



Judicial Information System Committee (JISC)

Friday, April 26, 2019 (10:00 a.m. – 1:30 p.m.)

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

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

AGENDA

1.	Call to Order a. Introductions b. Approval of Minutes c. New member appointment	Judge J. Robert Leach, Vice-Chair	10:00 – 10:05	Tab 1
2.	JIS Budget Update a. 17-19 Budget Update b. 19-21 Biennial Budget Requests Update	Mr. Ramsey Radwan, MSD Director	10:05 – 10:25	Tab 2
3.	Legislative Update	Ms. Dory Nicpon, Judicial and Legislative Relations Associate Director	10:25 – 10:40	Tab 3
4.	Odyssey Case Management System Court User Work Group Charter a. Decision Point: To approve the revised Odyssey CUWG Charter	Mr. Dexter Mejia, CBO Manager	10:40 – 10:50	Tab 4
Break			10:50 – 11:05	
5.	JIS Priority Project #2 (ITG 102): Courts of Limited Jurisdiction Case Management System (CLJ-CMS) a. Decision Point: Approval of new steering committee member	Ms. Vonnie Diseth, ISD Director	11:05 – 11:10	Tab 5
6.	JISC Rule 13 Proposed Amendment a. Decision Point: Approval of revised JISC Rule 13 for submittal to the Supreme Court	Ms. Paulette Revoir, CLJ-CMS Project Steering Committee, Chair	11:10 – 12:00	Tab 6
Working Lunch			12:00 – 12:30	
7.	JISC Rule 13 Request a. Decision Point: Kitsap County District Court Request for Local Case Management System	Ms. Vonnie Diseth, ISD Director	12:30 – 12:55	Tab 7
8.	Access to Justice (ATJ) a. Decision Point: Approval of the proposed ATJ Technology Principles for joint submittal to the Supreme Court	Mr. Terry Price, ATJ Liaison	12:55 – 1:20	Tab 8
9.	Committee Reports a. Data Dissemination Committee (DDC) – CANCELLED	Judge J. Robert Leach, Chair		
10.	BJA Update a. February 15 th Meeting Minutes	Judge J. Robert Leach, Vice-Chair		Tab 9
11.	Meeting Wrap Up	Judge J. Robert Leach, Vice-Chair	1:20 – 1:30	

12.	Informational Materials a. ITG Status Report b. SeaTac Evacuation Map			Tab 10
<p>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.</p>				

Future Meetings:

2019 – Schedule

June 28, 2019

August 23, 2019

October 25, 2019

December 6, 2019

JUDICIAL INFORMATION SYSTEM COMMITTEE

February 22nd, 2018
10:00 a.m. to 2:00 p.m.
AOC Office, SeaTac WA

Minutes

Members Present:

Chief Justice Mary Fairhurst, Chair - Skype
Judge Scott Ahlf
Mr. Larry Barker
Judge John Hart – Phone
Judge J. Robert Leach
Mr. Frank Maiocco
Ms. Barb Miner
Chief Brad Moericke
Ms. Brooke Powell
Ms. Paulette Revoir
Ms. Dawn Marie Rubio
Judge David Svaren
Mr. Bob Taylor
Mr. Jon Tunheim – Phone
Ms. Margaret Yetter

Members Absent:

Judge Jeanette Dalton
Mr. Rich Johnson

AOC Staff Present:

Mr. Kevin Ammons
Ms. Vicky Cullinane
Mr. Keith Curry
Ms. Vonnie Diseth
Mr. Curtis Dunn
Mr. Brian Elvin
Mr. Mike Keeling
Ms. Keturah Knutson - Phone
Mr. Dennis Longnecker
Mr. Dirk Marler
Ms. Uma Nalluri-Marsh
Mr. Dexter Mejia
Ms. Dory Nicpon - Phone
Mr. Ramsey Radwan
Mr. Mike Walsh
Mr. Kumar Yajamanam

Guests Present:

Latricia Kinlow
Kim Walden
Rebeca Dawn
Beth Baldwin
Michael Maga
Paul Filosi
Sarterus Rowe
Terry Price
Tammie Ownbey
Clint Casebolt
Jeffrey Jahns
Enrique Kuttemplon

Call to Order

Judge J. Robert Leach, JISC vice chair and filling in for Chief Justice Mary Fairhurst, called the meeting to order at 10:00 a.m. and introductions were made. Chief Justice Fairhurst will be joining the meeting at a later time. Judge Leach introduced Ms. Dawn Marie Rubio to the Committee and Ms. Rubio spoke to some of her background and experience prior to joining the Washington State Administrative Office of the Courts (AOC) as State Court Administrator.

October 26, 2018 Meeting Minutes

Judge Leach asked if there were any changes to be made to the October 26, 2018 meeting minutes. Hearing none, Judge Leach deemed the minutes approved. When Chief Justice Fairhurst joined the meeting via Skype she gave tribute to Ms. Lynne Campeau.

JIS Budget Update

Mr. Ramsey Radwan reported on the 17-19 budget using the green sheet, which is a snapshot of select projects with projected expenditures through January 2019. Mr. Radwan explained it is generally a month late due to when the fiscal month cut off is. This allows all the accruals, expenditures and encumbrances to be accounted for prior to the projections. Mr. Radwan stated everything was okay with no red light issues at the moment. He has been working with legislative staff regarding how much money is going to be left in the JIS account. Mr. Radwan drew the Committee's attention to the bottom left-hand corner of the green sheet showing approximately \$8.6 million at this point. He stated it might go up a bit but doubted it would go down as all anticipated expenditures are built into the projected amount, as shown in the fourth column to the right. Mr. Radwan explained this is critical for the biennial and supplemental budgets because it is advantageous to have the fund balance move over into the next biennium. This allows the Legislature to use those funds to fund projects for the 19-21 biennium. Mr. Radwan explained there have been a number of small unexpected expenditures taken from the \$8.6 million, but not large amounts, with \$50,000 as the largest foreseen expenditure. In speaking of the Legislature, Mr. Radwan remarked that during the reduction years, they would reach in and take money out of the account frequently, currently to the tune of \$26 million. During the current biennium the Legislature has provided \$1.2 million in general fund monies. Mr. Radwan stated it is his hope they understand the importance of the funding, see how successful AOC has been as a state organization with IT projects, and leave the money as is. He stated he believes this will occur in the Governor's budget request as there was no sweep of any funds.

Mr. Radwan reported on the 19-21 biennial budget and supplemental budget. He explained in odd years AOC has a small supplemental budget because AOC submits it. The Legislature starts reviewing it in odd years and generally does not finish on time. AOC does not ask for new funding or new programs, but instead generally asks for increased workload expenditures. Mr. Radwan works with the legislative staff, and the staff will recommend to the Legislature that they approve a set amount of money for the supplemental budget. The Legislature will then know how much additional funding will come out of the various accounts, general fund, JIS and all the other accounts, and subsequently will then add it into the next biennial budget. Mr. Radwan alerted the Committee the Legislature never passes the supplemental budget prior to the biennial budget; rather it is done concurrently. As to the supplemental budget, Mr. Radwan believes the outlook is good for AOC. On the biennial budget (effective July 1st, 2019), it is a little more in the gray area. Mr. Radwan stated they had worked with staff and talked with a number of legislators concerning the budget. As usual, what they are doing is trying to minimize the impact on the state general fund so it can be used for what they believe are their priorities, such as mental health and other such issues. So again, it goes back to the green sheet. As long as there are funds moving over from the biennium and it does not impact our operations or projects adversely (currently it is not), they will roll over and that is a positive for our project request. Mr. Radwan stated this is about the amount he had projected approximately nine months ago; while it has gone down a couple hundred thousand dollars, it is not a substantial amount. Mr. Radwan believes the numbers are pretty set, and his next steps will be to take a look at revenue at the end of February. If it looks like it is trending up, he will circle back to staff and let them know the fund balance is going up. In addition, he will let them know we think the available funds will be bigger and ask them to take a look

at that as well. Mr. Radwan alerted the Committee the budgets will not be dropped until March 21st or 22nd, as the Economic and Revenue forecast counsel will be issuing their forecast on March 20th. The Legislature builds the budgets and holds them until the forecast comes out. At that time, they will increase or decrease the amounts they want to appropriate accordingly.

External Equipment Replacement Policy

Mr. Radwan reported on the external equipment replacement policy and reminded the Committee of the discussion held at the October 26, 2018 JISC Meeting, where all decision points were tabled until the February 22nd JISC meeting. The first topic asked if this body should consider approving the purchase of a laptop for court or clerk staff with the funding that has been budgeted. It was generally discussed as a feasible option as long as the amount was within the \$790 budgeted desktop amount and the laptops met AOC's specifications. The second topic was in regards to the ability of courts and clerk staff to lease equipment. At the October JISC meeting, the Committee approved Mr. Radwan's request to investigate if leasing was even an option if being paid with state funding. Mr. Radwan reported he found it is not a problem, and there are no substantial legal issues involved. Mr. Radwan listed the issues he did find, the first being that the state cannot prepay. So for a 2-3 year lease, the state cannot prepay the lease, but only reimburse based upon invoices received from the court, county, city or entity paying for the lease.

Judge Leach then asked if someone negotiated a lease that did not have installment payments but one lump sum payment for the right to use a piece of equipment for a number of years, would that be considered a prepay? Mr. Radwan said it could be reimbursed once the city, county, clerk etc. received the bill, paid it, and then submitted for reimbursement. Mr. Radwan then clarified it would only be reimbursable if it was within the city, county, or clerk's office equipment replacement cycle. As an example, right now in the current biennium, AOC has funds budgeted for the purchase of information technology equipment, not for the lease of information technology equipment. A normal lease is 3-5 years for technology equipment, and AOC cannot implement the lease program during the current biennium because AOC only has funding for the purchase of equipment. While the reimbursement will be the same amount, the funding is not in the next biennium's budget. Therefore, if a court was to sign a lease agreement and there is a payment of \$100 during the current biennium, that would be fine as there is money in the budget. However, there is not money in the budget for the next two years because the money is budgeted for a purchase. This would also happen in the next biennium if the lease program was to be implemented in the next biennium. There is enough money for year one and year two of a three year cycle but there would be no money for year three. Mr. Radwan stated this is the reason he would like the lease program to start in the 21-23 biennium so we can get the cycle down, develop the budgets, and AOC has time to receive the information from cities, counties, courts, and clerks' offices. Then, once the budgets are developed, AOC can go to the Legislature and give them accurate information, letting them know there will be three to five lease payments during this period. This could result in a possible reduced expenditure in the first two years, but will still have three, four, and possibly five years, depending on the leases. This information would be needed to let the Legislature know to not take the money because they are for leases. Judge Leach asked Mr. Radwan to assume someone was in the cycle to have a purchase this year for \$790 and instead they were to

sign a lease with a single lump payment or a lease term. Would they be able to be reimbursed up to the \$790 available for purchases? Mr. Radwan replied he did not see a problem as long as the total amount is what is budgeted and there are no future payments. Mr. Radwan asked Mr. Dennis Longnecker, ISD Infrastructure Manager, if he saw an issue. Mr. Longnecker replied the only problem he has is the JISC does a five year replacement cycle. There is an issue with doing a lease for three years and then no money for the next two years. Mr. Radwan agreed with Mr. Longnecker that it would be an issue. Mr. Radwan stated that financially, it would be all right as long as the lump sum payment occurs in this biennium for the amount budgeted, and the city, county or clerk's office knows nothing will happen in the next biennium and will not happen for another five years, regardless if the city, county or clerk's office implements a new lease due to the five year replacement cycle, not a three year replacement cycle. As long as the merchandise is received prior to June 30, 2019, and the state receives an invoice, then it would be okay in that situation.

Mr. Taylor asked what the lesser total is, to be paid this year or next year. Mr. Radwan stated that it would be up to the city or county and not up to AOC. Judge Leach added that this would be a lease between a local entity and vendor with the state not being a party to the transaction. Mr. Radwan agreed, and it would be AOC reimbursing the leaser for an expenditure. Ms. Yetter asked if it is for this biennium, and money has been budgeted right now to a court, then is there a reason why they could not be reimbursed right now for the money that was already budgeted for their court if they have already expended it on a lease. Mr. Radwan stated as long as it is within the budgeted amount, the correct time frame of July 1, 2018 through June 30, 2019, and there is no expectation there will be lease payments available in the future, then it could be done. Ms. Yetter confirmed that yes, it would be just for that allotted amount of money. Judge Leach added it would be the same receiving the \$790 once every five years, whether a court is leasing or buying. Ms. Yetter agreed, stating this would be the same as for a court that does not lease, if she gets reimbursed for whatever equipment now and she then chooses to buy more equipment two months later, then she would not be expecting more money. She would only be expecting the funded amount for this biennium regardless of whether or not it was leased or purchased, as long as she could show she had expended the funds and then receive reimbursement for the allocated amount of funds for her court. Mr. Radwan concurred. Judge Leach asked if it required the JISC to do anything to change the policy. Mr. Radwan replied he did not think so, but deferred to Mr. Longnecker. Mr. Longnecker stated that currently when the equipment replacement is done, instructions are given to the courts to not buy the equipment before this document is signed. So if somebody has leased for the last three years and expects to be reimbursed for the last three years, he does not think that is possible. Judge Leach asked if it must be a new lease. Mr. Radwan added it must be a new agreement and not three years but within the fiscal period with one year being July 1, 2018 to June 30, 2019.

Judge Svaren asked whether it would be acceptable to change the previously proposed motion from:

I move to modify the AOC practice, pursuant to JIS General Policy 1, to allow courts and county clerks' offices to be reimbursed in the current biennium, up to the current budgetary allowance of \$790 for the purchase of replacement laptops for court staff.

To:

I move to modify the AOC practice, pursuant to JIS General Policy 1, to allow courts and county clerks' offices to be reimbursed in the current biennium, up to the current budgetary allowance of \$790 for the purchase **or lump sum lease** of replacement laptops for court staff.

Judge Ahlf added, in looking at the minutes from the October 26, 2018 JISC meeting, that language is somewhat there already. If you look at the motion by Ms. Miner and the motion to amend by Ms. Campeau adding "*or lease*" to the original motion, it appears that would cover this. Ms. Diseth stated there is a timing issue, thus the reason the motions have been separated into two. Judge Svaren agreed, adding that he was looking at the first motion dealing with the lump sum lease concept and wanted to make sure "lump sum lease" is the proper language to convey the idea that this is a one-time upfront payment for the term of the lease. He then asked, if for the purposes of accounting, is lump sum lease the correct language? Mr. Radwan agreed that it would be acceptable with the addition of "in the current biennium" to the end of the motion. It was then pointed out "the current biennium" was already in the motion. At this time, Judge Svaren made the motion with the additional language "or lump sum lease".

Motion: Judge Svaren

I move to modify the AOC practice, pursuant to JIS General Policy 1, to allow courts and county clerks' offices to be reimbursed in the current biennium, up to the current budgetary allowance of \$790 for the purchase **or lump sum lease** of replacement laptops for court staff.

