliability plan to maintain system availability to the court users.

- Create a development and test environment to support post implementation development, as well as the live production database.
- Define operational processes.
- Continue to maintain, enhance, and/or expand system functionality based on the sprint backlog.
- System maturation regarding user interface, basic statistical reporting, and integration with the Appellate CMS database (ACORDS) – based on court priority.
- Develop supplemental budget request for Phase II, including a larger support staff component.
- Obtain JISC approval for supplemental budget request.
- Secure funding in supplemental budget for Phase II enhancements and ACORDS modifications.
- Establish operational governance for the system (i.e., formation of a Court User Work Group (CUWG) for the Appellate Courts).
- Develop a “Help Desk” Operational Support Plan.

Phase II – System Enhancement and Maturation 7/18 – 6/19 (2018 Supplemental Budget Request)

- Keep the system current and on a supported version of the software; including updates to end user training and documentation. Expand the integration capability to the Appellate CMS (ACORDS) by purchasing the ‘enterprise’ version of Application Enabler license to allow more than one application to integrate to OnBase.
- Purchase Reporting Dashboard module/license
- Continue system development to support the following functionality that does not currently exist in the ECMS and needs to be developed.
 - Screening
 - Calendar support
 - Develop and support management, annual, and ad hoc report generation
 - Recusal management
 - Support processing payment of filing fee for personal restraint petitions filed through the web portal
 - Electronic transmission of mandates and certificates of finality to trial court
 - Full utilization of Application Enabler
 - Records management/archiving

- Continue E-Filing portal development to support user registration, system integration, and enhanced access
- ACORDS enhancements/modifications to support electronic court records environment
- Develop a business plan for development and implementation of statewide Appellate Electronic Court Records, which may include the modernization of ACORDS.
- Obtain JISC support for Electronic Court Records Project

Develop and submit 19 – 21 biennial budget request for full implementation of electronic court records in appellate courts and associated web interface to the bar and public.

Phase III – Appellate Electronic Court Records 7/19 – 6/21 **Goal: No More Paper; Print on Demand**

- Implement/transition appellate courts to Electronic Court Records (ECR) environment
- Keep the system current and on a supported version of the software; including updates to end user training and documentation. Enhance, improve, modernize ACORDS code/platform
- Expand system access to include improved case participant interface and functionality
- Expand system functionality to include public access component
- Expand system functionality to support access and interface with justice partners

JISC IT Governance Priorities

JISC Priorities					
Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	2	Superior Court Case Management System	In Progress	JISC	High
2	102	Courts of Limited Jurisdiction Case Management System	In Progress	JISC	High
3	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
4	62	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
Mandatory Requests					
Mand	240	Change DOL/AOC Interfaces	In Progress	JISC	Unspecified

SMC AOC Data Exchange

Request Detail

<p>Requestor Name: Kurle, Sam</p> <p>Origination Date: 08/31/2010</p> <p>Requestor Email: sam.kurle@seattle.gov</p> <p>Requestor Phone: 206-615-1034</p> <p>Recommended Endorser: District and Municipal Court Judges' Association</p>	<p>Request Status: Awaiting CLUG Recommendation</p> <p>Request Type: Change or Enhancement</p> <p>Which Systems are affected? Judicial Information System (JIS) Superior Court Management Information System (SCOMIS) Data Warehouse Judicial Access Browser System (JABS) Case and Criminal History (CACH) Other</p> <p>Business Area: Records Management</p> <p>Communities Impacted: Appellate Court Judges Appellate Court Clerks Superior Court Judges County Clerks Superior Court Administrators CLJ Judges CLJ Managers State Agencies</p> <p>Impact if not Resolved: Medium</p>
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What is the Business Problem or Opportunity

Currently, the Seattle Municipal Court (SMC) send its Criminal Cases and dispositions to the AOC, which allows other State courts the ability to retrieve SMC Case history within the appropriate AOC systems. Since SMC staff utilize a separate case management system (MCIS), they must perform defendant research in both MCIS and the appropriate state systems (JABS, DISCIS) in order to gather defendant criminal history.

Currently, SMC infractions are not submitted to the AOC, though we do send them to DOL & WSP.

The Court desires to work with the AOC to develop a two-way data exchange, which would expand the current SMC/AOC data exchange to include infractions and develop a new data exchange with the AOC that would allow for the retrieval of SMC defendant criminal history into the SMC case management system.

Expected Benefit:

The benefit to SMC would be a reduction in defendant research times by not being required to use two separate systems.

The benefit to the non-SMC courts would be a reduction in defendant research times by not being required to use two separate systems.

Endorsement Detail

<p>Endorsing Committee District and Municipal Court Judges' Association</p> <p>Endorser Name: Buzzard, R W</p> <p>Origination Date: 11/03/2010</p> <p>Endorser Email: rw.buzzard@lewiscountywa.gov</p> <p>Endorser Phone: 360-740-1281</p>	<p>Endorsing Action: Endorsed</p> <p>Endorser's Explanation and Comments DMCJA spoke with requestor and a full two way exchange of smc data and aoc data to be explored.</p>
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AOC Analysis Detail

Analysis Date:	03/31/2011
Request Rationale	
Aligns with JIS Business Priorities, IT Strategies & Plans:	Yes
Aligns with applicable policies and with ISD Standards:	Yes
Breadth of Solution Benefit:	Wide
Cost Estimates	

Key Business Objectives:

Currently, SMC infractions are not submitted to the AOC, though SMC does send them to the Department of Licensing and the Washington State Patrol. The Court desires to work with the AOC to develop a data exchange, which would expand the current SMC/AOC data exchange to include infractions and develop a new data exchange with the AOC that would allow for the retrieval of SMC defendant criminal history.

SMC AOC Data Exchange

Cost to Implement? 1427 hours
Projected Maintenance cost? Unknown
Feasibility Study needed? No
Court Level User Group
 Courts of Limited Jurisdiction

Benefits and Business Value:

The benefit to SMC would be a reduction in defendant research times by not being required to examine data in two separate systems. The benefit to the non-SMC courts would be the availability of more detailed SMC data.

AOC Analysis - Proposed Solution

In order to meet SMC needs, AOC will develop and implement a secure pass through of login and data request from the MCIS view only GUI to the JABS application.

In order to meet the CLJ needs, AOC will enhance the existing nightly SMC process to meet the expanded data needs of the other CLJ courts. An analysis of the data is required and a joint data mapping effort between SMC and AOC analysts to determine the compatibility and quantity of the data involved. A new process will be developed and implemented to load data into the production database tables instead of the existing archive tables. The existing programs/processes that currently do a nightly load to archive tables will now load production tables instead. AOC will reuse as much of the current process/code as possible to shorten the development of the new process once the SMC data has been mapped to AOC production tables.

AOC Analysis - Proposed Approach

See attached analysis.

AOC Analysis Attachments

- [Analysis of ITG Request 027 - SMC Data Exchange.pdf](#)
- [Support Letter from Seattle Muni Pres Judge.pdf](#)

Confirmation of Endorsing Action Detail

Endorsing Committee
 District and Municipal Court Judges' Association
Endorser Name:
 Marin, Vicky, on behalf of the District and Municipal Court Judges' Association
Origination Date:
 04/08/2011
Endorser Email:
vicky.marin@courts.wa.gov
Endorser Phone:
 360-704-4068

Endorsing Action: Endorsed
Endorser's Explanation and Comments
 The DMCJA requests that the data exchange include as much information from Seattle Municipal Court as practicable.

Analysis of IT Governance Request #027 – SMC AOC Data Exchange Solution

Request:

Currently, Seattle Municipal Court (SMC) sends its Criminal Cases and dispositions to the AOC, which allows other State courts the ability to retrieve SMC Case history within the appropriate AOC systems. Since SMC staff utilizes a separate case management system, Municipal Court Information System (MCIS), they must perform defendant research in both MCIS and the appropriate state systems such as Judicial Access Browser System (JABS) and Judicial Information System (JIS) in order to gather defendant criminal history.