Second: Judge Ahlf

Ms. Yetter asked why the words 'lump sum' would be added and not just 'lease'. Mr. Radwan explained it was to manage expectations that there are no ongoing payments, but it is a onetime payment, not a two year, three year etc. Judge Leach clarified that he believed what Ms. Yetter was asking was: say one had a lease that was three years and \$790 a year and you would like to get reimbursed for year one but understand that year two and three are on your dime. Ms. Yetter agreed and stated she felt it was very clear you are only getting the amount that has been allocated for your court. She stated she didn't feel there has ever been any anticipation of getting anything beyond that. Ms. Yetter added she felt if it reads 'lump sum', it kind of ties to whenever that lump sum is, as opposed to saying this is the amount I paid for the lease for this year that qualifies during the current biennium for the dollar amount that is allocated. She stated she felt it should just be the word 'lease' added instead of 'lump sum'. Judge Leach replied that maybe it should be "lease payment incurred and paid during the current biennium". Mr. Radwan replied he would prefer "current fiscal year" because that is what is being looked at right now. Judge Leach asked Ms. Yetter if changing the previous motion to "the purchase or lease payment made during the current fiscal year for replacement laptops for court staff" would be sufficient. Ms. Yetter replied in the affirmative, asking if that would be for the time period of July 1, 2018 through June 30, 2019. Mr. Radwan confirmed this. At this time, Judge Svaren amended his motion with the second accepting the amendment.

Motion: Judge Svaren

I move to modify the AOC practice, pursuant to JIS General Policy 1, to allow courts and county clerks' offices to be reimbursed in the current biennium, up to the current budgetary allowance of \$790 for the purchase **or lease payment made during the current fiscal year** for replacement laptops for court staff.

Second: Judge Ahlf

Voting in Favor: Judge Scott K. Ahlf, Mr. Larry Barker, Judge John Hart, Judge J. Robert Leach, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Ms. Brooke Powell, Ms. Paulette Revoir, Ms. Dawn Marie Rubio, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Margaret Yetter

Opposed: None

Absent: Chief Justice Mary Fairhurst (Chair), Judge Jeanette Dalton, Mr. Rich Johnson

The first motion passed as amended.

Judge Leach asked if there were any questions regarding the second motion. Ms. Yetter asked if the second motion was needed after the amendments made to the first motion. Ms. Miner agreed; she thought the amendments covered the second motion. Mr. Radwan replied he would feel more comfortable leaving the second motion as it is specifically for the 21-23 biennium so the Committee will not need to have this conversation again in August or September. Mr. Radwan added the first amendment has taken care of this year. However, he stated he would not like to have to tell courts "Sorry, we do not have budget funds because you signed a lease agreement." Therefore, due to budgetary issues he would like to wait to implement the policy until the 21-23 biennium. Judge Leach stated he believes we just agreed that if someone submitted an invoice showing they had expended up to \$790 in the current fiscal year for an equipment lease, then they could be reimbursed with the understanding they would not be reimbursed for any other payments due under that lease for the next five years. Mr. Radwan stated that is correct. Judge Leach then asked how the second motion changes this. Mr. Radwan stated the second motion changes it if someone signs a lease on July 7th. That is not an upfront payment; that is a periodic payment whether it is annual or quarterly. Mr. Radwan stated we have to get that into the budget and into the cycle. It was asked, doesn't that become the current biennium as referenced in number one? Mr. Radwan replied that we are in the current biennium right now. Judge Leach clarified that what Mr. Radwan is attempting to say is say you sign a lease that is \$200 dollars a year for three years. You submit your request in the fiscal year 21-23 and you can get \$200 each of those three years because it is built into the budget process. It then would not cover just the single year but allow you to stretch your right to reimbursement over an extended period of time, giving you more flexibility. In addition, motion one does not cover this but is a one time reimbursement. Ms. Yetter stated her understanding is that whenever AOC says you are on cycle to be reimbursed, that is the policy and that is the money that is allocated for each court and leasing would not change that. Judge Leach agreed, stating that leasing would change this and the reason it would is the money is only there for that two year cycle. Mr. Radwan is suggesting for those in the cycle for equipment

reimbursement starting in 21-23, you would be able to receive reimbursement for longer than those two years on your lease provided you do not exceed \$790 for the entire duration of the lease. Mr. Radwan replied that was correct and starting in calendar year 2020, AOC will start building the budget for 21-23. At that point the courts and clerks' office will let AOC know they would like to start leasing so it can be built into the budget. Mr. Radwan reiterated that there are two payments in 21-23 and then one or more in the ensuing biennium. Mr. Radwan stated he does not want to open up the lease in this biennium due to the Legislature and how they operate. Instead, he wants to ensure that he can point and say 'there are legal obligations at the courts for lease payments so we can stretch those three-five payments over multiple biennia for fiscal years. Judge Leach stated in other words, you do not have to spend your \$790 in that fiscal year in order to get it. It is just some more budgeting flexibility for the local court and actually helps courts and clerks without taking anything away from what was given in the first motion.

At this time Judge Ahlf moved to approve the second motion.

Motion: Judge Ahlf

Beginning in the 2021-2023 biennium, I move to modify the AOC practice, pursuant to JIS General Policy 1, to allow courts and county clerks' offices to be reimbursed for purchased or leased laptops at that biennium's desktop rate.

Second: Ms. Yetter

Voting in Favor: Judge Scott K. Ahlf, Mr. Larry Barker, Judge John Hart, Judge J. Robert Leach, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Ms. Brooke Powell, Ms. Paulette Revoir, Ms. Dawn Marie Rubio, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Margaret Yetter

Opposed: None

Absent: Chief Justice Mary Fairhurst (Chair), Judge Jeanette Dalton, Mr. Rich Johnson

The second motion was passed as written.

Legislative Update

Ms. Dory Nicpon presented the Legislative update by stating as of the preparation of this report, over 1,800 bills have been introduced. In addition to the review undertaken separately by each level of court, a small team within the Administrative Office of the Courts (AOC) screens all bill introductions and identifies bills that require analysis and tracking. As of the preparation of this report, AOC was actively tracking nearly 600 bills, many of which are lengthy and contemplate significant changes in public policy.

The introduction of so many bills is consistent with anytime:

- 1) One political party has a significant majority in both legislative branch chambers;
- 2) The legislature has many newly-elected members;
- 3) There is a positive revenue forecast; and
- 4) There is a long (odd-numbered year) legislative session.

Judicial Branch Legislative Priorities

Court Technology Projects: The judicial branch is successfully implementing major modernization projects for all court levels and needs continued funding to deliver the projects and support them after delivery. STATUS: AOC staff continue to engage with members and staff from the House Appropriations Committee and the Senate Ways and Means Committee to ensure the decision packages submitted are understood and supported.

Language Access/Interpreter Services: Courts need adequate funding for qualified interpreters to maximize courthouse efficiency and ensure access to justice for individuals who are deaf, hearing impaired, or who have limited English proficiency. STATUS: Judicial officers who chaired or participated in the BJA Interpreter Task Force, and AOC staff, have been meeting with members regarding the decision package submission. BJA's Program Manager has also facilitated letters of support to members from judicial partners, advocates, and other constituencies.

Education for Judges and Court Staff: Adequate funding is needed for timely and relevant training of judicial officers and court personnel. Such training provides information about implicit bias, cultural competence, and best practices in court operations, and changes that impact the judiciary. STATUS: Judicial officers who chaired or participated in the BJA Interpreter Task Force, and AOC staff, have been meeting with members regarding the decision package submission. BJA's Program Manager has also facilitated letters of support to members from judicial partners, advocates, and other constituencies.

Family and Juvenile Court Improvement: Early father identification and staff oversight of dependency cases improves outcomes for children and families. Funding is needed to expand the proven strategies of the FJCIP courts. STATUS: AOC staff continue to engage with members and staff from the House Appropriations Committee and the Senate Ways and Means Committee to ensure the decision package submitted is understood and supported, as well as leverage partnerships with the Department of Children, Youth, and Families to garner support for the decision package.

Guardianship Services: With growing populations of seniors and vulnerable individuals, funding is needed for additional public guardians and creation of a regional guardianship monitoring program to support courts in their oversight of guardians. Statutory amendment is needed to adjust the services offered by public guardians. STATUS: The House Civil Rights and Judiciary Committee convened a public hearing on HB 1329 (Concerning the methods of services provided by the office of public guardianship.) on January 30. As of the preparation of this report, this bill is schedule for executive session on February 8.

Courthouse Security: Funding and coordination is needed to ensure everyone visiting a courthouse can do so in a safe and secure environment. STATUS: AOC staff have discussed this as a next Task Force within the BJA.

Domestic Violence Data: A statutory refinement to domestic violence definitions is needed to facilitate more specific data collection and to distinguish between intimate partner violence and non-intimate partner violence in order to improve risk assessments. STATUS: The House Public Safety Committee held a work session on the report developed by the domestic violence work groups convened pursuant to HB 1163 (2017), which addressed this definition change need. After a public hearing on HB 1517 (Concerning domestic violence.), Representative Goodman included the definition split in the substitute version of HB 1517.

Traffic Fine Consolidation and Relicensing Program: Judicial support and implementation is needed for a program proposed by the Attorney General to consolidate fines that an individual has incurred in multiple jurisdictions and restore driving privileges.

STATUS: At the request of the Office of the Attorney General, HB 1489/SB 5575 (Traffic LFO consolidation.) has been introduced in each chamber of the legislature and contemplates that AOC will create a program.

Superior Court Judge Positions: Statutory adjustment is needed for an additional superior court judge in Clark County and an additional superior court judge in the tri-county judicial district for Ferry, Pend Oreille, and Stevens Counties. STATUS: The Senate Law and Justice Committee had a public hearing on SB 5450 on January 29 and passed a substitute version out of committee on January 31. The substitute version stripped the additional superior court position for Clark County from the bill. Statements during executive action suggested this was because Clark County's local match may not be supported by their local legislative authority. AOC staff have outreached again to secure budget commitments from Clark, Ferry, Stevens, and Pend Oreille Counties as further support for the bill.

Other Legislative Discussions

Uniform Guardianship, Conservatorship, and Protective Arrangements Act (UGCPAA): There appears to be legislative interest in Washington's adoption of the UGCPAA. Reacting to certain of the concerns expressed in the House Civil Rights and Judiciary Committee, the Senate Law and Justice Committee conducted a public hearing on a substitute version.

New Hope Act: Representative Drew Hansen sponsored a bill called the New Hope Act (HB 1041), which: 1) modifies the process for an offender to receive a certificate of discharge once the offender has completed supervision, met all sentencing requirements, and paid all restitution; and 2) expands the circumstances in which an offender may have a conviction vacated.

Mental/Behavioral Health: Several recent committee work sessions and public policy discussions concern mental and behavioral health issues, increasing demand for mental health services and the Trueblood settlement.

Technology Assisted Forms (TAF Project)

Ms. Laurie Garber, NW Justice Project TAF PM, presented the update on the Technology Assisted Forms (TAF) Project along with Mr. Jim Bamberger, Director of Office of Civil Legal Aid (OCLA). Mr. Bamberger reminded the committee of the last time he was before this committee approximately five years ago. At that time he spoke to the implementation of the Access to Justice (ATJ) board pro se plan. This plan outlined a series of initiatives designed to provide infrastructure support and enhanced capacity for unrepresented litigants to navigate to court systems with the initial primary focus of the family law court system. At that time the plan outlined a sequential set of steps. Step one was to plain language family law forms to convert them from legalese to plain language. Step two was to automate the family law forms so that they could work in the manner of a TurboTax enterprise where you are asked a series of questions, you answer the questions and the system automatically selects the forms and populates the forms allowing one to print them out. At some point the desire is to let one electronically file them in the appropriate court. Down the road, Mr. Bamberger stated, is the expectation that once those steps are undertaken and completed the expectation would be to provide opportunities, in the courthouses themselves, for family law self-help centers to enable one to download the forms, print the forms and receive hands on assistance to allow them to move forward and complete the task. Mr. Bamberger stated they were informed at that time that the AOC, JISC does not have the band width to automate the system nor do they expect to have the bandwidth in the foreseeable future due to SC-CMS, CLJ-CMS and the Expedited Data Exchange (EDE) projects and others in the pipeline. At that time Mr. Bamberger stated it was asked for permission for them to go ahead and start the project and entered into a Memorandum of Understanding (MOU) with AOC pursuant to which they were authorized to go forward on the condition they did not go and get technology funding rather general funds were sought and secured from the state legislature and other resources. Mr. Bamberger alerted the committee they did indeed secure some state general fund monies and federal funds and have started to initiate the project last July and have started to move the family law automation project forward. At this time Mr. Bamberger introduced Ms. Laurie Garber the TAF Project Manager (PM) from the Northwest Justice Project. Ms. Garber presented the TAF Project Summary and presented a PowerPoint presentation on the forms available in the meeting materials available on the JISC meeting materials website.

Access to Justice Update

Mr. Terry Price, new ATJ Liaison, introduced himself and stated he was presenting the final Access to Justice (ATJ) Technology Principles; he was assisted by Mr. Sart Rowe. Mr. Price started by going over a brief history since the last JISC meeting in October 2018. Mr. Price reminded the Committee ATJ had originally presented the principles as rules. He then drew the Committee's attention to the packet containing the ATJ letter withdrawing their original position and instead requesting they be presented as principles, not rules. The charge from the previous JISC meeting was for ATJ to go out and ensure all judicial stakeholders were aware of the principles. Since that time, Mr. Price stated that the ATJ held a highly advertised webinar on January 25th. Individual conversations on the principles were held with the Board for Judicial Administration (BJA), District Municipal Court Judges Association (DMCJA), as well as county clerks. Mr. Price stated that last Friday, the ATJ board approved the

principles as contained in the JISC packet. He also stated they are being brought back to the JISC not for a decision today, but for a future decision; if agreed upon, it is his hope that the ATJ and JISC may present the principles together to the Supreme Court. Mr. Price alerted the Committee that the technology principles currently on the court website are so outdated they predate the smartphone and are approximately fifteen years old.