Currently, SMC infractions are not submitted to the AOC, though SMC does send them to the Department of Licensing and the Washington State Patrol. The Court desires to work with the AOC to develop a data exchange, which would expand the current SMC/AOC data exchange to include infractions and develop a new data exchange with the AOC that would allow for the retrieval of SMC defendant criminal history.

Additional information was provided by Sam Kurle of SMC. Meeting the needs of the CLJ's to see SMC's active data that maps to JIS data could be accomplished by SMC working with AOC staff to do a mapping exercise to identify the data.

In order to meet the needs of the SMC, AOC will investigate providing an interface with JAB's for SMC to use (they have offered to assist AOC if needed with the JAVA). SMC needs to investigate using their application to interface with the new JABS web service.

Summary of Analysis:

SMC needs to have seamless interaction to the application within MCIS, i.e. no logon is needed to access JABS; it is done through the MCIS application. This would have to be approved by the AOC Security Architect, or a security solution would have to be developed. Once logged on to SMC application query information will be passed to the JABS application and returned to the MCIS graphical user interface (GUI). The other CLJ's want to see everything about an SMC case that they currently see on a JIS case; currently SMC only sends domestic violence and closed cases to JIS. They want to see open cases from SMC. AOC currently receives a nightly load of closed cases from SMC with limited data. AOC can enhance the existing nightly SMC process to meet the expanded data needs of the other CLJ courts. This is not really a data exchange in a true sense. They are two separate one way information requests. One is for court staff submitting a query for information from AOC in real time. The other is doing a nightly batch load of SMC data to AOC. AOC would not be sending any data to another system; instead AOC would be enhancing the AOC database with SMC data that is being viewed through the use of existing AOC court applications.

Sizing:

The following estimate is based upon the best available information and does not include cost or effort estimates for on-going maintenance of the enhancement. This analysis was approved by the Administrative Office of the Court's (AOC) Operations Control Board on March 31st, 2011.

This enhancement would be accomplished by AOC’s internal resources. The systems affected by the change would be: JIS and JABS. If this request is recommended by the court level user group, this request will proceed to the Judicial Information Systems Committee for authorization.

AOC estimates that this project would take 6 – 12 months to complete, depending on the final solution design. This is an estimate of the duration of the project from the date work would begin on the project until final implementation.

Group	Hours	Tasks
Court Education	60	Possible documentation and training changes
Business Analysis	20	Confirmation of business needs
Architecture	50	Produce solution design and oversight
Maintenance (COBOL, Natural, Java)	800	Develop solution*
Data Warehouse	40	Analysis of SMC and AOC data compatibility
Quality Assurance	320	Testing *
Project Management	137	Manage project *
Total	1427 hours (+/- 40%)	
* Development time is dependent on reusability of existing code. Estimate assumes little reusability of code.		

ISD staff costs average \$76 per hour. Contractor staff generally costs \$120 - \$150 per hour.

Business Impacts:

The benefit to SMC would be a reduction in defendant research times by not being required to examine data in two separate systems. The benefit to the non-SMC courts would be the availability of more detailed SMC data.

Proposed Solution:

In order to meet SMC needs, AOC will develop and implement a secure pass through of login and data request from the MCIS view only GUI to the JABS application.

In order to meet the CLJ needs, AOC will enhance the existing nightly SMC process to meet the expanded data needs of the other CLJ courts. An analysis of the data is required and a joint data mapping effort between SMC and AOC analysts to determine the compatibility and quantity of the data involved. A new process will be developed and implemented to load data into the production database tables instead of the existing archive tables. The existing programs/processes that currently do a nightly load to archive tables will now load production tables instead. AOC will reuse as much of the current process/code as possible to shorten the development of the new process once the SMC data has been mapped to AOC production tables.

Assumptions:

1. We can repurpose existing programs to shorten development.

Risks:

1. Availability of AOC and SMC IT staff could significantly impact the duration of this project.

62 - Automate Courts DCXT Table Entries

[\[History\]](#)

Request Status Summary

Request Status	Authorized
JISC Priority	5
Clarity Project ID:	PRJ-00136
Status Comment	Authorized by the JISC on May 4th, 2012.

Request Detail

Requestor Name: Winn, Janice	Request Type:	Change or Enhancement
Origination Date: 12/28/2010	Which Systems are affected?	Judicial Information System (JIS)
Requestor Email: janice.winn@courts.wa.gov	Business Area:	Accounting
Requestor Phone: 360-705-5323	Communities Impacted:	CLJ Managers
	Impact if not Resolved:	High

Impact Description:

Recommended Endorser:

District and Municipal Court Management Association

- Courts continue manual entries that are time intensive
- Possible loss of Revenue to JIS Fund and State Accounts

Request Attachments

[DCXT Table.pdf](#)
[DCXT Worksheet for CLJ.pdf](#)
[DCXT Worksheet for SC.pdf](#)
[ITG REQUEST- DCXT.pdf](#)

What is the Business Problem or Opportunity

- Courts have to update their DCXT tables manually for every new BARS Code released due to new legislation.
- This involves detailed and time intensive work for the court.
- This involves detailed and time intensive work for Customer Services accounting staff.
- For every BARS Code, there can be four to nine sub-accounts that need to be set up under each new BARS Code with its own remittance BARS Code. This work is multiplied by however many jurisdictions a court may have.
For Example: Updates to the DCXT Tables are due by 01/01/2011 as follows, 17 new BARS Codes with four sub-accounts each, two BARS Codes with seven sub-accounts and one BARS Code with three sub-accounts for a total of 85 table entries per each court's jurisdictions.
- Courts may enter incorrect remittance BARS Codes redirecting the money from the intended accounts.
- Some courts do not set up their DCXT table so money is not directed to the correct accounts. Sub-account money dedicated for JIS Fund and other state accounts would show as local money.

Expected Benefit:

- Save the court time – no manual entries needed
- JIS Fund would receive proper revenue
- State Accounts would receive proper revenue

Any Additional Information:

Other Communities Impacted:

County Clerks

State Agencies funded by legislative assessments

AOC - JIS Fund and forensic accounting

Other parties for input - Ramsey Radwan AOC

Endorsement Detail

Endorsing Committee District and Municipal Court Management Association	Endorsing Action:	Endorsed
Endorser Name: Vance, Aimee R		
Origination Date: 01/03/2011		
Endorser Email: avance@ci.kirkland.wa.us		
Endorser Phone: 425-587-3163		

AOC Analysis Detail

Analysis Date:	09/15/2011
Request Rationale	
Aligns with JIS Business Priorities, IT Strategies & Plans:	Yes
Aligns with applicable policies and with ISD Standards:	Yes
Breadth of Solution Benefit:	Wide
Cost Estimates	
Cost to Implement?	735 hours
Feasibility Study needed?	No
Court Level User Group	
Multi-level CLUG	
Approving Authority	JISC

Request Summary:

This request seeks to automate the process for updating the County Department Cross Reference (DCXT) tables. Courts have to manually update their DCXT tables for every new Budgeting, Accounting and Reporting System (BARS) Code established due to new legislation. Errors occur in this process which can lead to misdirected funds.

Business Impacts:

Implementing this request would save court staff time by eliminating manual entries. In addition it would help ensure that the JIS

fund and other state funds receive the proper revenue.

Summary of Proposed Solution

The Administrative Office of the Courts (AOC) would implement an enhancement to the Judicial Information System to automate the update of BARS codes for local courts.

Proposed Solution

AOC would develop four new views of the BARS Code/Sub-Account Remittance BARS Codes for data maintenance activities. The views may be implemented as either a one screen solution or in a four screen solution. AOC prefers the one screen solution and will implement it if it is determined to be feasible.