Mr. Price stated he would be remiss if he did not state the biggest area of disagreement between the ATJ Technology Committee and some other stakeholders has to do with the use of “must” versus “should”. Should the principles say “must” or should they say “should,” and what is the correct level at which they should be aimed? Mr. Price said he reread the current principles online and said the word “must” is used four times and the word “shall” is used eight times for a total of twelve “must” or “shall” statements. He stated ATJ’s current principles contain fourteen of these statements, plus one “must not”. Ideally, the JISC would be fine with this, and both parties would go to the Supreme Court to present the principles. The other possibility is the JISC would not be satisfied with the fourteen “musts” in the new principles and would want to wordsmith them from “must” to “shall”; then there would be disagreement, making it difficult to present to the Supreme Court. Mr. Price stated he wanted to propose a last option where he feels both parties can come to a middle ground. The difference between the current principles and those the ATJ is presenting today is the current principles on the website have a preamble and have comments to the preamble. So one possible area of middle ground, if one did not like the way the principles are drafted now, is to have a preamble and place the technology principles in the right context for people who are reading them. Mr. Price stated that the preamble--particularly the comments in the preamble--is wonderful language, saying access to justice is a fundamental right. This already exists on the website, and it sets the expectation that the principles are not to be read in a way that requires funding. Mr. Price stated there is concern that people might read this and say, “You did not supply any of these things, so therefore we can sue you and get damages”. So there is already language on the court website that places them in the right context. When considering them, Mr. Price encourages the Committee to look at the current technology principles, then decide whether you feel comfortable approving the principles as is. He would then report back to the ATJ Committee.

Judge Leach asked Mr. Price what ATJ’s perception is of the legal force of these principles if adopted. Are they rule of law, something aspirational, or something in-between? Mr. Price replied he did not think they were something in between but are aspirational, and further stated he believed that by making them principles, they are aspirational. Judge Leach replied that having the preamble would re-enforce that by making it clear there is no enforceable private cause of action based upon the adoption of the principles. Mr. Price replied yes, stating that he could stand by that. Ms. Diseth asked if there was any action to be taken today or would it come back later. Judge Leach stated it may and as he understood Mr. Price’s presentation, the ATJ is going to ask the JISC to join with them in sending a request to the Supreme Court to adopt the principles. At that point, the JISC will need to decide if they would like to join in with the request or suggest changes. In the interim, there can be similar dialogue, about AOC’s view of the principles, as there has been so far. Judge Leach ask if it was correct that the JISC has not received the request to join with ATJ and present to the Supreme Court. Mr. Price confirmed this, and added that he did not know the mechanism. Judge Leach stated he would suggest a letter from

Mr. Price to the chair of the JISC, Chief Justice Fairhurst, making the request, which would trigger the JISC decision. Judge Leach asked Chief Justice Fairhurst if that would be the case or if she would like something different. Chief Justice Fairhurst replied that is correct. Mr. Price should go ahead and write something to the JISC on what ATJ's suggested next steps are, whether it be to bring back the principles to the JISC, take them to the court, or whatever ATJ is suggesting and this would trigger a response from the JISC. Mr. Price replied that they would send a letter.

SECTOR/JINDEX Feasibility Study

Mr. Dirk Marler presented an update the SECTOR/JINDEX Feasibility Study. It is a system that has become mission critical, especially for CLJ courts but is widely unknown. The system is a combination of two systems. The first is the Statewide Electronic Collision and Ticketing Online Records system (SECTOR), which is the electronic process for creating traffic tickets as well as creating and submitting lengthy and detailed collision reports by law enforcement officers. The other part of the system is referred to as the Justice Information Network Data Exchange (JINDEX), which is housed at the state agency referred WaTech. Mr. Marler described JINDEX as the messaging hub; when the tickets are created out in the field, they are uploaded to a server at Washington State Patrol (WSP). After that, the agency or entity responsible for the tickets needs to be identified--which is the function that JINDEX performs. Together, these systems perform the functions of the original statewide eFiling system for courts and other entities in Washington State. Mr. Marler gave a brief history on the filing of electronic tickets starting in 2003. Mr. Marler alerted the Committee the system processed 827,667 eTickets and 110,881 paper tickets in 2018 alone. While there are outliers with some agencies unable to file electronically and certain violation types still being filed via paper filing, withstanding those circumstances, approximately 80% of all filings are done electronically. Another outlier for paper filing is when the system is down, law enforcement officers (LEO) are required to write paper tickets with carbon copies. Paper tickets also tend to be more expensive as tickets books must be printed, kept on hand, and reprinted when the Legislature updates the law. Mr. Marler noted the benefits of SECTOR/JINDEX, pointing out the reduction of backlog and staff on hand to process the paper tickets, as well as a large improvement in the time it takes LEO's to write tickets by the side of the road, including filing time. In addition, early studies by the Traffic Safety Commission showed a massive reduction in court processing time of individual tickets when filed electronically versus paper filing. With over 800,000 tickets written each year, quite a lot of time is saved for each court or agency that uses electronic filing. Furthermore, Mr. Marler stated over the years, they have enhanced the Judicial Access Browser System (JABS) to help judges conduct a paperless bench for hearings on these cases where dockets of 100 people a session are not uncommon. The efficiencies implemented via electronic filing occurred simultaneously as the recession in Washington State, helping CLJ courts deal with the reduction in staff through the reduction in filing paperwork reduction.

Mr. Marler spoke to the complexity of the ecosystem involving a large number of players, including local and state law enforcement, as well as multiple state agencies all working together to ensure the success of the system. Since the original application was built twelve years ago, the world has changed. More state agencies would like to take advantage of the technology and there is an explosion of LEO's that would rather use the electronic technology than paper tickets. In addition, there are

different processes and document types that LEO's and others would like to use, while the technology is custom built, home grown, and twelve years old with a limited and fragmented support system. Also, there is a backlog of requests from law enforcement and others for improvements and enhancements to make the system work more effectively and efficiently. AOC is receiving constant pressure to add other types of documents and processes so even more filings can be done electronically. On the backend side, WSP and WaTech are having difficulty keeping up with the technology and keeping the lights on. This leads to more and more problems with tickets not being appropriately filed or not filed in a timely manner, as well as system outages from maintenance or from a breakdown. All these issues are starting to contribute to inefficiencies, both in the court as well as for law enforcement. Currently, the status quo is not acceptable and will not be able to meet the needs of any participants in the future, and a solution must be identified in order to sustain this type of system as it is mission critical for all stakeholders.

Mr. Marler stated he and other stakeholders are members of a statewide committee that is steering the SECTOR/JINDEX feasibility study, made possible by a grant from the Washington State Traffic Safety Commission in conjunction with an outside consultant. Currently, the committee is looking at the options for updating, modernizing or replacing the ecosystem of both SECTOR and JINDEX. Mr. Marler drew the Committee's attention to the timeline slide in the packet, alerting them they will have a recommendation in the near future. Mr. Marler stated he was here today to make the JIS Committee aware of the system's existence and how critical it is to the work being done, especially at CLJ courts. It has been an under-the-radar system but once the recommendations are received, there will likely be an impact on JIS systems. There is the possibility requests could come back to this group for the judicial branch to support a decision package or funding model. At a minimum, if the application is being replaced, there will be a change to a court rule because GR 30 refers specifically to SECTOR and JINDEX. Also, there may be other impacts on other AOC systems that will require the JIS Committee's input in decision making.

JIS Priority Project #1 (ITG2): SC-CMS Project Update

Chief Justice Fairhurst spoke briefly to the ending of the project and to the continuing operations of the new Superior Courts Case Management System (SC-CMS), Odyssey. Mr. Keith Curry, Mr. Dexter Mejia from the Court Business Office, and Mr. Paul Filosi, the Client Success Account Manager from Tyler Technologies, presented the final update on the SC-CMS project. Mr. Curry provided status on project closeout activities including access to public and confidential documents in link only counties, review of RFP requirements, and the final close out report from Tyler. In addition, Mr. Mejia discussed Odyssey stabilization activities including eService tickets, ongoing training, and the impact assessment and planning for the Odyssey 2018 new release. Mr. Curry discussed the IT Governance process and how legislative changes, court rule, required technology changes, and Clerk and Court requests would be handled. Mr. Filosi discussed the Tyler Technologies methodologies around ticket processing and system enhancement requests.

JIS Priority Project #1 (ITG102): CLJ-CMS Project Update

Mr. Michael Walsh presented the project update on the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project. The project is currently conducting a Solution Option Analysis by hiring a consultant to match the needs of the CLJs with potential options available in the Courts/Probation case management market space. Gartner Inc. was awarded the contract through a competitive bidding process. The analysis will be separated into three broad categories: COTS Best-of Breed, JIS Modernization, and Other Solutions not included in the first two. Work started in January and is expected to be completed in April. Gartner consulting services will include an in-depth examination of the three options, a side-by-side comparison of the options, and a recommendation to the CLJ-CMS Project Steering Committee. The Steering Committee will review the products of the consulting engagement and provide a recommendation to the JISC going forward.

JISC Rule 13 Request

Mr. Ramsey Radwan needed to leave the JISC meeting early and Judge Leach asked Mr. Radwan to give his thoughts on the JISC Rule 13. Mr. Radwan stated one of his concerns was if this body agrees and approves, that not all of the costs and considerations have been taken into account at the local level when making these decisions. Due to this, AOC and the state will be required to expend some level of resources in the future, whether it is existing staff, cash or both. These will be unplanned expenditures to help those courts finish the project, implement the project, and build the data exchanges that are necessary. Mr. Radwan reminded the Committee the funding in the JIS account is not going up but is going down, with costs increasing across the board creating much more pressure than in the past on AOC staff resources as well as financial resources. Mr. Radwan said this gives him great concern when a decision is made for a court to move forward on a local system, particularly on the cash side, without taking into account the policy issues. A decision made now may look great fiscally, but perhaps in three years something happens at the local level, and AOC may not have the resources to help the local entity finish the local project, implement the local project, or build the data exchanges necessary to do that. Mr. Radwan stated AOC does not like to say no and does not want to say no, but AOC and the state may be in a position where they will have to say no with regard to helping the local entity complete the project. While information technology projects are extremely important to everyone at the table and everyone in the state, AOC would hate to be in a position to have to say no or have to take resources from a previously approved project.

Mr. Radwan stated he would like to go on record that this will cost money; a lot of planning needs to be done if these projects continue. In addition, he stated he feels it needs to be vetted over a longer period of time, taking into account the information contained in the report, 'Local CMS Implementation Responsibilities and Considerations', contained in the JISC packet and posted to the JISC meeting materials website for public consumption. With everything getting more expensive and the mounting pressure on all funding sources, Mr. Radwan stated he would be loath to get into another cut situation when the current economy slows down, which he believes it will. When that happens. AOC, the State, and JISC are put in a position to have to say no to a local entity or have to move resources from a previously approved project, or you will have to wait for two years for AOC to request the funding with a possibility of not getting the funding even after the two year wait. Mr. Radwan ended by stating this

causes him a lot of nervousness when moving into these kind of unknowns without well-thought out, well-planned and well-reasoned decision making.

Ms. Vonnie Diseth continued where Mr. Radwan left off earlier in the meeting. Ms. Diseth pointed to the packet containing JISC Rule 13 regarding CLJ courts. She explained it requires any local court that would like to implement their own case management system (CMS) must provide the JISC with written notice ninety days prior to commencing on the project for review and approval. She then drew the Committee's attention to the letter received toward the end of November 2018 from Judge Jeffrey Jahns, presiding judge for Kitsap County District Court, also in attendance. The letter stated that Kitsap County District Court would like to purchase and install their own automated CMS with Journal Technologies Incorporated (JTI). Ms. Diseth stated the decision point being presented is for the JISC to discuss, and to decide if they will give their approval. Ms. Diseth pointed out the motion states "approval subject to Kitsap County District Court's agreement to comply with the JIS standards for alternative electronic records." Ms. Diseth alerted the Committee of the tie-in with the data standards document the CLJ-CMS Project Steering Committee asked AOC to compile, which identifies what is involved when a court takes on an implementation of its own CMS. The concern of the Steering Committee and AOC is the decisions are made without full understanding and knowledge of what the court is required to do once the decision is made to implement on their own CMS. Ms. Diseth stated there are a lot of processes behind the scenes that AOC does for courts and they may not be aware of what those things are. Furthermore, when a court leaves the JIS system, all those application system responsibilities currently undertaken by AOC are now the local court's responsibility to ensure they are done.

This was the purpose of putting together the "Local CMS Implementation Responsibilities and Considerations" document, with the hope it will receive wide distribution so courts will read and come to the table and dialogue with the full knowledge of their responsibility and awareness of what is required. As an example, Ms. Diseth pointed to the legislative update where Ms. Nicpon spoke to the thousands of legislative proposals that AOC analyzes for impacts to the JIS system. As AOC does not analyze legislative proposals for local courts on their own CMS, each court who has implemented their own CMS would need to take on this added role to ensure their compliance with any and all legislative changes. In addition, Ms. Diseth spoke to the technical staff a local court needs to have on hand to make their own connection to the Enterprise Data Repository (EDR), which enables the court to share their data statewide as is required in the JIS standards and approved by the JISC. Ms. Diseth pointed out there are a few hundred data elements in the JIS standards that have to be shared throughout the state. In addition, AOC has been working with King County District Court (KCDC) and King County Clerk's Office (KCCO) for the last four years on those very same data standards, showing that it is a complex and challenging project and not an easy process. Reminding the Committee of Mr. Radwan's previous presentation, Ms. Diseth stated the concern is if and when the JISC gives their approval and down the line a court has funding issues or does not have capabilities to fulfill the expectations, what will happen at that juncture? Ms. Diseth stated this was the purpose of the creation of the responsibilities and considerations document. Ms. Powell asked if some Juvenile courts have had the discussion on whether to implement their own case management system, if the responsibilities and considerations document is recommended for them as well. She expressed her desire to share the

document with Juvenile courts if the same elements still apply. Ms. Diseth stated the same elements do apply to Juvenile courts the same as CLJ courts and noted it is a public document open to all.

At this time, Judge Leach asked Judge Jahns to update the Committee on the court's desire to implement their own case management system and the reasons why they believe it is their best course of action. Judge Jahns started by stating ten years prior, their jail came to them and stated they were not going to transport twenty to twenty-five people through the court's hallway in handcuffs for custody hearings every day. They requested the court to find an alternative due to the amount of resources expended and the security issues involved. At the time, Bremerton Municipal Court was working with the court on the same problem and a video courtroom was created in the jail. This created an issue of how to get documents from the physical courtroom to the jail. The court asked the Kitsap County Information Services division for options to get documents to the jail and then back again. After some research, IS recommended SharePoint. While not meant for courts, a case file folder could be created, electronic documents could be placed in the folder with limited programming capabilities for programs. Most important for Kitsap at the time, the jail, individuals, the prosecutor, and the judge could all activate the document to make changes and sign with an electronic pen. At the time, it was a cheap option to manage the courts documents. IS informed the courts while it was a workable solution, it was also a short term solution. This is because with 20-25 users opening and closing documents and creating folders, there will be problems. The software was not designed for this type of usage as it is a document generation product and not a case management product. Judge Jahns stated JIS was their CMS; nothing had changed and it was still used for calendaring and the like. Judge Jahns stated SharePoint started to be used for all Kitsap County documents for in-custody and out-of-custody, with the lawyers being trained so all cases files are electronic files via SharePoint folders.

Three years ago, seven years into using SharePoint, IS came to the courts and stated their serious concern that the courts were now a power user. As SharePoint crashes escalated, IS was expending more and more resources solely for the courts, taking up time and resources for the IS division, and there were many other county departments that would like to use IS support services. Judge Jahns stated around this time AOC had created the CLJ Court User Work Group (CUWG) and their administrator was excited to be included. At that time the courts asked the county to wait for a bit to see where things would go. Fast forward to January 2018, things did not appear moving at a pace that would work for Kitsap courts with respect to JIS. In June at the DMCJA Spring Conference, Judge Jahns stated they were told that everybody was working on it, but it is not going to happen very fast. Judge Jahns stated when he got back, he talked with Kitsap IS and let them know of the delay and efforts to wait until the state system is ready to go is not going to be as timely as once thought. IS held internal discussions and reconvened with the courts. Kitsap IS stated SharePoint is going to collapse and they did not know when, and they did not think they could keep it going. At that time, IS asked the courts to look at options to buy their own system, and the IS was going to put it in their budget. Judge Jahns stated IS told the courts they did not want it in the courts' budget because they would like the commissioners to know currently they cannot support the courts, and if SharePoint collapses all case files will be lost. Judge Jahns stated Kitsap IS then asked for \$600,000 to \$700,000 for the courts to buy a system for District Court that is a case management document generation system to replace SharePoint.

Judge Jahns stated that is why they are before the JISC today. Their commissioners heard the courts, have fully funded the project, and they are ready to go. He stated it looks like they will be signing a contract with JTI in the next couple of weeks and they are looking at implementing towards the end of 2019. Mr. Clint Casebolt, the Kitsap County Court Administrator, alerted Judge Jahns that they needed to alert the JISC committee as they would be going live in seven to eleven months. He stated he was aware that whatever Kitsap decides to implement will need to work with JIS through the exchange. He also stated he knew this would take AOC resources in order to make sure Kitsap's implementation integrates with AOC or they could keep doing duplicate entries like they do now. Judge Jahns stated in SharePoint they do duplicate entries for all their documents; JIS staff have been doing so for the last ten years due to the fact they had no choice. Judge Jahns further stated those were the options. If they cannot make their system work with JIS, they will have to keep doing the JIS double entries and do their CMS separately. The best possible outcome would be Kitsap County's new system working with AOC's to reduce the duplicate entries and staff resources. Judge Jahns finished up by stating that is why he is here before the Committee today. They can no longer wait and they are going forward and buying their own CMS and he is letting the JISC know because he is aware it impacts AOC and they will have to make some decisions as well. Judge Jahns stated he was very thankful to King County whom had been extremely helpful for their advice on expectations and what Kitsap County will be getting into. He also stated he believed they were number two on AOC's priorities list after King County. Judge Leach responded they would be number three after Seattle Municipal Court, who had previously announced their intent for their own CMS.

Judge Leach asked if anyone had any comments or questions for Judge Jahns or Ms. Diseth. Ms. Diseth asked Judge Jahns if Kitsap County had been working with King County. Mr. Enrique Kuttemplon, IT Services Delivery Director with King County District Court, responded that they have been meeting with Kitsap County when they had questions. Ms. Diseth asked if they will be using the same configuration from JTI as King County is in the process of currently implementing. Mr. Casebolt replied that everything they've heard from Journal thus far, with a few exceptions for the specifics of their court, **has pointed to Kitsap using the KCDC configuration.** He stated, for obvious reasons, the more closely they can align with what King County is doing, the better; Kitsap County was all in and that was their plan. Ms. Diseth asked if they had received the implementation responsibilities and considerations document and would Kitsap County be willing to meet to talk through the aspects brought up in the document. Mr. Casebolt stated they had reviewed the document and that was the bases for submitting their letter when they did, which stated their intent to implement their own CMS. Ms. Diseth stated she would like to have a face-to-face meeting to talk about aspects of CMS implementation. Judge Leach asked if it would affect Kitsap County's timeline if the JISC were to postpone voting on their request until the April JISC, in order for Kitsap County and AOC to meet and discuss the various aspects of implementation. Kitsap County stated it would not affect their timeline. Judge Leach proceeded to ask the Committee if anyone is against postponing the vote until the April 26th JISC meeting to allow Kitsap County and AOC time to meet. Hearing none Judge Leach ask if there was a motion stating such.

Motion: Judge Ahlf

I move to table the vote until the 26th of April.

Second: Mr. Moericke

Voting in Favor: Judge Scott K. Ahlf, Mr. Larry Barker, Chief Justice Mary Fairhurst (Chair), Judge John Hart, Judge J. Robert Leach, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Ms. Brooke Powell, Ms. Paulette Revoir, Ms. Dawn Marie Rubio, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Margaret Yetter

Opposed: None

Absent: Judge Jeanette Dalton, Mr. Rich Johnson

The motion was passed.

AOC Expedited Data Exchange (EDE) Pilot Implementation Project Update

Judge Donna Tucker presented the update for King County District Court. Judge Tucker stated King County continues to work on phase one, launched last October with their eProbation module, which is all of their civil cases other than protective type orders and civil cases of less than \$100,000. As time goes on, they continue to adjust and fine tune with things going very well. The second civil phase, consisting of criminal small civil type cases was anticipated on being up and running this quarter, but with a few complications it will go live in March. It is now anticipated to launch in the second quarter of 2019. Judge Tucker mentioned several of the successful stages leading up to the final phase two implantation, including the successful conversion of 2.4 million cases and person data from JIS to eCourt. Next, Judge Tucker highlighted the conversion of 11.5 million documents from their legacy electronic document management system to eCourt resulting in all files now being available in eCourt. Judge Tucker stated they have sent 2,700 cases and person data to the Enterprise Data Repository (EDR), completed 90% configuration of Civil Phase Two and infraction functionality with both being ready for end to end testing. Criminal cases are running behind at moment and several interfaces are still in the development and configuration phase. The snow in February delayed the clerk training and has been moved from February to March, while the judges' individual training has been ongoing and moving forward.

Judge Tucker noted one issue delaying Phase Two has been the integration of eCourt and eProbation so the probation office does not have to enter the same information the clerks enter and back and forth. While eProbation has been running since October 2017, this is a new process and JTI has not integrated their two products in the past. That and some King County preparation issues leading up to the integration have resulted in the delay. Judge Tucker stated she has seen some demos and is pleased with the progress and happy they stuck with the integration.

Ms. Barb Miner presented the King County Clerk's Office (KCCO) update. Ms. Miner pointed to the written report contained in the materials and asked if there were any questions. Hearing none, Judge Leach moved to the next presentation.

Mr. Kumar Yajamanam presented the update on the Expedited Data Exchange (EDE) Project. Mr. Yajamanam reviewed the status and defects for KCCO's integration to the EDR, as contained in the meeting materials. He concluded by emphasizing that the EDE program continues to work to mitigate any potential impacts to the statewide system.

Data Dissemination Committee Report (DDC)

Judge Leach reported on the Data Dissemination Committee (DDC) meeting held directly before the JISC. Two access for records requests were presented at the meeting, the first being the Washington State Institute for Public Policy (WSIPP). WSIPP requested access to type 7 cases so they can prepare reports in response to recent legislation. The request was approved. The second request was from the Washington Association of Sheriffs and Police Chiefs (WASPC). Their request was for access to JABS. They want one place they can look to get daily information about criminal history in order to process requests to purchase firearms. This request was also approved. In addition, the DDC reviewed and approved updates to the DDC manual. Amendments to the AOC Data Agreements were reviewed and approved as well.

Board for Judicial Administration Report (BJA)

Judge Leach reminded the Committee that the BJA minutes are contained in the JISC packet behind Tab 13.

Adjournment

Judge Leach adjourned the meeting at 1:50pm.

Next Meeting

The next meeting will be April 26th, 2019, at the AOC SeaTac Facility from 10:00 a.m. to 2:00 p.m.

Action Items

	Action Items	Owner	Status

The Supreme Court
State of Washington

MARY E. FAIRHURST
CHIEF JUSTICE
TEMPLE OF JUSTICE
POST OFFICE BOX 40929
OLYMPIA, WASHINGTON
98504-0929



(360) 357-2053
E-MAIL MARY.FAIRHURST@COURTS.WA.GOV

March 19, 2019

Margaret Yetter
Kent Municipal Court
1220 Central Ave S
Kent, WA 98032-7426

Re: Appointment to the Judicial Information System Committee

Dear Ms. *Margaret*

At the request of the District and Municipal Court Management Association (DMCMA), I am pleased to appoint you as a DMCMA representative to the Judicial Information System Committee (JISC). JISC Rule 2 provides for the appointment of five members from the courts of limited jurisdiction to the JISC. This appointment will fill the remaining term of Lynne Campeau. Your appointment is effective immediately and continues through July 31, 2021.

Thank you for your interest in the success of the JISC. I appreciate your willingness to serve, and I am sure you will be a valuable asset to the committee.

Very truly yours,

Mary E. Fairhurst
Chief Justice

cc: Ms. Margaret Yetter, DMCMA President
Ms. Dawn Rubio, Court Administrator
Ms. Vonnie Diseth, ISD Director, AOC

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

Biennial Balances as of 3/31/2019 (FM21)

Initiatives--JIS Transition	ALLOTTED	EXPENDED AND PROJECTED	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	\$11,891,448	\$108,552
Superior Court CMS Subtotal	\$12,000,000	\$11,891,448	\$108,552
Courts of Limited Jurisdiction CMS			
17-19 Allocation	\$10,390,000	\$1,736,145	\$8,653,855
Courts of Limited Jurisdiction CMS - Subtotal	\$10,390,000	\$1,736,145	\$8,653,855
TOTAL 2017-2019	\$26,729,000	\$17,966,593	\$8,762,407

**Washington State Judicial Branch
2019-2021 Biennial Budget Request Comparison
Senate and House Budget Proposal April 2019**

Administrative Office of the Courts – State General Fund Requests				
Title	FTE	Amount Requested	House Proposed	Senate Proposed
Thurston County Impact Fee	0.0	\$2,188,000	\$2,188,000	\$1,500,000
Funding is requested for the disproportionate impact of civil case filings in Thurston County. Current level \$0.				
Finding Fathers – Dependency Cases	0.0	\$0-See FJCIP	\$0-See FJCIP	\$0
Funding is requested to provide courts low-cost DNA testing for alleged fathers in dependency cases. COMBINED with FJCIP. Current level FJCIP \$1.2 million; Finding Fathers \$0.				
Funding for Language Access	1.3	\$2,160,000	\$2,160,000	\$2,160,000
Funding is requested to expand the state Interpreter Reimbursement Program. Current level \$1.2 million.				
Statewide Court System Online Training	1.4	\$496,000	\$0	\$496,000
Funding is requested to develop a statewide online delivery system for training judicial officers and court staff. Current level \$0.				
Timely and Essential Court Training	1.0	\$911,000	\$0	\$0
Funding is requested to expand training opportunities and financial support to judicial officers and court staff to attend training. Current level \$625,000.				
Domestic Violence	0.2	\$0	\$96,000	\$0
Pursuant to ESSHB 1517, funding is provided for work group participation and court education. Current level \$0.				
Court Appointed Special Advocates		\$0	\$0	\$550,000
Funding is provided for CASA training and recruitment. Current level \$6.1 million.				
Family & Juv. Court Improve. Program	0.5	\$729,000	\$132,000	\$0
Funding is requested for FJCIP and to provide low-cost DNA testing Current level FJCIP \$1.2 million; Finding Fathers \$0.				
Truancy Petition Processing	0.0	\$0	\$0	(\$626,000)
The Senate is proposing to reduce truancy petition processing pass through funding due to decreased need for detention services.				
Total 2019-2021 SGF Request-Pass Through/Programmatic	4.4	\$6,484,000	\$4,576,000	\$4,080,000

**Washington State Judicial Branch
2019-2021 Biennial Budget Request Comparison
Senate and House Budget Proposal April 2019**

Title	FTE	Amount Requested	House Proposed	Senate Proposed
Judicial Bench Books	2.3	\$487,000	\$0	\$0
Funding is requested to revise outdated legal reference guides known as "bench books" or "bench guides". Current level >1.0 FTE.				
Web Services	1.0	\$277,000	\$0	\$0
Funding is requested for additional Web Services staff support necessary to serve the increasing demand. Current level ~3.0 FTE.				
Guardianship Services	2.0	\$1,718,000	\$1,320,000	\$0
Funding is requested to increase the number of public guardian contracts for guardianship services. Current level \$948,000.				
Uniform Guardianship Act (2SSB 5604)	3.3	\$0	\$0	\$1,027,000
Partial funding is provided to implement 2SSB 5604.				
Legal Financial Obligations Postage	0.0	\$164,000	\$164,000	\$0
Funding is requested for increased costs for the production and mailing of Legal Financial Obligations statements.				
Guardianship Monitoring	6.5	\$1,399,000	\$0	\$0
Funding is requested for a regional program designed to monitor guardianships. Current level \$0.				
Therapeutic Courts	1.5	\$340,000	\$0	\$0
Funding is requested for a statewide therapeutic courts coordinator to stand up and operate these courts more effectively. Current level \$0.				
Ody. Business & Train. Support-SGF	8.5	\$2,017,000	Please see below	\$0
Funding is requested to retain staff to support the Odyssey Superior Courts and county clerks offices. Current level \$0.				
EDR Operations & Maintenance-SGF	7.5	\$1,881,000	Please see below	Please see below
Funding is requested for permanent staffing for maintenance and operations of the Information Networking Hub – ED. Current level \$0.				
AC-ECMS-Project-SGF	3.5	\$2,207,000	Please see below	Please see below
Funding is requested for implementation of Appellate Electronic Court Records in the 2019-2021 biennium. Current level ~1.0 FTE.				
EDR Future Integrations-SGF	0.0	\$500,000	Please see below	Please see below
Funding is requested to integrate additional systems with the Information Networking Hub. Original proposal \$1.5 million. Current level \$0.				
Senate Efficiencies (SGF)	0.0	\$0	\$0	(\$388,000)
Efficiencies in state spending (LEAP Omnibus Document SCNS-2019). Proposed SGF budget cut.				
Total 2019-2021 SGF Request-Infrastructure	36.1	\$10,990,000	\$1,484,000	\$639,000
Total 2019-2021 SGF Proposal	40.5	\$17,474,000		

**Washington State Judicial Branch
2019-2021 Biennial Budget Request Comparison
Senate and House Budget Proposal April 2019**

Administrative Office of the Courts – JIS Requests				
Title	FTE	JIS Account	House Proposed	Senate Proposed
CLJ-CMS	21.5	\$14,486,000	Please see below	\$14,486,000
Funding is requested for the replacement of the legacy case management system for the Courts of Limited Jurisdiction. Current level \$0.				
SC-CMS Ongoing Operations	6.0	\$1,440,000	Please see below	\$1,440,000
Funding is requested for permanent funding for staff to perform maintenance, operations and support of the SC-CMS. Current level \$0.				
Odyssey Continuing Operations Support	2.0	\$696,000	Please see below	\$696,000
Funding is requested for continuing Odyssey operations support staff for transition from project to operational status. Current level \$0.				
Odyssey Business & Training Support	Above	Amount in SGF Request	Please see below	\$0
Funding is requested for staff to support the Superior Courts and county clerks that have implemented Odyssey. Current level \$0.				
Odyssey Maintenance	0.0	\$2,030,000	Please see below	\$2,030,000
Funding is requested for semi-annual maintenance and support payments for the Odyssey case management system. Current level \$0.				
EDR Operations & Maintenance	Above	Amount in SGF Request	Please see below	\$1,881,000 (JIS)
Funding is requested for permanent staffing for maintenance and operations the Information Networking Hub – EDR. Current level \$0.				
AC-ECMS	Above	Amount in SGF Request	Please see below	\$2,207,000 (JIS)
Funding is requested for implementation of Appellate Electronic Court Records in the 2019-2021 biennium. Current level ~1.0 FTE.				