Additional Systems Affected

Judicial Information System (JIS)

Communities Impacted

County Clerks
CLJ Managers

AOC Analysis Attachments

[Analysis of ITG Request 062 - Automate Courts DCXT Table Entries.docx](#)

Confirmation of Endorsing Action Detail

Endorsing Committee District and Municipal Court Management Association	Endorsing Action:	Endorsed
Endorser Name: Vance, Aimee R		
Origination Date: 12/12/2011		
Endorser Email: avance@ci.kirkland.wa.us		
Endorser Phone: 425-587-3163		

Court Level User Group Decision Detail

CLUG	Multi-level CLUG	Scoring Detail	Score / Possible
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Chair of Group	Rich Johnson	Business Value	10 / 10
Date of Decision	03/07/2012	Relative Priority	7 / 10
Decision		Cost	3 / 5
Decision to Recommend for Approval	Unanimously recommended to the approving authority	Complexity/Level of Effort	9 / 10
Priority Processing Status	Prioritized	Risk	5 / 5
		Benefit / Impact	5 / 5
		Impact of Doing Nothing	3 / 5
		Total Score	42 / 50
Ranking			
Request Priority	1		
Request Importance	Medium		

Implementation Detail

Analysis Date:

Implementation Stage Authorized

Prioritization Option: Prioritized

Comments:

Authorized by the JISC on May 4th, 2012.

Analysis of IT Governance Request #062 Automate Courts DCXT Table Entries

Request:

This request seeks to automate the process for updating the County Department Cross Reference (DCXT) tables. Courts have to manually update their DCXT tables for every new Budgeting, Accounting and Reporting System (BARS) Code established due to new legislation. Errors occur in this process which can lead to misdirected funds.

Summary of Proposed Solution:

The Administrative Office of the Courts (AOC) would implement an enhancement to the Judicial Information System to automate the update of BARS codes for local courts.

Sizing:

The following estimate is based upon the best available information and does not include cost or effort estimates for on-going maintenance of the enhancement.

This enhancement would be accomplished by AOC’s internal resources. The systems affected by the change would be: JIS. If this request is recommended by the court level user group, this request would proceed to the Judicial Information Systems Committee for authorization.

AOC estimates that this project would take 4 – 5 months to complete. This is an estimate of the duration of the project from the date work would begin on the project until final implementation.

Group	Hours	Tasks
Court Education	120	Documentation, communication and collaboration
Business Analysis	35	Gather and document requirements and consult with other ISD groups
Architecture	0	
Maintenance (Legacy)	400	Tech analysis/design, documentation and unit testing
Data Warehouse	0	
Quality Control	140	Testing and validation
Project Management	40	Oversight and coordination
Total	735 hours	
Total AOC Staff Costs = \$52,740		

ISD staff costs average \$76 per hour. Contractor staff generally costs \$120 - \$150 per hour.

Business Impacts:

Implementing this request would save court staff time by eliminating manual entries. In addition it would help ensure that the JIS fund and other state funds receive the proper revenue.

Proposed Solution:

AOC would develop four new views of the BARS Code/Sub-Account Remittance BARS Codes for data maintenance activities. The views may be implemented as either a one screen solution or in a four screen solution. AOC prefers the one screen solution and will implement it if it is determined to be feasible. The four conditions are:

1. **No new or removed sub-accounts associated with BARS Code, just changes to distribution splits. (*There are always new BARS for changes in distribution splits.*)**
For these instances, a screen is presented so the courts can view the changes that were made for them. Users just need to enter the old BARS code or the new BARS code and the associated information presented. This screen is read only for old BARS/Remit information but editable on the new side of the screen if courts need to make changes to the County/Dept Code local codes.
2. **Creation of a completely new BARS Code based on new legislation and creation of new fee.** In these instances the court will need to provide all the associated local account codes. They will need to enter the new BARS Code. This will bring up the list of associated Remit Account code(s) and Remittance BARS as defined by AOC. The local court will just need to enter their associated County/Dept Code.
3. **Modification of existing BARS code because of addition of new revenue source (new split item) in BARS Code. (*New BARS Codes would be added – Not modified.*)** The local court will need to add their local Codes. When the user enters either the new or old BARS code the screen will display all associated information. In the New section, if an old sub account has been removed, the line is left blank. New codes are presented at the bottom of the list in the New section of the screen. This will allow the user to better map the copied over account information, deleted information, and identify the new codes needed.
4. **Modification of existing BARS code because of deletion of new revenue source (new split item) in BARS Code. (*New BARS Codes would be added – Not modified.*)** When all that happens is that a remittance sub account group(s) are removed from a BARS Code the screen will display old codes and the news codes with blanks in the new codes list that have been deleted. The New section of the screen will be editable in case the local court wishes to update their local Codes.

Assumptions:

1. The Maintenance (Legacy) work effort estimate is based on the assumption that four new screens will be required. The work effort required would be about 100 hours lower if the enhancement is accomplished as a single screen.

Risks:

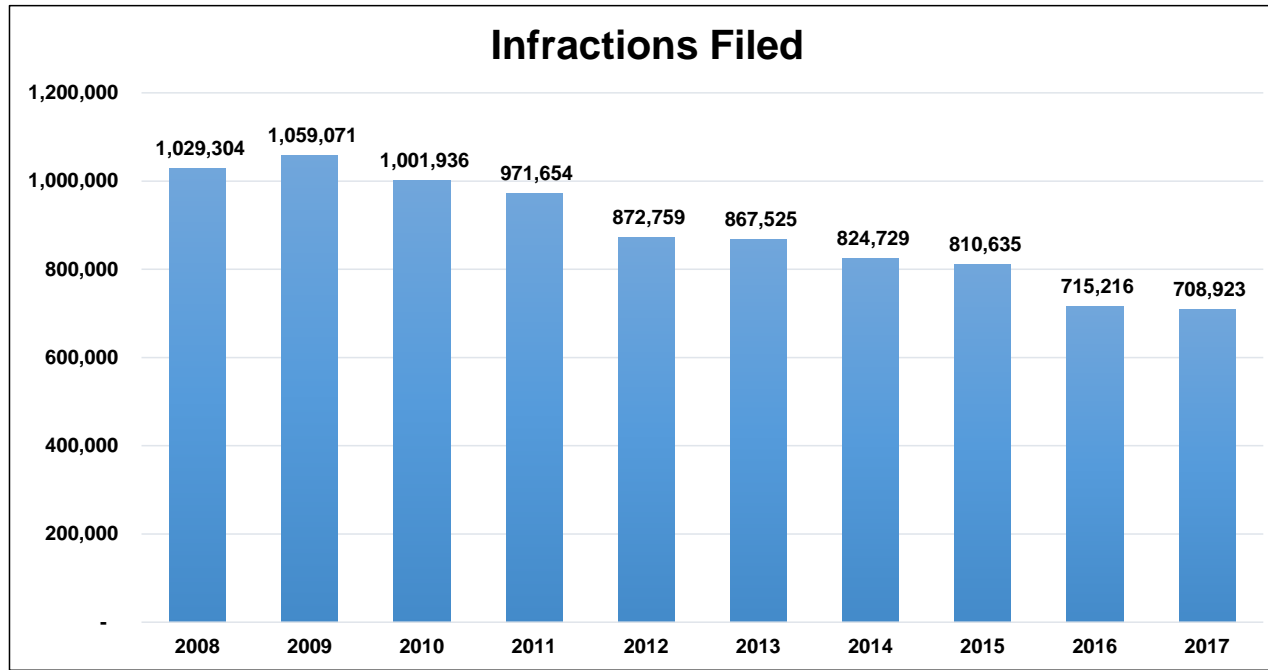
None.