**Washington State Judicial Branch
2019-2021 Biennial Budget Request Comparison
Senate and House Budget Proposal April 2019**

Title	FTE	JIS Account	House Proposed	Senate Proposed
EDR Future Integrations	Above	Amount in SGF Request	Please see below	\$500,000 (JIS)
Funding to integrate additional case management systems with the INH.				
Internal Equipment Replacement	0.0	\$1,913,000	Please see below	\$1,913,000
Funding is requested to replace end of life equipment and to improve performance of heavily used JIS services.				
Odyssey Development Hours	0.0	\$574,000	Please see below	\$574,000
Funding is requested for additional Tyler development hours for system corrections, modifications or enhancements. Current level \$0.				
External Equipment Replacement	0.0	\$1,646,000	Please see below	\$1,646,000
Funding is requested to replace aged computer equipment at the courts and county clerk's offices. Current level \$0.				
Senate Efficiencies (JIS)	0.0	\$0	\$0	(\$382,000)
Efficiencies in State Spending (LEAP Omnibus Document SCNS-2019). Proposed JIS account budget cut.				
Total Information Tech. Requests-JISC Acct.	29.5	\$22,785,000	\$28,534,000 *	\$26,991,000
Total Information Tech. Requests-All Sources	49.0	\$29,390,000	\$28,534,000	\$26,991,000

*** NOTE: The House budget provided \$28,534,000 in JIS funding to be prioritized, including requests submitted as General Fund. No General Fund appropriations were provided.**

**Total Administrative Office of the Courts
2019 – 2021 Biennial Budget Request**

Title	FTE	Amount	House Proposed	Senate Proposed
Total State General Fund Requests	40.5	\$17,474,000	\$6,060,000	\$4,719,000
Total Info. Tech. Requests (JIS Acct.)	29.5	\$22,785,000	\$28,534,000	\$26,991,000
Total All Requests	70.0	\$40,259,000	\$34,594,000	\$31,710,000



WASHINGTON COURTS

April 26, 2019

TO: Judicial Information System Committee Members
FROM: Dory L. Nicpon, Associate Director, Judicial and Legislative Relations
RE: Legislative Update

2019 Legislative Session -- Cutoff Calendar

Consistent with the cutoff date for chamber of origin (March 13), only bills that have passed out of their chamber of origin and transferred to the opposite chamber remain eligible for further consideration this legislative session. In order to advance for further consideration, bills must pass out of the opposite chamber by April 17. Bills that were amended by the opposite chamber will return to the chamber of origin for concurrence.

Board for Judicial Administration (BJA) Legislative Priorities

As previously reported, the BJA identified its priorities for 2019 to include:

Court Technology Projects: The judicial branch is successfully implementing major modernization projects for all court levels and needs continued funding to deliver the projects and support them after delivery. These technology needs were described to the legislature in funding requests called decision packages.

Language Access/Interpreter Services: Courts need adequate funding for qualified interpreters to maximize courthouse efficiency and ensure access to justice for individuals who are deaf, hearing impaired, or who have limited English proficiency. The judicial branch submitted a funding request to the legislature to increase the amount available for interpreter reimbursement.

Education for Judges and Court Staff: Adequate funding is needed for timely and relevant training of judicial officers and court personnel. Such training provides information about implicit bias, cultural competence, best practices in court operations, and changes that impact the judiciary. The judicial branch submitted a funding request to the legislature to increase the amount available for judicial branch education.

Family and Juvenile Court Improvement Program (FJCIP): Early father identification and staff oversight of dependency cases improves outcomes for children and families. Funding is needed to expand the proven strategies of the FJCIP courts, so the judicial branch submitted a funding request to the legislature to increase FJCIP funding.

Guardianship Services: With growing populations of seniors and vulnerable individuals, funding is needed for additional public guardians and to create a regional guardianship monitoring program to support courts in their oversight of guardians. Statutory amendment is needed to adjust the services offered by public guardians. The judicial branch submitted a funding request for guardianship monitoring resources and more public guardians, and the BJA requested legislation to expand the services of public guardians (Representative Christine Kilduff sponsored the BJA's request, House Bill 1329, which is available for floor debate in the Senate as of April 11).

Courthouse Security: Funding and coordination is needed to ensure everyone visiting a courthouse can do so in a safe and secure environment. The BJA is convening a Courthouse Security Task Force in April 2019 to examine needs and opportunities for every trial court to achieve compliance with General Rule 36 by 2025.

Civic Education: Funding and support for civic education in our schools and communities helps emphasize the importance of the rule of law in our democracy.

Domestic Violence Data: A statutory refinement to domestic violence definitions is needed to facilitate more specific data collection and distinguish between intimate partner violence and non-intimate partner violence in order to improve risk assessments. The BJA requested inclusion of the definition refinement in legislation already introduced by Representative Roger Goodman on the topic of domestic violence (House Bill 1517, which is on the consent calendar for the Senate as of April 11).

Legislative Discussions -- Theme of the Session Might be Vulnerable Individuals

Uniform Guardianship, Conservatorship, and Protective Arrangements Act (UGCPAA): Senate Bill 5604 changes Washington's statutes relating to guardianship to align substantially with the UGCPAA.

New Hope Act: Representative Drew Hansen has sponsored a bill called the New Hope Act (House Bill 1041), which: 1) modifies the process for an offender to receive a certificate of discharge; and 2) expands the circumstances in which an offender may have a conviction vacated.

Mental/Behavioral Health: Several recent committee work sessions and public policy discussions concern mental and behavioral health issues, increasing demand for mental health services, opioid use disorder, and the *Trueblood* settlement.

Specific Bill of Import for the Judiciary

5017 -- Concerning the uniform unsworn declarations act.

In 2014, a multi-agency effort introduced new language in RCW 9A.72.085 regarding standards for subscribing to an unsworn statement. This RCW is now referenced in court rule and on court forms, which are foundational for many e-filings within the judicial branch. This bill includes a repeal of RCW 9A.72.085. AOC staff identified significant potential ramifications from this repeal and engaged with Washington State Patrol (WSP), Washington Association of Sheriffs and Police Chiefs (WASPC), Washington Association of Prosecuting Attorneys (WAPA), counties, cities, the Governor's staff, legislative members and staff, Department of Licensing (DOL), and the Washington Traffic Safety Commission (WTSC). AOC requested that the legislature not repeal RCW 9A.72.085. The legislature denied that request because it wants to consolidate all language regarding unsworn declarations in chapter 5.50 RCW.

The Governor's staff has suggested amendments intended to address executive branch (WSP, WASPC, WAPA, DOL, WTSC) impacts. In order to avoid operational impacts within the judicial branch, AOC has requested an effective date for the repeal of RCW 9A.72.085 that is sufficiently delayed as to afford the courts an opportunity to adjust court rules and forms (e.g., October 2021). The Chief Justice and Governor discussed this bill during their quarterly meeting on April 3.

AOC staff remain concerned about this repeal triggering a need to adjust statutory references to RCW 9A.72.085 and may urge the judicial branch to consider adopting court rules and forms about standards for subscribing to an unsworn statement without statutory references.

Topics of Recurring BJA Engagement with the Legislature

The BJA has discussed concerns and collaborated with public policy makers regarding amendments to legislation where the bill language under debate raised concerns related to the administration of justice, including: judicial independence/separation of powers; courts should not be revenue collectors; and judicial branch entities should not be funded by fees.

Judicial Information System Committee Meeting

April 26, 2019

DECISION POINT – Odyssey Case Management System Operational Court User Work Group (CUWG)

MOTIONS:

- I move that the JISC approve the creation of the Odyssey Case Management Operational Court User Work Group (CUWG), with representatives from the County Clerks, Superior Court Judges and Administrators, AOC, Washington State Bar Association, and Access to Justice Board to provide guidance with troubleshooting functional and process issues and to make decisions on operational enhancements to the Odyssey case management system.

I. BACKGROUND

The SC-CMS Operational Court User Work Group (CUWG) was formed to assist AOC in the implementation of Odyssey in Washington for the Superior Courts. The CUWG provided subject matter expertise in the areas of the Superior Court and County Clerk business processes, troubleshooting functional and process issues, business and functional requirements, and prioritization on system enhancements. The group includes judicial officers, court administrators, and county clerks representing various court districts in Washington.

II. DISCUSSION

Now the Odyssey team is transitioning from project/implementation mode to support and operational work. The Operational Court User Work Group will continue to be needed to assist AOC in the stabilization, prioritization, and continuous functional and process improvements of Odyssey. This includes strategic planning for future needs and enhancements, troubleshooting process and functional issues, and guidance on potential impacts, opportunities, and constraints of issues that may arise from the use of Odyssey.

III. OUTCOME IF NOT PASSED –

If the JISC does not approve the continuation of the CUWG for decisions on future improvements to the Washington configuration of Odyssey, the program will not have the guidance of subject matter experts when the project team is troubleshooting functional and business process issues and needing to prioritize issues and enhancements.



WASHINGTON
COURTS

Odyssey Case Management System Court User Work Group Charter

Last Revised: March 11, 2019

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DRAFT

1 Introduction

On June 22, 2012, the Judicial Information System Committee (JISC) authorized the formation of a Court User Work Group (CUWG) to assist the implementation of the new Superior Court Case Management System. The CUWG served as subject matter experts on court business processes, court operations, and the use of the Odyssey case management system. The CUWG provided guidance on court business process and functional issues, the configuration of Odyssey and on custom development projects to enhance the fit of the application for use by the Superior Courts and the County Clerks.

After six years, the SC-CMS project implemented the last set of courts and Clerk's offices in November of 2018. The SC-CMS project team is continuing work on stabilizing Odyssey and conducting project closure activities as required by the contract with Tyler Technologies.

Moving ahead, SC-CMS is transitioning from project/implementation mode to support and operational work. It has been determined that a Court User Work Group will continue to be needed to assist the AOC in the stabilization, prioritization, and continuous functional and process improvements of Odyssey.

2 CUWG Purpose

The CUWG will assist the AOC in supporting on-going work with Odyssey. The CUWG will provide the following capabilities:

- Subject matter expertise on Superior Court and County Clerk business processes
- Troubleshooting process and functional issues
- Guidance on potential impacts, opportunities, and constraints of issues that may arise from the use of Odyssey
- Providing business and functional requirements
- Assist in the prioritization of potential requests for new enhancements
- Strategic visioning regarding the future of Odyssey
- Identify and promote opportunities to standardize court business processes

3 Roles and Responsibilities

JISC – The JISC shall authorize the creation of the CUWG and is the final authority only when issues are escalated by the AOC or member associations.

Associations – The various associations will select members to represent them on the CUWG.

CUWG Members – The CUWG members will actively participate in court business process discussions, make timely decisions, and complete assignments as needed to accomplish business process initiatives, improvements, and standardization.

- Identify common court business processes
- Identify opportunities to refine court business processes through review, analysis and continuous process improvement
- Ensure that court business processes and requirements are complete, accurate and documented
- Advocate for the agreed upon process change, innovation, and standardization
- Advocate for and communicate decisions and changes to their staff, colleagues, associations, and coworkers

Court Business Office – The CBO staff will facilitate the CUWG meetings and work collaboratively with the CUWG, vendor representatives, and the AOC SC-CMS operational team in working through issues, continuous functional and process improvements, and analyzing new enhancement requests.

SC-CMS Operational Team – The operational team is responsible for the day-to-day operations of Odyssey. The operational team will assist the CBO and CUWG in the troubleshooting of issues by providing quantitative information regarding the application’s performance.

AOC SC-CMS Program Sponsors (Information Services Division Director and Court Services Division Director) – The AOC sponsors direct the work of the AOC staff and make decisions for the day-to-day operations of Odyssey.

4 Guiding Principles

The CUWG will be guided by the following principles:

- Members will have a statewide and system-wide view of court operations, and shall pursue the best interests of the court system at large while honoring local decision making authority and local practice.
- Members will make timely decisions as needed to successfully implement a statewide solution.
- Members will be open to changing practices where it makes sense.
- Members will not avoid or ignore conflicting processes, requirements, and stakeholder views, and will proactively discuss and resolve issues.
- Members will strive to build a healthy and collaborative partnership among the court stakeholders, the AOC, and vendor representatives that is focused on providing a successful outcome.
- Members will work to understand the features and capabilities of Odyssey.

- Members will fulfill a leadership role in taking responsibility for CUWG decisions and communicating with their peers about issues and decisions.
- Members will be guided by the [Access to Justice Technology Principles](#).

5 Decision Making and Escalation Process

The CUWG should work towards unanimity, but make decisions based on consent (non-objection) of the members.

- Using a consent model, members will generally agree to a proposed course of action commonly characterized by comfort with the general direction though not necessarily with all the specific details.
- Voting members who disagree or have concerns with a decision must articulate the reasons for the conflict and concern. The concerns will be documented by the CBO and the work group will strive to answer and address the conflict until all members are comfortable with the direction to move forward.
- If all options have been exhausted by the group and a clear impasse exists, an issue that involves significant policy or budgetary impact may be escalated to the JISC for direction and decision.
- If the impasse does not rise to the level of the JISC, AOC SC-CMS Program Sponsors will work closely with the associations to find a resolution.
- Decisions must be made in a timely manner to ensure the successful progression of the operational activities dependent on the completeness and accuracy of the business processes and requirements.
- It is anticipated the CUWG will tackle issues that may ultimately require a request for an enhancement in Odyssey. Enhancement requests will be routed through the approved JIS Information Technology Governance (ITG) process.

6 Membership

The CUWG will include representatives from the SCJA, WSACC, AWSCA, WAJCA, and AOC. Membership should include a cross section of different geographic locations and court characteristics.

The CUWG will be comprised of 11 voting members who are internal users of the system. Voting members will be appointed by the following associations and organizations:

- 4 members from the Superior Court Judges' Association (SCJA) and the Association for Washington Superior Court Administrators (AWSCA).
 - At least 1 of the members must be from the SCJA.
- 1 member from the Washington Association of Juvenile Court Administrators (WAJCA).
- 4 members from the Washington State Association of County Clerks (WSACC).
- 2 members from the Administrative Office of the Courts (AOC).

The CUWG will also be comprised of 2 non-voting members, appointed and provided by each of the following:

- 1 representative from Washington State Bar Association (WSBA).
- 1 representative from the Access to Justice Board (ATJ).

Non-voting members are encouraged to provide subject matter expertise and input into the decision making process. Other subject matter experts may be invited to provide additional detailed information to support and inform the decision making.

All CUWG members should have deep knowledge of court functions, business processes, and business rules in the following areas:

- Manage Case
 - Initiate case, case participant management, adjudication/disposition, search case, compliance deadline management, reports, case flow lifecycle
- Calendar/Scheduling
 - Schedule, administrative capabilities, calendar, case event management, hearing outcomes, notifications, reports and searches
- Entity Management
 - Party relationships, search party, party management, reports and searches, administer professional services
- Manage Case Records
 - Docketing/case notes, court proceeding record management, exhibit management, reports and searches
- Pre-/Post Disposition Services
 - Compliance, access to risk assessment tools, reports and searches
- Administration
 - Security, law data management

7 Membership Terms

CUWG membership term is for two years. CUWG membership must be consistent to maintain continuity and to minimize risk. Members are expected to attend all meetings as scheduled. If a member is not able to attend a meeting, the member must delegate an alternate or proxy from their association in advance and notify the AOC Court Business Office.

Organization	Appointed Member(s)	Alternate(s)
Superior Court Judges' Association		
Association for Washington		

Superior Court Administrators		
Washington State Association of County Clerks		
Washington Association of Juvenile Court Administrators		
Administrative Office of the Courts	Jenni Christopher, Charlotte Jensen	
Washington State Bar Association		
Access to Justice		

8 Meetings

- The CUWG shall hold a standing weekly teleconference.
- In-person meetings may be held if necessary and is subject to budget availability
- A quorum consists of seven voting members with at least three from the SCJA and AWSCA, three from the WSACC, and one from the AOC.
- If a voting member is not available, proxy voting is allowed.
- AOC's CBO will facilitate the meetings and will be responsible for providing the members pertinent meeting information and artifacts at least 2 days before the scheduled meeting.

9 Signatures

Title	Name	Signature	Date
Superior Court Judges' Association, President			
Association for Washington Superior Court Administrators, President			
Washington State Association of County Clerks, President			
Washington Association of Juvenile Court Administrators, President			
Administrative Office of the Courts	Ms. Dawn Marie Rubio		

Judicial Information System Committee Meeting, April 26, 2019

DECISION POINT – Courts of Limited Jurisdiction Case Management System (CLJ-CMS) - Appointment of Steering Committee Member

MOTIONS:

- I move that the JISC approve the appointment of Suzanne Elsner to represent the DMCMA on the CLJ-CMS Project Steering Committee.

I. BACKGROUND

On February 28, 2014, the JISC made IT Governance Request 102, the CLJ Case Management System, JISC Priority 4, the top priority request for courts of limited jurisdiction on the JISC priority list.

On April 25, 2014, the JISC approved the Project Charter, the Project Steering Committee Charter, and the Court User Workgroup Charter for the CLJ-CMS Project, and appointed members to the Project Steering Committee nominated by the District and Municipal Court Management Association (DMCMA), the District and Municipal Court Judges' Association (DMCJA), and the Misdemeanant Probation Association (MPA) (FKA Misdemeanant Corrections Association).

The CLJ-CMS Project Steering Committee provides project oversight and strategic direction for the CLJ-CMS project over the life of the project. The CLJ-CMS Project Steering Committee plays a key leadership role within the project governance structure and is responsible for business decisions regarding the project and for making project recommendations to the JISC.

II. DISCUSSION

Lynne Campeau passed away in January, 2019. The CLJ-CMS Project Steering Committee Charter requires members to be appointed by the JISC. The DMCMA has nominated Suzanne Elsner to replace Lynne Campeau.

III. OUTCOME IF NOT PASSED –

If the JISC does not appoint a new member to replace Lynne Campeau, the DMCMA will not have full representation on the CLJ-CMS Project Steering Committee.



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March 4, 2019

Honorable Mary E. Fairhurst
Chief Justice, Washington State Supreme Court
JISC Chair
P.O. Box 40929
Olympia, WA 98504

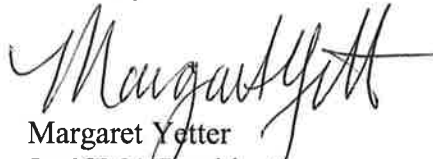
Re: DMCMA CLJ-CMS Project Steering Committee Member Nominee

Dear Chief Justice Fairhurst,

I would like to nominate Suzanne Elsner of Marysville Municipal Court to fill what was Lynne Campeau's position on the CLJ-CMS Project Steering Committee. Suzi is very familiar with the CLJ-CMS project as she been an active member of the CUWG since its creation in 2014. She is currently serving as CUWG Chair. Suzi's years of CLJ leadership experience and historical knowledge of the CMS project will make her a valued addition to the Steering Committee.

Thank you for your consideration.

Sincerely,


Margaret Yetter
DMCMA President

cc: Ms. Dawn Marie Rubio, AOC
Mr. Dirk Marler, AOC
Ms. Vonnie Diseth, AOC
Ms. Paulette Revoir

Current Rule 13

Judicial Information System Committee Rules

RULE 13

LOCAL COURT SYSTEMS

Counties or cities wishing to establish automated court record systems shall provide advance notice of the proposed development to the Judicial Information System Committee and the Office of the Administrator for the Courts 90 days prior to the commencement of such projects for the purpose of review and approval.

[Effective May 15, 1976.]

Judicial Information System Committee Meeting

April 26, 2019

DECISION POINT – JISC Rule 13

MOTION:

I move to amend the JISC Rule 13 as indicated in the attached draft.

I. BACKGROUND

JISC Rule 1 states that AOC will operate a statewide Judicial Information System to serve the courts of Washington, under the direction of the JISC and with the approval of the Supreme Court pursuant to RCW 2.56. RCW 2.68.010 provides for the JISC to “determine all matters pertaining to the delivery of services available from the judicial information system.”

JISC Rule 13 governs JISC review and approval of local city or county automated court records systems. The rule was adopted in 1976, and has not been amended since. It does not reflect the current realities of technology system development.

In 2014, the JISC adopted the JIS Standard for Local Automated Court Record Systems and their Implementation Plan that provide guidance to courts operating their own systems regarding the minimum data that must be in the statewide judicial information system. The proposed amendments to JISC Rule 13 align the rule with the accompanying JIS Standard.

II. DISCUSSION

With more and more courts contemplating leaving the statewide Judicial Information System and implementing their own systems, it is crucial for those courts to have direction so they know their responsibilities and what to expect when making those decisions. It is also crucial to public safety for all Washington courts and justice partners to continue to have access to statewide judicial information.

OUTCOME IF NOT PASSED –

If JISCR 13 is not amended to reflect the current reality, Washington judicial officers, court staff, justice system partners, and the public will not have access to complete judicial information on which public safety depends.

RULE 13 ELECTRONIC LOCAL COURT RECORD SYSTEMS

- (a) An “electronic court record system” is any electronic court records technology system that is the source of statewide court data identified in the JIS Data Standards for Alternative Electronic Court Record Systems (“JIS Data Standards”).
- (b) The JISC and AOC are directed to focus on implementing and supporting statewide solutions. The JISC and AOC set priorities through the Information Technology Governance (ITG) process.
- (c) With JISC approval, a court may implement and maintain a local electronic court record system solely at its own expense. Written notice of the proposed acquisition or development and the court’s detailed plan to comply with the JIS Data Standards must be provided to the JISC and the AOC at least six months before beginning a procurement process for the purchase or acquisition of software or services. The court, the local funding authority, and the court’s technology service provider must agree in writing that they understand their obligations and will comply with the JIS Data Standards.
- (d) Courts that choose to implement electronic court record systems must either provide statewide data required in the JIS Data Standards through the Enterprise Data Repository (EDR) or by duplicate data entry into JIS systems.
- (e) If a court’s request to implement an electronic court record system is approved by the JISC, any implementation or support activities by AOC are still subject to resource availability and scheduling based on JISC and AOC priorities. If state and local timelines do not align, the court must provide all data required under the statewide JIS data standards by duplicate data entry into the statewide JIS systems until a data exchange is fully tested and operational or the court must adjust its implementation schedule.
- (f) A court that does not comply with the terms of this rule may not receive equipment, software, supplies, monies, or services funded in whole or in part from any funds appropriated to AOC.

~~Counties or cities wishing to establish automated court record systems shall provide advance notice of the proposed development to the Judicial Information System Committee and the Office of the Administrator for the Courts 90 days prior to the commencement of such projects for the purpose of review and approval.~~

Due to their size the following documents will only be available online.

- JIS Data Standards V2 – 51 pages
- JIS Data Standards Implementation Plan – 37 pages

JIS Standard for Alternative Local Court Record Systems

JIS Data Standards for Alternative Electronic Court Record Systems		
Effective Date: October 24, 2014		
Revision History	Date	Description
Version 1.0	6/2/2014	Draft for Review and Comment
Version 1.1	6/24/2014	Accepted agreed upon items from King County and Access to Justice comments
Version 1.2	6/25/2014	Accepted additional King County revisions.
Version 1.3	7/1/2014	Final edits as approved by the JISC
Version 1.32	9/15/2014	Comments from court feedback for review.
Version 1.33	9/20/2014	Internal AOC review and corrections.
Version 1.34	10/1/2014	Changed name from "Standards for Local Automated Court Record Systems
Version 1.35	10/8/14	Added "Data" to standard title, at stakeholder request, and added effective date under title.
Version 1.36	10/10/2014	Revised the scope statement.
Version 1.4	10/31/2014	Version as approved by the JISC on 10/24/2014.
Version 1.5	12/07/2015	Multiple revisions
Version 1.6	03/11/2016	Provisionally approved by EDE Steering Committee. Revision containing multiple updates to finalize changes for Standards Freeze for EDR pilot implementation.
Version 1.61	05/23/2016	Accepted all redline changes. No content revisions made.
Version 1.62	10/31/2016	Removed NIEM as an interchange standard – not used.
Version 1.7	02/06/2017	Updated data element descriptions
Version 1.7.1	08/24/2017	Entire document re-validated by Business Product Owner, Business Analysts and SMEs. New "Simplification" model considered during validation process. Some previously-deleted elements brought back. Some description changes. Biggest change is the breakdown of the Significant Document section into multiple sections. New elements are numbered in the 300 series.
Version 2.0	10/9/2017	Incorporating stakeholder suggestions on definition changes and general cleanup of document for consistency and clarification.
Version 2.0.1	11/30/2017	Incorporating CR009 changes to the Charge section.
Version 2.0.2	12/5/2017	Incorporating CR001-CR003, CR005-CR007, CR010-CR015, CR017, CR018, and CR020. (Do not implement CR008 or CR016.)
Version 2.0.3	01/16/2018	Incorporate CR019 and CR021-CR024, CR026.
Version 2.0.4	03/28/2018	Incorporate CR027 and BR001.
Version 2.0.5	04/30/2018	Incorporate CR028

JIS Standard for Alternative Local Court Record Systems

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JIS Standard for Alternative Local Court Record Systems

PURPOSE

This standard contains the requirements for trial courts to interface independent, automated court record systems with the state Judicial Information System (JIS). These standards are necessary to ensure the integrity and availability of statewide data and information to enable open, just and timely resolution of all court matters.

AUTHORITY

RCW 2.68.010 established the Judicial Information System Committee (JISC).

“The judicial information system committee, as established by court rule, shall determine all matters pertaining to the delivery of services available from the judicial information system.”

JISC Rule 1 describes the authority of the Administrative Office for the Courts (AOC) for the JIS.

“It is the intent of the Supreme Court that a statewide Judicial Information System be developed. The system is to be designed and operated by the Administrator for the Courts under the direction of the Judicial Information System Committee and with the approval of the Supreme Court pursuant to RCW 2.56. The system is to serve the courts of the state of Washington.

JISC Rule 13 gives the JISC specific responsibility and authority to review and approve county or city proposals to establish their own automated court record systems.

“Counties or cities wishing to establish automated court record systems shall provide advance notice of the proposed development to the Judicial Information System Committee and the Office of the Administrator for the Courts 90 days prior to the commencement of such projects for the purpose of review and approval.”

RCW 2.68.050 directs the electronic access to judicial information.

“The supreme court, the court of appeals and all superior and district courts, through the judicial information system committee, shall:

- (1) Continue to plan for and implement processes for making judicial information available electronically;*
- (2) Promote and facilitate electronic access to the public of judicial information and services;*
- (3) Establish technical standards for such services;*
- (4) Consider electronic public access needs when planning new information systems or major upgrades of information systems;*
- (5) Develop processes to determine which judicial information the public most wants and needs;*
- (6) Increase capabilities to receive information electronically from the public and transmit forms, applications and other communications and transactions electronically;*
- (7) Use technologies that allow continuous access twenty-four hours a day, seven days per week, involve little or no cost to access, and are capable of being used by persons without extensive technology ability; and*
- (8) Consider and incorporate wherever possible ease of access to electronic technologies by persons with disabilities.”*

RCW 2.56.030 describes the powers and duties of the AOC. The following subsections apply to this standard:

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- (1) *Examine the administrative methods and systems employed in the offices of the judges, clerks, stenographers, and employees of the courts and make recommendations, through the chief justice, for the improvement of the same;*
- (2) *Examine the state of the dockets of the courts and determine the need for assistance by any court;*
- (4) *Collect and compile statistical and other data and make reports of the business transacted by the courts, and transmit the same to the chief justice to the end that proper action may be taken in respect thereto;*
- (6) *Collect statistical and other data and make reports relating to the expenditure of public moneys, state and local, for the maintenance and operation of the judicial system and the offices connected therewith;*
- (7) *Obtain reports from clerks of courts in accordance with law or rules adopted by the supreme court of this state on cases and other judicial business in which action has been delayed beyond periods of time specified by law or rules of court and make report thereof to supreme court of this state;*
- (11) *Examine the need for new superior court and district court judge positions under an objective workload analysis. The results of the objective workload analysis shall be reviewed by the board for judicial administration which shall make recommendations to the legislature. It is the intent of the legislature that an objective workload analysis become the basis for creating additional district and superior court positions, and recommendations should address that objective;”*

The Supreme Court of Washington Order No. 25700-B-440 directs the establishment of the Washington State Center for Court Research within the AOC. The order authorizes the collection of data under RCW 2.56.030 for the purpose of: objective and informed research to reach major policy decisions; and to evaluate and respond to executive and legislative branch research affecting the operation of the judicial branch.