**Administrative Office of the Courts
Information Services Division Project Allocation & Expenditure Update
2017-2019 Allocation**

Biennial Balances as of 03/31/2018

Initiatives--JIS Transition	ALLOTTED	EXPENDED	VARIANCE
Expedited Data Exchange (EDE)			
17-19 Allocation	\$4,339,000	\$4,339,000	\$0
Information Networking Hub (INH) - Subtotal	\$4,339,000	\$4,339,000	\$0
Superior Court CMS			
17-19 Allocation	\$12,000,000	\$10,720,766	\$1,279,234
Superior Court CMS Subtotal	\$12,000,000	\$10,720,766	\$1,279,234
Courts of Limited Jurisdiction CMS			
17-19 Allocation	\$10,000,000	\$1,789,524	\$8,210,476
Courts of Limited Jurisdiction CMS - Subtotal	\$10,000,000	\$1,789,524	\$8,210,476
TOTAL 2017-2019	\$26,339,000	\$16,849,290	\$9,489,710

Traffic Infraction History



	Calendar Year										2017 vs
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2009
Infractions Filed	1,029,304	1,059,071	1,001,936	971,654	872,759	867,525	824,729	810,635	715,216	708,923	-33.06%
Infractions Paid	408,070	399,580	386,909	386,382	354,795	361,315	349,593	351,932	299,161	297,082	-25.65%
Infractions Charged	1,234,822	1,280,185	1,216,501	1,170,275	1,046,052	1,038,863	983,015	961,074	860,803	850,607	-33.56%
Infraction Revenue	\$16,267,290	\$17,709,095	\$17,583,557	\$17,317,193	\$17,065,422	\$16,483,355	\$16,247,781	\$16,330,402	\$17,837,625	\$17,117,927	

**Administrative Office of the Courts
Proposed 2019 – 2021 Biennial Budget Request
April 2018**

Administrative Office of the Courts – Information Technology Requests-<u>Projects</u>				
Title	FTE	Amount Requested	ITG	Priority
CLJ-CMS	21.50	\$14,486,000	102	
Funding is requested to continue the selection and implementation of a case management system for the Courts of Limited Jurisdiction.				
AC-ECMS	4.0	\$2,233,000	252	
Funding is requested for implementation of Appellate Electronic Court Records in the 2019-2021 biennium.				
Total Information Tech. Requests – Projects	FTE 25.5	\$16,719,000		

Administrative Office of the Courts – Information Technology Requests-<u>Other</u>				
Title	FTE	Amount Requested	ITG	Priority
SC-CMS Ongoing Operations	6.0	\$1,440,000	N/A	
Funding is requested to establish permanent funding for staff to perform maintenance, operations and support of the SC-CMS.				
Odyssey Business & Training Support	8.5	\$2,017,000	N/A	
Funding is requested to retain staff to adequately support the Superior Courts and county clerks that have implemented Odyssey.				
EDE Operations & Maintenance	12.0	\$2,982,000	N/A	
Funding is requested for permanent staffing for maintenance and operations the Information Networking Hub – Enterprise Data Repository.				
EDR Future Integrations	0.0	\$1,500,000	N/A	
Funding is requested to integrate additional case management systems with the Information Networking Hub – Enterprise Data Repository.				
Internal Equipment Replacement	0.0	\$1,913,000	N/A	
Funding is requested to replace end of life equipment and to improve performance of heavily used JIS services.				
External Equipment Replacement	0.0	\$1,645,000	N/A	
Funding is requested to replace aged computer equipment at the courts and county clerk's offices.				
Total Information Tech. Requests-Other	FTE 26.5	\$11,497,000	N/A	

**Administrative Office of the Courts
Proposed 2019 – 2021 Biennial Budget Request
April 2018**

Administrative Office of the Courts – Information Technology Requests-Maintenance				
Title	FTE	Amount Requested	ITG	Priority
Odyssey Continuing Operations Support	8.0	\$707,000	N/A	
Funding is requested for continuing operations support staff for the Odyssey superior court case management system's transition from project to operational status.				
Odyssey Maintenance	0.0	\$2,030,000	N/A	
Funding is requested for semi-annual maintenance and support payments for the Odyssey case management system.				
Total Information Tech. Requests-Maintenance	8.0	\$2,737,000	N/A	
Total Information Tech. Requests-Project	25.5	\$16,719,000		
Total Information Tech. Requests-Other	26.5	\$11,497,000		
Total Information Tech. Requests-ALL	FTE 60.0	\$30,953,000		



WASHINGTON
COURTS

District and Municipal Court Judges' Association

President

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April 20, 2018

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Federal Way, WA 98003-6325
(253) 835-3000

Honorable Mary E. Fairhurst
JISC Chair
Washington State Supreme Court
Temple of Justice
PO Box 40929
Olympia, WA 98504-0929

Vice-President

JUDGE SAMUEL G. MEYER
Thurston County District Court
2000 Lakeridge Dr SW, Bldg 3
PO Box 40947
Olympia, WA 98504-0947
(360) 786-5562

RE: DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION (DMCJA)
CLJ-CMS PROJECT INFORMATION TECHNOLOGY GOVERNANCE (ITG) 102

Secretary/Treasurer

JUDGE MICHELLE K. GEHLEN
Bothell Municipal Court
10116 NE 183rd St
Bothell, WA 98011-3416
(425) 487-5587

Dear Chief Justice Fairhurst and Members of the JISC:

Past President

JUDGE G. SCOTT MARINELLA
Columbia County District Court
535 Cameron St
Dayton, WA 99328-1279
(509) 382-4812

The DMCJA Board of Governors (Board) has been informed that the JISC will discuss the reprioritization of ITG projects at its meeting on April 27, 2018. On behalf of the DMCJA Board and the members of the DMCJA, I am writing to request that the courts of limited jurisdiction case management system (CLJ-CMS) Project, ITG 102, remain the number one priority.

Board of Governors

JUDGE LINDA COBURN
Edmonds Municipal Court
(425) 771-0210

JUDGE DOUGLAS J. FAIR
Snohomish County District Court
(425) 744-6804

JUDGE MICHAEL FINKLE
King County District Court
(206) 477-2121

JUDGE DREW ANN HENKE
Tacoma Municipal Court
(253) 591-5357

COMMISSIONER RICK LEO
Snohomish County District Court
(360) 435-7700

JUDGE SAMUEL G. MEYER
Thurston County District Court
(360) 786-5562

Our association agreed to allow the Superior Courts' CMS Project to precede the CLJ-CMS Project with the understanding that our courts would be next in line. As you know, the CLJ-CMS Project is still in the process of obtaining a vendor to meet the diverse needs of district and municipal courts. Nevertheless, the CLJ-CMS Project is moving forward and will need adequate funding and staffing to acquire a vendor and to implement the system once a vendor is selected.

On February 28, 2014, the JISC voted to make the CLJ-CMS Project the top priority. The DMCJA requests that the JISC continues to make the CLJ-CMS Project the top priority when discussing the reprioritization of JISC projects. Obtaining a statewide case management system for courts of limited jurisdiction continues to be the main focus for the DMCJA, and we request that this remains the top priority for the JISC. Thank you for your consideration and please contact me with any questions or concerns regarding this request.

JUDGE DOUGLAS B. ROBINSON
Whitman County Dist. Court
(509) 397-5297

Sincerely,

JUDGE DAMON G. SHADID
Seattle Municipal Court
(206) 684-8709

Judge Scott K. Ahlf
DMCJA President

JUDGE CHARLES D. SHORT
Okanogan County District Court
(509) 422-7170

cc: Vicky Cullinane, AOC Staff for JISC
Sharon R. Harvey, AOC Staff for DMCJA

Judicial Information System Committee Meeting

April 27, 2018

DECISION POINT – 2019-2021 Budget Request

MOTION:

I move that the JISC approve the 2019-2021 proposed budget request as presented, with the understanding that the dollar amounts and funding source may change and that the final amount per request will be presented to the JISC once determined.