The Supreme Court of Washington Order No. 25700-B-449 adopting the Access to Justice Technology Principles. The order states the intent that the Principles guide the use of technology in the Washington State court system and by all other persons, agencies, and bodies under the authority of this Court. The Order further states that these Principles should be considered with other governing law and court rules in deciding the appropriate use of technology in the administration of the courts and the cases that come before such courts, and should be so considered in deciding the appropriate use of technology by all other persons, agencies and bodies under the authority of this Court.

GUIDANCE

JIS Baseline Services: In its strategic planning efforts throughout recent years, the JISC recognized the need to identify baseline services to guide development initiatives. The JISC established the JIS Baseline Services Workgroup in June 2010. The Workgroup published a report that specified data to be shared and identified common processes needed for Washington State Courts. On October 7, 2011, the JISC approved a resolution that: “*the JIS Baseline Services be referenced in planning of all court information technology projects.*” As such, the report is used as a guideline for section ‘B’ – Shared Data and section ‘C’ – Common Processes.

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The Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative Data Analysis: Recommendation of Standards: This report contains recommendations for a common set of standards for data collection, analysis, and reporting.

The Washington State Access to Justice Technology Principles should be used for technologies in the Washington State justice system. The Access to Justice Technology Principles apply to all courts of law, all clerks of court and court administrators and to all other persons or part of the Washington justice system under the rule-making authority of the Court.

SCOPE

The information in this standard applies to all Washington State Superior Courts and Courts of Limited Jurisdiction (CLJ) operating an Alternative Electronic Court Record System. Juvenile Departments are included in the scope as each is a division within a Superior Court. It does not include the Supreme Court and Court of Appeals courts as their systems are, by statute, fully supported by the AOC.

This standard does not apply to Superior and CLJ courts using the statewide case management system, as they are already subject to existing JIS policies, standards, guidelines, and business and data rules that encompass the data requirements identified in Appendix 'A.'

DEFINITIONS

"Statewide court data" refers to data needed for sharing between courts, judicial partners, public dissemination, or is required for statewide compilation in order to facilitate the missions of the Washington Courts, justice system partners, and the AOC.

"Alternative Electronic Court Record System" is any electronic court records technology system that is the source of judicial data identified in section B below.

"The Judicial Information System (JIS)" is the collection of systems, managed by the AOC, that serve the courts and includes the corresponding databases, data exchanges, and electronic public data access.

"Data Exchange" is a process that makes data available in an electronic form from one computer server to another so that an automated system can process it. Exchanges involve data moving from the AOC to other destinations and data coming into the AOC from external sources.

STANDARDS

The following subsections provide the standards for courts that implement and operate an Alternative Electronic Court Record System. There are six sections:

- Section 'A', General: provides references to RCW's, Court General Rules, and JISC rules that must be followed.
- Section 'B', Shared Data: contains the data that must be provided by the Alternative Electronic Court Record System to the statewide JIS.
- Section 'C', Common Process: provides guidance to provide consistency and quality in the content of the shared data identified in subsection 'B' - Shared Data.
- Section 'D', Security: identifies the AOC security standards that apply for data sharing and access to the statewide JIS.

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- Section 'E', Technical: provides the technical requirements that are required for the exchange of data between systems.
- Section 'F', Responsibilities: provides information on what is expected to be performed by the courts and by the AOC.

A. GENERAL

General Standards describe high-level shared data and business processes that are needed so that a court's implementation and operation of an Alternative Electronic Court Record System does not have a negative impact on the public, other courts, justice system partners, and the AOC. The following existing authoritative references provide the high level standards to be used. Inclusion of these rules provides an easy reference for the courts on what statutes, rules, and other items apply so that they can effectively plan for and operate an alternative system.

1. A court that implements an Alternative Electronic Court Record System will continue to follow RCW's related to the JIS as applicable and prescribed by law. These include:
 - a) [RCW 2.68](#) regarding the JIS;
 - b) [RCW 26.50.160](#) regarding the JIS being the designated statewide repository for criminal and domestic violence case histories;
 - c) [RCW 26.50.070\(5\)](#) and [RCW 7.90.120](#) regarding mandatory information required by JIS within one judicial day after issuance of protection orders ;
 - d) [RCW 10.98.090](#) regarding reporting criminal dispositions to the Washington State Patrol (WSP) from the JIS;
 - e) [RCW 10.97.045](#) regarding disposition data to the initiating agency and state patrol and;
 - f) [RCW 10.98.100](#) regarding compliance audits of criminal history records.
2. A court that implements an Alternative Electronic Court Record System will continue to follow Washington State Court General Rules (GR), specifically:
 - a) [GR 15](#) for the destruction, sealing, and redaction of court records
 - b) [GR 22](#) for the access to family law and guardianship court records
 - c) [GR 31](#) for the access to court records and
 - d) [GR 31.1](#) for the access to administrative records
 - e) GR 34 for the waiver of court and clerk's fees and charges in civil matters on the basis of indulgency
3. A court that implements an Alternative Electronic Court Record System will continue to follow JIS rules, specifically:
 - a) [Rule 5](#) regarding standard data elements;
 - b) [Rule 6](#) regarding the AOC providing the courts standard reports

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- c) [Rule 7](#) regarding codes and case numbers
- d) [Rule 8](#) regarding retention
- e) [Rule 9](#) regarding the JIS serving as the communications link for courts with other courts and organizations and
- f) [Rule 10](#) regarding attorney identification numbers
- g) [Rule 11](#) regarding security
- h) [Rule 15](#) regarding data dissemination, including the local rules consistent with the JIS Data Dissemination Policy and
- i) [Rule 18](#) regarding removing juvenile data when only a truancy record exists

B. SHARED DATA

These standards identify the data required to ensure that the existing JIS, the statewide data repository, and any Alternative Electronic Court Record System database are able to complete necessary transactions and provide synchronized information to users.

A court that implements an Alternative Electronic Court Record System shall send the shared data identified in these standards to the JIS. The court shall comply with these standards through direct data entry into a JIS system or by electronic data exchange. All data elements which have been marked as “Baseline” with a ‘B’ in columns corresponding to the court level, in Appendix ‘A’ shall be effective as of the approval date of the standard. The implementation of the shared data (court applicability and timing) shall be governed by the Implementation Plan for the JIS Data Standards for Alternative Electronic Court Record Systems.

Detailed business and technical requirements for the shared data elements listed in Appendix ‘A’ will be provided in a separated Procedure and Guideline Document.

This subsection is divided into four parts:

- The Shared Data Element Standards identify the data elements that require sharing.
- The Codes Standards specify the valid values contained in the shared data elements.
- The Data Element Time Standards provide the requirements for when the data is to be provided.
- Data Quality Standards that ensure that data is complete and correct.

Assumptions: There must be a thorough understanding of data exchanged between systems. Data elements must be translatable between systems. Changes to data and business rules which may affect the data must be reviewed, understood, and accepted by both the AOC and the Alternative Electronic Court Record System providers.

1. Shared Data Standards:

JISC Rule 5 requires a standard court data element dictionary:

“A standard court data element dictionary for the Judicial Information System shall be prepared and maintained by the Administrator for the Courts with the approval of the Judicial Information System Committee. Any modifications, additions, or deletions from the standard court data

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element dictionary must be reviewed and approved by the Judicial Information System Committee.”

The standards listed below identify a standard number, title, business requirement, a rationale, shared data (business names), and applicable court levels. Appendix A is used to translate the ‘Shared Data’ name to a list of one or more data elements. Data exchange specifications for each element will be provided in the Information Exchange Package Documentation (IEPD) for Web Services or other specifications for bulk data exchanges.

(1)	Title	Party Information
	Requirement	Additions and updates to person data in accordance with the statewide person business rules.
	Rationale:	Needed for participation on a case; unique identification of litigants for statewide case history; location of parties for correspondence and contact; and serving of warrants.
	Shared Data	Person Organization Official Attorney Person Association Address Phone Electronic Contact Person Flag
	Court Level	Superior, Juvenile, and CLJ

(2)	Title	Case Filing and Update
	Requirement:	The initial filing and updates of all matters initiated in a Superior Court or Court of Limited Jurisdiction court. Also, the creation and update of juvenile referrals and diversions.
	Rationale:	Needed for statewide case statistics, judicial needs assessment, person case history, public information, and research.
	Shared Data	Case Document Information Citation Case Relationship Process Control Number Case Flag
	Court Level	Superior, Juvenile, and CLJ

(3)	Title	Case Participation
	Requirement:	Creation and update of primary participants together with party type, party information, and relationships to other parties.
	Rationale:	Needed for judicial decision making, person case history, family courts, and public information.
	Shared Data	Participant Attorney Participant Association
	Court Level	Superior, Juvenile, and CLJ

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(4)	Title	Case Charge
	Requirement:	Addition of original charges, amendments through final resolution.
	Rationale:	Needed for statewide case statistics, judicial decision making, person case history, sharing with judicial partners, and public information.
	Shared Data	Charge
	Court Level	Superior, Juvenile, and CLJ

(5)	Title	Significant Document Index Information
	Requirement:	Creation and update of index information on all significant documents (orders, judgments, stipulations, agreements, etc.) that are needed for statewide data sharing and caseload reporting.
	Rationale:	Needed for statewide case statistics, domestic violence processing, judicial decision making, firearms reporting, and voting rights.
	Shared Data	Significant Document Index Information Significant Document Parties
		Superior, Juvenile, and CLJ

(6)	Title	Warrant Information
	Requirement:	Order Issuing Warrant and status processing update though final disposition.
	Rationale:	Needed for cross jurisdictional warrant processing and judicial decision making.
	Shared Data	Warrant Information
	Court Level	Superior and CLJ

(7)	Requirement:	Failure To Appear (FTA)
	Requirement:	Order issuing FTA and status update process through final disposition.
	Rationale	Needed for judicial decision making and integration with Department of Licensing FTA and FTA adjudication.
	Shared Data	Failure to Appear
	Court level	CLJ

(8)	Title	Proceeding
	Requirement:	Creation and update of proceedings and associated outcomes.
	Rationale:	Needed for statewide statistics and judicial needs assessment.
	Shared Data	Proceeding
	Court Level	Superior and CLJ

(9)	Title	Case Status
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	Requirement:	Case resolution, completion, and closure (with associated dates) together with a history of case-management statuses through which the case progresses, and the duration of each status.
	Rationale:	Needed for statewide statistics and judicial needs assessment.
	Shared Data	Case Status
	Court Level	Superior, Juvenile, and CLJ

(10)	Title	Case Conditions
	Requirement:	Creation and update of case outcome conditions that must be satisfied. These include, but are not limited to: items for a judgment and sentence, diversion agreement, probation violation, civil judgment, or other similar instruments.
	Rationale:	Needed for statewide statistics and compliance monitoring, research, and judicial decision making.
	Shared Data	Conditions
	Court Level	Superior, Juvenile, and CLJ

(11)	Title	Case Association
	Requirement:	Creation and update of related cases.
	Rationale:	Needed for consolidate cases, referral case association, appeals, and public information (judgment case to originating case).
	Shared Data	Case Association
	Court level	Superior, Juvenile, CLJ

(12)	Title	Accounting Detail
	Requirement:	Sharing of case accounting for sharing between courts and the AOC information on receivables, payables and distributions.
	Rationale:	Needed for judicial decision making (obligations on a case), Legal Financial Obligation (LFO) billing, Court Local revenue Report, statistical reporting, research, and legislative analysis and financial auditing.
	Shared Data	Accounting Detail
	Court Level	Superior and CLJ

(13)	Title	Accounting Summary
	Requirement:	Creation and update of monthly ledger balance by Budgeting, Accounting, and Reporting System (BARS) Account.
	Rationale:	Needed for statewide statistics and legislative analysis.
	Shared Data	Accounting Summary
	Court Level	Superior and CLJ

(14)	Title	Detention Episode
	Requirement:	Creation and update of detention episode summary information.

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	Rationale:	Needed for statistical research aimed at the: reduction on the reliance of secure confinement; improvement of public safety; reduction of racial disparities and bias; cost savings; and support of juvenile justice reforms.
	Shared Data	Detention Episode Summary Detention Episode Population
	Court Level	Juvenile

(15)	Title	Flags and Notifications
	Requirement:	There are a variety of alerts, flags, and additional information on a person, organization, official, case, or case participant that need to be recorded and shared between organizations.
	Rationale:	Flags are needed to support public safety and judicial decision making. Instances of public safety are medical, social, and behavioral alters generated in juvenile detention. Some of these alerts persist beyond a single detention episode are needed by other organizations. Instance of case flag for judicial decision making would be the home detention violations one and two.
	Shared Data	Person Flag Case Flag Case Participant Flag
	Court Level	Superior, CLJ, Juvenile

2. Code Standards:

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes).” Therefore the codes standards apply to the data that is being shared.

Code standards control what data values are used to represent a business event. For example, the finding of ‘Guilty’ for a charge count is represented by the letter ‘G’.

JISC Rule 7 Codes and Case Numbers specifies that: *“The Administrator for the Courts shall establish, with the approval of the Judicial Information System Committee, a uniform set of codes and case numbering systems for criminal charges, civil actions, juvenile referrals, attorney identification, and standard disposition identification codes.”*

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes). Appendix ‘A’ lists the shared data elements. All elements that have a name suffixed with the word ‘Code’ will have a set of valid values. The valid values will be defined in the data exchange’s IEPD. For courts that perform double data entry into JIS, the code values are those enforced by the JIS screens.

3. Data Element Time Standards:

Data Element Time Standards control the time in which a business event must be reported to the JIS. For example, a domestic violence protection order is required to be entered into the JIS

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within one judicial day after issuance. The domestic violence protection order time standards is based on statute.

The data element time standards are based on the following criteria:

- a) Statute;
- b) Court rules;
- c) Public safety;
- d) Judicial decision making; and
- e) Reporting needs.

The following time categories are used:

- a) **One Day** – data shall be provided no later than one business day after being entered into the alternative system. In instances where state statute or other mandates require data be entered into the JIS sooner, those mandates shall prevail (see general standards).
- b) **Two Day** – data shall be provided within two business days after the event occurred and was entered into the alternative system. This category is used to get most all case information that is not required to be current except for the court of origination.
- c) **Monthly** – data for the previous month shall be provided by the 10th day of the following month. This category is used generally for statistical data that is not used for operational decision making (caseload statistics).

Time Standards Table

Id	Event	Time category
1	Case initiation and updates for well-identified individuals. This is for both civil and non-civil cases in accordance with the person business rules (except for parking/vehicle related violations). Accounting Detail associated with these cases.	One Day
3	Case filings and updates for non-well-identified individuals. Accounting Detail associated with these cases.	Two Day
4	Parking/vehicle related violations cases with non-well-identified persons. Accounting Detail associated with these cases.	Monthly
5	Accounting Summary	Monthly
6	Detention Summary Detention Daily Population	Monthly

4. DATA QUALITY

Local Automated Court Record Systems shall work with the AOC in compliance with Data Quality Service Level Agreements (SLA) to ensure that court data meets the data quality standards for critical data elements when sending data to the JIS. This ensures quality information is transferred downstream and made available to the public. The SLA will also specify roles, responsibilities, notification, development of data quality rules between systems, measuring and monitoring processes between systems, escalation strategies, and timeliness of resolution for identified issues impacting quality of information for statewide data and

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information the AOC is required, by statute, to provide to external partners (i.e. background check data to the WSP).