I. BACKGROUND

RCW 2.68.010 provides that the JISC “shall determine all matters pertaining to the delivery of services available from the judicial information system.” RCW 2.68.020 provides that the Administrative Office of the Courts (AOC) shall maintain and administer the Judicial Information System (JIS) account. JISC Rule 1 requires the Administrator for the Courts to operate the JIS, under the direction of the JISC and with the approval of the Supreme Court. JISC Rule 4 requires the Administrator for the Courts to prepare funding requests, under the direction of the JISC and with the approval of the Supreme Court.

II. DISCUSSION

The proposed 2019-2021 budget summary identifies those items, activities or projects that will most likely need ongoing, additional or new funding during the ensuing biennium. All projects have previously been approved by the JISC, the funding request for equipment replacement is consistent with JIS General Policy 1.1 through 1.7 and the request for EDE ongoing staff is consistent with RCW 2.68.010.

III. PROPOSAL

AOC recommends that the JISC approve the 2019-2021 budget request items as submitted with the understanding that the amounts and funding source per request may change.

IV. OUTCOME IF NOT PASSED

If not passed, the budget submittal could be delayed reducing the time available to market the requests to the legislature. Delay could jeopardize the availability of funding.

Judicial Information System Committee Meeting, April 27, 2018

DECISION POINT – Approval for AOC to expend allocated SC-CMS project funds from January 1, 2019 to June 30, 2019 to retain project staff to provide continuity of support of the new case management system (*Odyssey*).

MOTION:

I move that the JISC approve AOC's request to expend allocated SC-CMS project funds from January 1, 2019 to June 30, 2019 for the purpose of retaining needed project staff to provide continuity of support of the new case management system (*Odyssey*).

I. BACKGROUND

The SC-CMS project implementation of *Odyssey* is a 5-year project that began in October 2013 and is scheduled to end on December 31, 2018. *Odyssey* is a commercial off the shelf (COTS) system. The SC-CMS project has been one of the most successful large scale IT projects in AOC recent history. Although not yet fully implemented in all counties, the superior court community has a new modern case management system that provides much more functionality and efficiencies for the courts than the legacy system was able to provide. As such, it takes many more staff with specialized knowledge and expertise in certain functional areas to maintain the system and keep it operating smoothly for the courts.

II. DISCUSSION

AOC is submitting decision package requests for the 19-21 Budget Development Process to address the ongoing staffing needs to provide support of the new superior court case management system, *Odyssey*. The SC-CMS Project is scheduled to be complete at the end of this year. Unfortunately, there is a 6-month gap between the time that the project ends on December 31, 2018 and the time that any legislatively approved budget package funding will go into effect on July 1, 2019.

We will be losing 13.5 highly knowledgeable and skilled project staff on December 31, 2018. It is critical that we retain those staff during the period between January 1, 2019 and June 30, 2019 (6 months) until we know the result of the 19-21 Legislative process and how much of our ongoing support staff we will be able to retain on a permanent basis.

The estimated cost to retain 13.5 positions between January 1, 2019 and June 30, 2018 is approximately \$729,000.

III. OUTCOME IF NOT PASSED

If this motion is not approved, 13.5 project staff with specialized knowledge and expertise of *Odyssey* will no longer be available and employed by AOC to provide the much needed support to the superior court community after December 31, 2018. Their release will severely impact AOC's ability to:

- analyze and make changes to the statewide configuration of *Odyssey*;
- test and implement new releases of the *Odyssey* software;
- provide accounting and financial support to the courts;
- link and unlink people in the database (person management);
- provide training and education on *Odyssey* to court users;
- staff the Customer Services Help-Line; and
- support the replication process between *Odyssey* and JIS.

If we do not retain these staff now, they will likely seek other jobs prior to December 31, 2018 and would not be available for rehire once the ongoing support funding was known.



JISC DATA DISSEMINATION COMMITTEE
 Friday, April 27, 2018 8:15 a.m. – 9:45 a.m.
 Administrative Office of the Courts
 SeaTac Office Building
 18000 International Blvd. Suite 1106, Conf Rm #2
 SeaTac, WA 98188
 Call-in Number: 1-877-820-7831, Passcode 797974

AGENDA

0. Call to Order	Judge J. Robert Leach, Chair	Agenda Items with documents are indicated with an *
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ACTION ITEMS

1. March 2, 2018, Meeting Minutes Action: Motion to approve the minutes	Judge Leach	*
2. Heritage Family Law PLLC request for JABS access Action: Motion to approve or deny request	Mr. Kyle Calfina	*
3. Casanova Powell Consulting request regarding drivers' license numbers Action: Motion to approve or deny request	Ms. Tara Casanova Powell	*
4. JIS-LINK access changes for Caseload Forecast Council and DSHS-Child Study and Treatment Center Action: Approve access changes for these two JIS-LINK users	DDA Stephanie Happold	
5. Judgment search webpage and JIS-LINK printing Action: AOC Staff update	DDA Stephanie Happold Ms. Keri Sullivan	*
6. New JIS-LINK agreements Action: Review new language provided by Committee members	Committee Members DDA Stephanie Happold	
7. Public Index contract amendment Action: Review new language provided by Committee members	Committee Members DDA Stephanie Happold	
8. Education on Expunging and Sealing Cases Action: Review screenshots and other material	DDA Stephanie Happold	*
9. Other Business	DDA Stephanie Happold Judge Leach	



Board for Judicial Administration (BJA) Meeting

Friday, February 16, 2018 (9 a.m. – 12 p.m.)

AOC SeaTac Office, 18000 International Blvd, Suite 1106, SeaTac

MEETING MINUTES

BJA Members Present:

Chief Justice Mary Fairhurst, Chair
Judge Judy Rae Jasprica, Member Chair
Judge Scott Ahlf (by phone)
Judge Bryan Chushcoff
Ms. Callie Dietz
Judge George Fearing
Judge Blaine Gibson
Judge Gregory Gonzales (by phone)
Judge Dan Johnson
Judge Mary Logan (by phone)
Judge Kevin Ringus
Judge Rebecca Robertson
Judge Ann Schindler
Judge Michael Spearman (by phone)
Justice Charles Wiggins

Guests Present:

Mr. Jeff Amram (by phone)
Justice Sheryl Gordon McCloud
Ms. Cynthia Marr
Mr. Bryan Russell

AOC Staff Present:

Ms. Lynne Alfasso (by phone)
Ms. Kelley Amburgey-Richardson
Ms. Misty Butler Robison
Ms. Jeanne Englert
Ms. Beth Flynn
Ms. Sharon Harvey
Mr. Brady Horenstein
Mr. Dirk Marler
Mr. Ramsey Radwan
Ms. Intisar Surur

Public Present:

Dr. Page Carter

Gender and Justice Commission

Justice Gordon McCloud provided information regarding the study on Gender and Justice in Washington State Courts. In 1989 the *Gender and Justice in the Courts, Washington State* was produced. The study focused on domestic violence, domestic assault, divorce, civil judgments, and in the professional setting. The study found there were gender differences in all of those matters in all areas of the justice system. The recommendations have not been examined in a long time. They are proposing a 30 year look back to see how the state has progressed on the recommendations. They want to incorporate race and poverty into every area they look into because they need to be aware of the non-majority to be inclusive.

The Gender and Justice Commission is working with the National Center for State Courts (NCSC) on obtaining a grant to fund the updated study. NCSC staff thought this project was path breaking and would be the first of its kind in the country and would be helpful for other states. The Commission is asking for the BJA's support by stating this will impact the courts in a productive way and preparing a declaration of support to offer to the State Justice Institute (SJI) when the grant is submitted. The deadline for the grant submission is May 1. It would also be nice if the Commission could receive some staffing support if the grant is received. The Commission is not sure what that looks like at this point in time.

It was decided that the Commission will draft a letter for the BJA's support, and include information about the mission of the BJA, and it will be brought to the March BJA meeting for approval.

Some of the other work of the Commission includes: 1) The Incarcerated Women and Girls Committee focused on incarcerated parents wanting access to courts on civil matters. The Department of Corrections (DOC) is at the table on that. 2) Providing judicial education. 3) Asking all levels of courts to provide copies of their existing harassment policies. The Commission will compare and contrast the policies and take a look at where to go from there.

It was suggested that the BJA consider adopting a model sexual harassment policy. It is critical there be a model policy and that the BJA adopt the policy and have mandatory sexual harassment training. There was a suggestion to check with the NCSC because they recently stated they are working on a model policy.

It was decided that the Commission will work on a model harassment policy and bring it back to the BJA for consideration and adoption.

Branch Principal Policy Goals, BJA Mission and BJA Vision

There were no questions or comments regarding the suggested revisions of the Principal Policy Goals, the BJA Mission and the BJA Vision.

It was moved by Judge Ringus and seconded by Chief Justice Fairhurst to approve the revised Principal Policy Goals, the Mission and the Vision of the BJA. The motion carried.

Education Resolution

Judge Jasprica stated that the BJA has identified court education as one of their strategic initiatives and it would be helpful if there is a resolution from the BJA regarding this issue.

It was moved by Judge Chushcoff and seconded by Judge Ringus to approve the Resolution in Support of Adequate and Sustainable Funding for Court Education. The motion carried.

BJA Administrative Manager Update

Ms. Butler Robison explained that the first item is regarding a request for analysis of BJA rules and bylaws. Over the years she has noticed some inconsistencies. Her recommendation is to use an ad hoc task force workgroup or the BJA Policy and Planning Committee (PPC) to review the rules and bylaws to make sure they match the current practices of the BJA. Chief Justice Fairhurst stated it makes sense to use the Policy and Planning Committee for the review.

It was moved by Judge Chushcoff and seconded by Judge Johnson to have the Policy and Planning Committee formally evaluate the BJA rules and bylaws and offer recommendations to the BJA for adoption. The motion carried.

The second item is regarding how the BJA receives information from the various justice partners. Currently reports are given during the meetings for 10-15 minutes. The BJA could spend that time having more in-depth policy discussions. Ms. Butler Robison listed some ideas that could work but would like the BJA's direction.

Some suggestions were to 1) continue with the presentations during the meetings because it is necessary due to the frequency of membership turnover and it will help keep people up to date on the history of things. 2) Divide the presentations up to provide information during key times such as during the budget process or during the legislative process which would be helpful if the BJA needs to make decisions regarding that entity's budget or legislative requests. 3) Groups represented at the BJA table could give information during the information sharing time of the meeting and commissions and other groups could come at other times during the year. 4) The BJA could choose to not have presentations during very busy times. 5) The BJA could hear from some entities every two years instead of yearly. 6) Presenters will provide annual reports or other written materials, when available.

Ms. Butler Robison stated she will move forward with the suggestions.

Biennial Budget Development Process

Judge Schindler stated the biennial budget development process proposal is on the agenda for action. The reason to embark on this change is to have the BJA Budget and Funding Committee (BFC) and the Court Funding Committee hear the same information provided to the Supreme Court before making recommendations regarding the budget priorities.

It was moved by Judge Schindler and seconded by Judge Jasprica to approve the proposed 2019-2021 Biennial Budget Development Process-Requests That Flow Through AOC. The motion carried.

Budget Update

Mr. Radwan reported that the state general fund revenue forecast for the 2017-19 budget cycle went up another \$647 million and for the 2019-21 budget cycle it went up \$671 million. Mr. Radwan anticipates that the House will drop their supplemental budget on Monday. He has not received any preliminary information about the judicial branch budget requests which were fairly small for supplemental requests. He will know more on Sunday or Monday with regard to the budget. Mr. Horenstein stated that Ways and Means will have hearings on Tuesday afternoon regarding the budget.

Branch Budget Overview

Mr. Radwan stated that in the meeting materials is additional information regarding the percentage of state funding for judicial branch budgets in other states which Ms. Butler Robison received from the NCSC. There was a question about the percentage listed on the NCSC document for Washington State. Mr. Radwan will verify the amount and share the information with the BJA.

Also included in the materials is the budget requests that flowed through the BJA in the past few years and how the proposals did throughout the budget process. The information shows that the judicial branch does scrub their budget before sending requests to the Legislature and Mr. Radwan is not sure what can be done differently. It also shows how the Legislature has viewed the judicial branch budget in the past. There will continue to be an uphill battle in regards to judicial branch funding requests as little requested has been approved.

The 2019-21 budget process will take place between now and October. Mr. Radwan is assuming it will be a large request and he does not want to submit information to the Legislature too late in the process.

Mr. Radwan will finalize and distribute the decision package information included in the meeting materials to judicial branch stakeholders soon.

Legislative Update

Judge Ringus stated that there are a 2018 Legislative Session Update and a BJA Bill Tracking Report included in the meeting materials behind Tab 7. Mr. Horenstein reported that it has been a busy short session. The final cut-off was Wednesday and all bills had to be out of their house of origin. The Administrative Office of the Courts (AOC) was tracking 700+ bills and it is now down to about 300 bills. The legal financial obligations (LFO) reform bill, E2SHB 1783, is very likely to pass this session. It passed the House and is out of the Senate Law and Justice Committee with minor changes. AOC will make it work with a workaround in the short-term until the new courts of limited jurisdiction case management system is implemented.

Also, the driving with license suspended bill is now on the necessary to implement the budget list. It is likely something will pass.

The abolishing the death penalty bill was one the BJA chose not to take a position on. There have been a lot of discussions on the bill.

BJA Strategic Initiatives

Ms. Englert stated that things are continuing to move forward with the two task forces. She thanked everyone for completing the surveys. Approximately 80% of the courts responded to the interpreter survey and there was a 38% response rate for the education survey, but with a very large potential for responses, this was a good rate.

Both task forces will meet in February and they will present their budget request recommendations to the BJA in March.

Standing Committee Reports

Budget and Funding Committee (BFC): Judge Schindler reported that the BFC is about ready to have all the meetings that were approved on the chart earlier in the meeting.

Court Education Committee (CEC): Judge Jasprica stated the CEC will meet on March 3 to begin strategic planning on how to move forward with all the information they have received from the Education Funding Task Force.

Policy and Planning Committee (PPC): Judge Robertson said the PPC will be meeting today and they gathered a lot of information about committees/commissions/boards/associations and how they were created and how they are governed. They will be discussing collaboration ideas with judicial associations. The PPC is working on adopting a new schedule for identifying and recommending strategic initiatives. Ms. Englert stated that the PPC determined that they need more time to develop the initiatives and are looking at initiative options other than funding.

Legislative Committee (LC): Judge Ringus reported that it is expected that the legislative session will wrap up on time. In the spring, associations will receive letters to gather thoughts on legislative proposals for the 2019 BJA Legislative Agenda.

Washington State Center for Court Research and the Center for Study and Advancement of Justice Efficiency

Dr. McCurley is ill so this report will be rescheduled.

Judicial Leadership Meeting

Chief Justice Fairhurst has proposed having all judicial groups meet including the Supreme Court justices; the Court of Appeals Presiding Chief Judge and chief judges; the Executive Committees of the Superior Court Judges' Association and the District and Municipal Court Judges' Association; the BJA co-chairs and committee chairs; and Ms. Dietz, Mr. Radwan, Mr. Marler, Mr. Horenstein and Ms. Vonnie Diseth from AOC.

The group would meet for a day and discuss what the court levels/boards/committees are working on in the morning and the afternoon would consist of figuring out where the group is right now and looking forward to what is coming. The group would also discuss where they see themselves as a branch in five to ten years. The information would drive what associations are doing and what the PPC is doing which should be visionary, goal setting, or big ideas. Having that conversation with the group annually or biannually would help everyone know each other.

Chief Justice Fairhurst is reviewing dates for this year but she did not want to go forward until she spoke to the BJA. There were no objections to this meeting and Chief Justice Fairhurst will go forward with setting the meeting date and the group can decide the timing of the meeting in future years. The meeting will most likely be held in May, June or July this year.

Death Penalty Resolution

Judge Fearing asked for this resolution to be placed on the agenda. The BJA is tasked with advancing justice in the state of Washington and abolishing the death penalty strikes at the heart of criminal justice in Washington State.

The Legislature is currently considering abolishing the death penalty and this proposed resolution supports that legislation. Waiting until the March meeting to consider the resolution will be too late because the Legislature adjourns on March 8.

Chief Justice Fairhurst suggested that the BJA begin with a discussion about the procedure of considering the resolution during this meeting and then whether the BJA is willing to take action during this meeting.

Justice Wiggins commented that there are death penalty cases appearing before the Supreme Court. Personally, he does not think he is willing to have his name on a resolution to the Legislature while they have cases pending. He feels he must abstain on the vote regarding the resolution.

Judge Fearing stated that the Court of Appeals does not handle death penalty cases. For that reason he feels he is at liberty to bring this matter to the Board. If he were Chief Justice Fairhurst or Justice Wiggins he would probably recuse himself from this discussion.

Chief Justice Fairhurst responded that not only is the Supreme Court affected by this, the superior courts are also. The Washington State Bar Association took a view on the death penalty a few years ago and they got quite a bit of consternation from the Supreme Court for taking a political position.

Judge Chushcoff said that the BJA provides facts and rarely takes a position on a policy issue because the courts have an obligation of executing the policy and need to appear unbiased. This is an issue best left to the Legislature. If the Supreme Court and superior courts are recused from this decision, how does it represent the BJA?

Mr. Russell, speaking on behalf of the Attorney General's Office, stated that the bill to abolish the death penalty passed the Senate and is on the way to the House. For this body to take action, it needs to be done today because the session ends on March 8. There are Principal Policy Goals for the judicial branch and this policy speaks to those.

Judge Ahlf stated it is the policy of the DMCJA Board to refrain from taking positions on these types of policy issues. For this issue to be considered by the BJA, it would leave it to DMCJA and COA to make the decision. The BJA has a process for resolutions and that process needs to be followed. It is, therefore, inappropriate to address this issue at this time.

Judge Fearing stated that he is unaware of any death penalty cases pending in the superior courts. Judge Chushcoff responded that there was recently a shooting of a Pierce County Sheriff and aggravated first degree murder charges have been filed so there could be a death penalty case in his court in the near future.

Chief Justice Fairhurst suggested that the COA could make their own resolution.

It was moved by Judge Chushcoff and seconded by Judge Jasprica that this request for a death penalty resolution is out of order. The motion carried with Judge Fearing voting no and Justice Wiggins and Chief Justice Fairhurst abstaining.

Public Trust and Confidence Committee

It was moved by Chief Justice Fairhurst and seconded by Judge Schindler to reappoint Ms. Mary Crawford to the Public Trust and Confidence Committee. The motion carried.

November 17, 2017 Meeting Minutes

It was moved by Judge Schindler and seconded by Judge Ringus to approve the November 17, 2017 BJA meeting minutes. The motion carried.

Recap of Motions from the February 16, 2018 Meeting

Motion Summary	Status
Approve the revised Principal Policy Goals, the Mission and the Vision of the BJA.	Passed
Approve the Resolution in Support of Adequate and Sustainable Funding for Court Education.	Passed
Have the Policy and Planning Committee formally evaluate the BJA rules and bylaws and offer recommendations to the BJA for adoption.	Passed
Approve the proposed 2019-2021 Biennial Budget Development Process-Requests That Flow Through AOC.	Passed
The request for a death penalty resolution is out of order.	Passed with Judge Fearing voting no and Justice Wiggins and Chief Justice Fairhurst abstaining.
Reappoint Ms. Mary Crawford to the BJA Public Trust and Confidence Committee.	Passed
Approve the November 17, 2017 BJA meeting minutes.	Passed

Action Items from the February 16, 2018 Meeting

Action Item	Status
<u>Gender and Justice Commission</u> <ul style="list-style-type: none"> Commission will draft letter of BJA's support, with information about the BJA's mission included, for the BJA's consideration and approval. Add to March BJA agenda. The Commission will work on a model harassment policy and bring it back to the BJA for consideration and adoption. 	Done
<u>Branch Principal Policy Goals, BJA Mission and BJA Vision</u> <ul style="list-style-type: none"> Post the updated Principal Policy Goals, Mission and Vision. 	
<u>Education Resolution</u> <ul style="list-style-type: none"> Date and number resolution and post online. 	

Board for Judicial Administration Meeting Minutes

February 16, 2018

Page 8 of 8

Action Item	Status
<u>BJA Administrative Manager Update</u> <ul style="list-style-type: none"> • Have the PPC formally evaluate the BJA rules and bylaws and offer recommendations to the BJA for adoption. • Move forward with the suggestions regarding branch entity updates. 	
<u>Branch Budget Overview</u> <ul style="list-style-type: none"> • There was a question about the percentage listed on the NCSC document for Washington State. Mr. Radwan will verify the amount and share the information with the BJA. • Mr. Radwan will distribute 2019-21 budget request process information to judicial branch stakeholders. 	
<u>BJA Strategic Initiatives</u> <ul style="list-style-type: none"> • Add to March BJA meeting agenda. 	Done
<u>Washington State Center for Court Research and the Center for Study and Advancement of Justice Efficiency</u> <ul style="list-style-type: none"> • Add to future BJA meeting agenda. 	Done
<u>Judicial Leadership Meeting</u> <ul style="list-style-type: none"> • Chief Justice Fairhurst will schedule this meeting in May, June or July. 	
<u>Committee Appointments</u> <ul style="list-style-type: none"> • Draft and mail Public Trust and Confidence Committee reappointment letter to Ms. Mary Crawford. 	
<u>November 17, 2017 BJA Meeting Minutes</u> <ul style="list-style-type: none"> • Post the minutes online. • Send minutes to the Supreme Court for inclusion in the En Banc meeting materials. 	Done Done



March 15, 2018

TO: Vonnie Diseth, Director
Information Services Division

FROM: Dennis Longnecker, Manager
Infrastructure Section

A handwritten signature in black ink, appearing to read "D Longnecker".

RE: 2018 Certification of the Disaster Recovery Plan

The "*JIS Information Technology Disaster Recovery and Business Resumption Planning Policy*," approved by the Judicial Information Systems Committee (JISC) in 2003, directs the Administrative Office of the Courts (AOC) to:

1. Develop disaster recovery/business resumption plan.
2. Maintain and update disaster recovery/business resumption plan annually.
3. Test disaster recovery/business resumption plan annually.
4. Train its employees to execute the recovery plan.
5. Annually certify the updating and testing of the disaster recovery/business resumption plan.
6. Have periodic audits of the disaster recovery/business resumption plan.

The purpose of this memo is to report to the Judicial Information System Committee (JISC) that all of the above directives have been vetted.

Certification

The March 2018 Disaster Recovery exercise was the twenty-fifth (25) test performed at a SunGard location. During the tests, AOC teams deploy to two SunGard locations: The MegaCenter, where the computers are physically located, and the MetroCenter where workstations are set up. After the systems are regenerated by AOC staff, customizations and testing can begin. Use of the MetroCenter in Federal Way allows for a minimum number of staff to travel to the MegaCenter hot-site.

During testing, AOC staff follow published documentation to render all production JIS Case Management applications operational. This includes the Appellate Court Records and Data System (ACORDS), Superior Court Management Information System (SCOMIS), Juvenile and Corrections System (JCS), and District and Municipal Court Information System (DISCIS). We also perform a network test, switching over all the courts to the restored systems (courts actually connect to the MegaCenter in Scottsdale, AZ).

We are extremely satisfied with the results of the Disaster Recovery process. The documentation is growing and improving between tests, and the time required to render the systems operational is

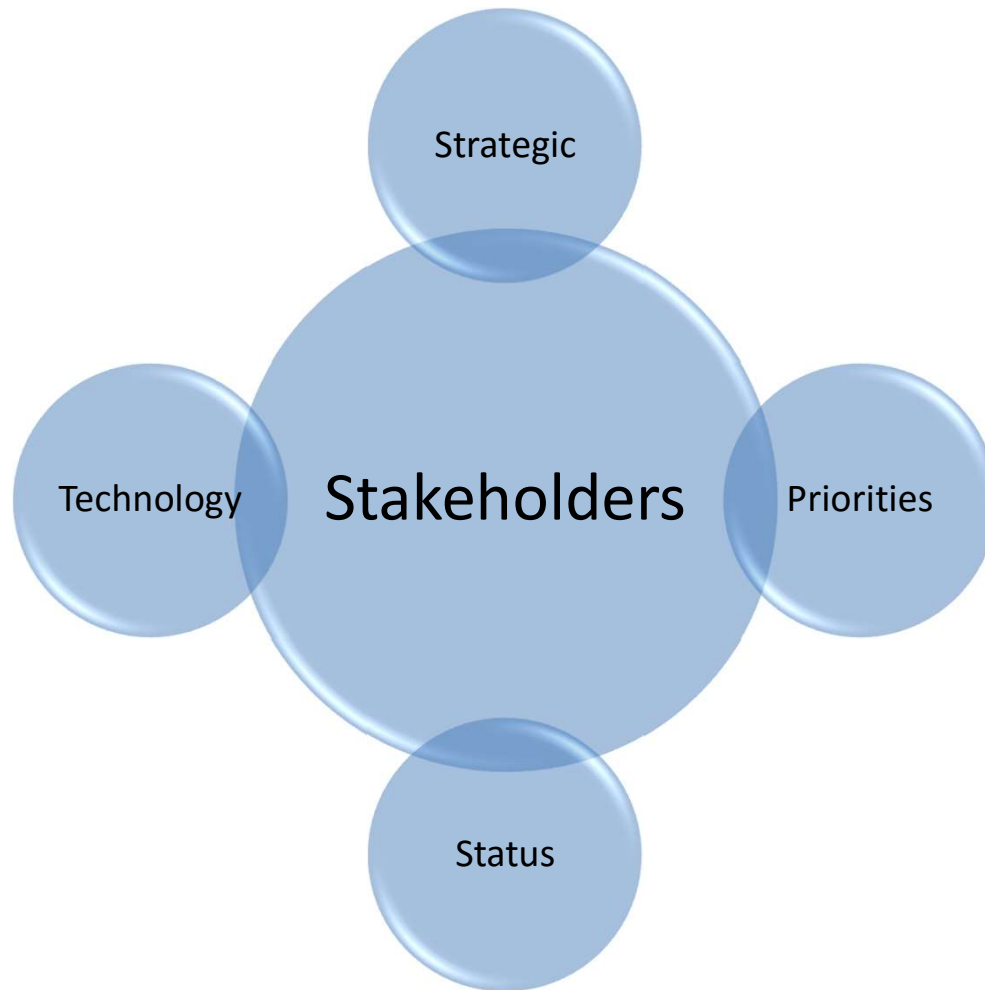
continually improving. Staff members are rotated between the two sites, which accomplishes two things: 1) all staff become familiar with different aspects of the process, and 2) the document is proofed, tested, revised, and improved on by all staff.

Audit

The JIS Disaster Recovery Plan was audited by Ernie Gubbels (Certified Business Continuity Professional) of Sirius Computing Solutions, Incorporated in October 2017. In delivering the final audit report, Mr. Bill Yeasting, Client Executive/Network & Data Center Solutions Specialist, commented that *“After talking with our business continuity planning consultants I wanted to re-affirm our opinion that the AOC-JIS group has done an exceptional job with IT-disaster recovery preparedness. It is clear from the report that your group is well prepared in the event of a service interrupting event.”*

The AOC takes its JIS Disaster Recovery responsibilities very seriously. The process, materials, and training are executed professionally and continually maintained for review and improvement. Each test is a learning opportunity that furthers our abilities and the staff’s confidence.

If members of the JIS community would like to observe our testing in action, we would be most eager to accommodate such a request.



IT Governance

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

JISC ITG Strategic Priorities

JISC Priorities				
Priority	ITG#	Request Name	Status	Requesting CLUG
1	2	Superior Court Case Management System	In Progress	Superior
2	45	Appellate Court ECMS	COMPLETE	Appellate
3	102	Request for new Case Management System to replace JIS	In Progress	CLJ
4	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	CLJ
5	62	Automate Courts DCXT Table Entries	Authorized	Multi-Level
6	7	SCOMIS Field for CPG Number	WITHDRAWN BY REQUESTOR	Superior
7	26	Prioritize Restitution Recipients (Referred to CLJ CMS Project)	CLOSED	CLJ
8	31	Combine True Name and Aliases for Timepay (Referred to CLJ CMS Project)	CLOSED	CLJ

■ Authorized
 ■ In Progress
 ■ Completed
 ■ Withdrawn or Closed

Current ITG Status for 17-19 Biennium

ITG Request by JISC Priority

ITG 2										
ITG 45					Completed					
ITG 102										
ITG 27	2015									
ITG 62	2012									
ITG 7	2010								Withdrawn	
ITG 26	2011							Closed		
ITG 31	2011							Closed		
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18

Authorized
 In Progress
 Completed
 Withdrawn or Closed

Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Rank
Appellate CLUG					
N/A	45	Appellate Courts ECMS	Completed	JISC	High
1	252	Appellate Electronic Court Records	Recommended	JISC	High
Superior CLUG					
1	107	PACT Domain 1 Integration	Authorized	Administrator	High
2	7	SCOMIS Field for CPG Number	Withdrawn	JISC	High
N/A	2	Superior Court Case Management System	In Progress	JISC	Unspecified
Courts of Limited Jurisdiction CLUG					
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	32	Batch Enter Attorney's to Multiple Cases	Completed	CIO	Medium
4	68	Allow Full Print on Docket Public View Rather than Screen Prints	Closed	Administrator	Medium
5	31	Combine True Name and Aliases for Timepay	Closed	JISC	Medium
6	26	Prioritize Restitution Recipients	Closed	JISC	Medium
Multi Court CLUG					
1	62	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
2	141	Add Bond Transferred Disposition Code	Authorized	CIO	Medium
N/A	3	Imaging and Viewing of Court Documents	Authorized	Administrator	Unspecified
Mandatory Requests					
Mandatory	240	Change DOL/AOC Interfaces	In Progress	JISC	Unspecified

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Initiate

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- 210**
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- 213**
Modify ASRA
- 218**
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- 224**
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- 235**
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- 245**
Single ADR Display
- 247**
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- 249**
Daily A/R Export to DOC
- 253**
External IT Audit

Endorse

- 177**
Consolidation of Disbursements
- 201**
Pull Amount Owing
- 216**
Jade
- 217**
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- 220**
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- 229**
JABS Access Using JIS Link ID
- 232**
DQ for Statewide Criminal Data
- 236**
DOL ADR Name Enhancement
- 239**
Spokane Reg. Criminal Data Request
- 242**
PCN Number Change
- 243**
Random Driver License Numbering
- 248**
WA State JUV Court Assessment

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- 61**
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- 153**
DX Improvement to WSP
- 241**
JIS Person Business Indicator

Recommend

- 212**
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- 252**
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- 62**
Automate Courts DCXT Table Entry
- 107**
Pact Domain 1 Integration
- 108**
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- 122**
Event Manager
- 138**
Audit Trail CKR
- 141**
Add Bond Transferred Disposition Code
- 143**
Web-based Complaint Solution