Standards:

The Shared Data Standards above identify the data that must be provided. The data quality standards apply to the data that is shared. Data that is shared must be consistent with the data from the alternative system.

Courts that operate an Alternative Electronic Court Record Systems shall work with AOC to ensure that data has:

- a) Uniqueness: No entity exists more than once within the data set. What this means is that if a case at a court exists, that case will have a unique identification. For example, a case should not have two different identifications (case numbers), making it appear that there are two instead of one.
- b) Accuracy: The degree with which data correctly represents the “real-life” objects they are intended to model. Accuracy measures the degree to which the computerized records reflect the authoritative court records. For example, the computerized record should show a guilty finding when the Order for Judgment and sentence is ‘Guilty.’
- c) Timeliness: Adheres to case management court time standards and transfer of information within expected time for accessibility and availability of information.
- d) Consistency: Data values in one data set are consistent with values in another data set.
- e) Completeness: Certain attributes are expected to be assigned values in a data set.
- f) Conformance: The degree to which instances of data are exchanged, stored or presented in a format consistent with other system similar attribute values.

C. COMMON PROCESS

Common process standards are needed to provide consistency and quality in the content of the shared data identified in subsection ‘B’, Shared Data. These processes are not mandatory unless required by law.

Assumptions: Alternative Electronic Court Record Systems will operate independent of the JIS.

Standards:

1. A court should follow Person Business Rule 3.0 and all subsections when adding persons to the JIS database.
2. A court should record a date of death based only on official documentation received from Department of Health or from court orders.
3. A court should consult the JIS for statewide case history for a well identified individual unless the court has an established process for using fingerprint and photo for identifying a person.
4. A court should consult the JIS for determining protection orders for an individual.
5. A court shall consult the JIS prior to entry of a final parenting plan (RCW 26.09.182).

D. SECURITY

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This section provides security standards that shall be followed.

Assumption(s): Alternative Electronic Court Record Systems shall ensure that data is properly secured, both locally and when exchanging data with central systems. The following standards are not intended to provide an exhaustive list of appropriate security controls. Rather, they provide minimums necessary to provide a reasonable level of protection for the exchange of court data. Courts assume responsibility for the protection of all data in their custody and shall adhere to all relevant RCW's, General Rules of Court, Federal Regulations and other regulatory requirements.

Standards:

1. The court using an Alternative Electronic Court Record System shall comply with the JIS IT Security Policy only as it applies to access and data exchange with the JIS. The JIS IT Security Policy directs that the AOC Information Technology Security Standards be followed. The standards that apply to the exchange of information are the [AOC ISD Infrastructure Policies](#):
 - a) 1.10 regarding password security;
 - b) 1.11 regarding network access;
 - c) 1.15 regarding user account deletion;
 - d) 1.26 regarding firewall access;
 - e) 7.10 regarding incident response; and
 - f) 7.12 regarding audit records and auditable events.
2. When there are no documented JIS IT Policy/Standards, then the current version of the National Institute of Standards and Technology (NIST) 800-53 'Security and Privacy Controls for Federal Information Systems and Organizations' shall be used.

E. TECHNICAL

This set of standards will address the technical requirements that will impact the exchange of data between systems. These Technical Standards are for the integration between the statewide JIS and an Alternative Electronic Court Record Systems.

Assumption(s)

- None.

Standards:

1. Software interfaces shall conform to the following open industry standards:
 - a) Web Services through HTTP(s) based on WS-* Standards;
 - b) Content Access through HTTP/HTML based Web Sites;
 - c) File Drop through Secured File Transmission Protocol; and
 - d) IBM Message Queue Service.

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RESPONSIBILITIES

As a court moves toward implementing an alternative system, the services provided by the AOC and those provided by a court will change. This section identifies services where there is an expectation for change in responsibility for providing services related to this standard. These are to be used to assist in planning for, transitioning to, and operating an Alternative Electronic Court Record System.

Court Responsibilities:

1. A court shall be responsible for the development, maintenance, and operation of integration components to provide required data to the AOC.
2. A court shall be responsible for monitoring legislative and rule changes that impact their system and making the changes needed by the date required.
3. A court shall be responsible for its own disaster recovery plan, including data backups and restoration procedures. Disaster recovery planning and testing is performed to ensure that a court can sustain business continuity in the event of a disaster that impairs its Alternative Electronic Court Record System and integration linkages with the statewide system.
4. A court shall ensure auditability of their system, including audit logs recording user activities, exceptions, and information security events necessary to detect and audit unauthorized information-processing activities. The AOC currently provides audit records for JIS systems to track the identity of a person changing or accessing JIS data and the date and time it was changed/access. The JIS audit trails are used periodically as evidence in court cases for unauthorized data access. The alternative systems are expected to have a similar capability for tracking changes and data access.
5. A court shall use the codes list provided by the AOC. The data sent to the AOC via data entry or data exchange shall conform to the standard codes values defined for those methods. Translation for the alternative system to the standard code is expected to be performed by the originating court.

AOC Responsibilities:

1. The AOC shall be responsible for the development, maintenance, and operation of integration components to consume data.
2. The AOC shall provide access to shared data through applications or data services.
3. The AOC shall publish a catalog of data exchange services.
4. The AOC should assist courts in a technical advisory role in service usage.
5. The AOC shall publish code lists for the courts based on the AOC and court Service level Agreement (SLA) prior to the codes becoming effective.
6. The AOC shall be responsible to notify in advance of making any changes to any data exchange service which would require courts to make any corresponding revisions to their systems, and to work with the affected courts to minimize any such potential impact.

Shared Responsibilities: -

1. The Information Technology Governance (ITG) process shall be used for governing changes in data elements (new, revised, codes changes, etc.), data exchange transport

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methods (message content, format, security, etc.), or other items that impact the client side (court) technology components.

2. The AOC and the court will work cooperatively on processes for identifying, correcting, and monitoring data quality as specified in subsection B.4 issues.
3. The AOC and the court will coordinate disaster recovery testing for the integration components between the two systems.
4. Changes that are required by legislative mandate, court rule, or other authority must be completed based on the effective date imposed by the originating authority. Changes that are originated from a source other than law/rule shall be made effective in a reasonable time frame as agreed to between the parties involved. If an agreement cannot be made, the JISC shall determine the effective date of the change.

REVIEW CYCLE

This standard is reviewed and updated as needed.

OWNERS

This JIS Standard supports JISC Rule 13 and is owned by the JISC.

Appendix A – Shared Data Elements

The table below provides the standards for the data to be shared. The following is a description of each column:

Shared Data – The Name of the Shared Data group. This name can be used to cross reference back to subsection B.1 In the “Shared Data” cell. This provides a business name for the group of data elements to be shared.

Identifiers – An Identifier is a system-generated set of values (alpha and/or numeric characters) assigned to a given data element. It identifies a given record uniquely (a Key) within the Data producer’s application. This “Key” could be used to retrieve or update the record. Each section of JIS Statewide Standard Elements below has been assigned a certain type of Identifier(s) that must be sent in conjunction with any element from that section in order for the data to be accurately stored in/retrieved from the EDR. The Identifiers are located in their section, after the business elements. (Please refer to page 37 of this document for a list of appropriate Identifiers assigned to each business section.)

Element Number – A sequential number is assigned to each individual data element. A re-validation of the elements was completed in August 2017 to coincide with the new “Simplification” model changes. During this time, any new elements that were added to the Standards were assigned a number in the 300 series to highlight the changes.

JIS Standard Data Element Name – The business related name for the shared data element.

Definition – The definition for either the Share Data group or the Data Element.

Standards Requirement – By Court Level if the data element is required – ‘B’ –Baseline, ‘F’ – Future, NA – Not Applicable.

Baseline refers to data that is currently collected by all courts in a statewide, systematic way. *Future* refers to data that is not currently collected by all courts in a systematic way. For instance, the data may be currently collected by courts in different ways (via Note fields or in non-CMS application) or may not be collected by a court at all.

- Sup** – Superior
- CLJ** – Court of Limited Jurisdiction
- Juv** – Juvenile Department

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Accounting Summary		Accounting Summary provides the total debit and credit amounts for a given court and jurisdiction and calendar month.	B	B	NA

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
1	Court Code	Code that identifies the court.	B	B	NA
2	BARS Account Number Code	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA
4	Jurisdiction Code	Code identifying the jurisdiction for which the account applies.	B	B	NA
5	Accounting Summary Date	Month end date for which the accounting information was transmitted.	B	B	NA
312	Remit Status Code	Accounts receivable status (e.g. non-revenue, unbilled, billed, payment)	B	B	NA
6	Debit Amount	The total debit amount for the court, jurisdiction, BARS account number, and accounting date.	B	B	NA
7	Credit Amount	The total credit amount for the court, jurisdiction, BARS account number, and accounting date.	B	B	NA
362	Begin Balance	The balance of the account at the beginning of the reporting period for the court and jurisdiction.	B	B	NA
Accounting Detail		Accounting Detail provides the most granular level of financial information. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions for case and non-case related accounting. Local details, such as non-participant “payee” data, is not needed for statewide sharing and will not be captured here.	B	B	NA
8	Court Code	Code that identifies the court.	B	B	NA
13	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA
14	Accounting Post Date	Date on which the accounting transaction occurred.	B	B	NA

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
15	BARS Account Number Code	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA
314	Remit Group Sub-Account Code	Revenue paid to a court that must be remitted to state or local government entities. Examples: Current Expense (Local City or County Funds), Crime Victims Fund, Law Library Fund, State General Fund, School Zone Safety Account, Prostitution Prevention and Intervention Account, etc. These remit group accounts are associated to BARS (Budgeting Accounting and Reporting System) account numbers.	B	B	NA
315	Remit Group Type Code	Category identifying whether remitted revenue sub-account is Local or State monies.	B	B	NA
16	Accounting Amount	The dollar amount allocated to the BARS account for the transaction (debits, credits).	B	B	NA
17	Primary Law Number	The statewide standard law number, when available, for which the transaction applies.	B	B	NA
18	Cost Fee Code	The statewide standard cost fee code, when available, for which the transaction applies (e.g. Copy/Tape Fee, Civil Filing Fee, Unlawful Detainer Fee, etc.).	B	B	NA
19	Transaction Code	A standard code that specifies the transaction that was made (e.g. Bail Forfeiture, Adjustment, Petty Cash, etc.).	B	B	NA
20	Adjustment Reason Code	A code which identifies the reason for an adjustment (e.g. clerical error, amended, waived, etc.).	B	B	NA
317	Remit Status Code	Accounts receivable status (e.g. non-revenue, unbilled, billed, payment)	B	B	NA
Address		Address provides information on a location or contact for a person, official, or organization.	B	B	B
22	Address Type Code	A code which specifies the address type (e.g. residence, mailing, etc.).	B	B	B

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
23	Address Line 1	The first line of the address per US postal standards.	B	B	B
24	Address Line 2	The second line of the address per US postal standards.	B	B	B
25	Address Line 3	The third line of the address per US postal standards.	B	B	F
26	Address City Name	The legal name of the city or location.	B	B	B
27	Address Postal Code	The US zip code, Canadian Postal Code or other similar routing number.	B	B	B
28	Address State Code	The state code for the location.	B	B	B
29	Address County	The county name for the location.	B	B	B
30	Address Country Code	The location country code.	B	B	B
31	Address Begin Date	The first date that the address is applicable for the person, official, or organization.	B	B	B
32	Address End Date	The last date that the address is applicable for the person, official, or organization.	B	B	B
33	Address Status Code	A code which designates the status of the address (e.g. undeliverable, returned, confidential, etc.).	B	B	B
240	Address Source Code	A code which identifies the document or other source used to enter an address for a person (e.g. Notified by DOL, Notified by prosecutor, etc.).	B	B	B
Case Association		A case association is the relationship of one case/referral linked to another case/referral. For example, CLJ case and the associated superior court case upon appeal, A probable cause hearing/case and the legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B
36	Case Association Type Code	A code that identifies the type of associations (e.g. linked, consolidated, etc.).	B	F	B

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
37	Case Association Role Type Code	A code that specifies the role of the case in the association (e.g. primary, secondary, referral, etc.).	B	F	B
300	Case Association Begin Date	The case association begin (effective) date.	F	F	B
301	Case Association End Date	The case association end (effective) date.	F	F	F
Case		A case is the primary business item that is used to manage and track status for issues filed in a court. <i>NOTE:</i> All elements in this section also capture the details of juvenile referrals.	B	B	B
39	Court Code	A code that uniquely identifies a court statewide (such as the existing three digit codes for courts—THD, S17, J34, etc.).	B	B	B
40	Case Number	A number that is used for externally identifying a case. Examples are Superior court Case Number, Referral number, etc.	B	B	B
41	Case Type Code	Code that identifies the case based on category (e.g. criminal, civil, juvenile truancy, infractions, etc.).	B	B	B
302	Cause Code	A code that indicates the specific cause of action. Examples are FEL (Felony), HAR (Harassment), SXP (Sexual Assault Protection), BRE (Breach of Contract), etc.	B	B	NA
42	Law Enforcement Agency Code	A code that identifies the law enforcement agency that originated the case (e.g. Olympia Police Department, Washington State Patrol, etc.).	B	B	B
43	Case Filing Date	The date in which the case/referral was filed in the trial court.	B	B	B
44	Case Title	The court case title. (Free form text.)	B	B	B

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
241	Case Suit Amount	The dollar amount of the suit on a civil case.	F	B	NA
45	Case Security Code	A code which specifies the security level for the case (e.g. confidential, sealed, public, etc.).	B	B	B
361	Jurisdiction Code	A code that identifies the county, city or town from which the cause of action originated.	B	B	B
Case Flag		A flag, notification, or other important data regarding the case that supports public safety or judicial decision.	B	B	B
264	Case Flag Type Code	A code that identifies the type of flag. This includes items such as: Abuse/Neglect, No Parent or Guardian Willing/Able, Abandonment, and Domestic Violence.	B	B	B
265	Case Flag Begin Date	The case flag begin effective date.	F	F	F
266	Case Flag End Date	The case flag end effective date	F	F	F
Case Status		Case/Referral status provides information on the different stages of a case/referral through its lifecycle (e.g. resolution, completion, closure, active, suspended, etc.).	B	B	B
47	Case Status Type Code	A code identifying the type of case status Examples: Active (Superior Court); Closed (CLJ); Pending (Juvenile referrals). <i>See paired examples below in Sub-type</i>	B	B	B
48	Case Status Sub-Type Code	A code identifying the specific status within the type. This element includes Resolution statuses for Superior Court cases. Examples: Return from Appeal (Superior Court); Change of Venue (CLJ); Referral Screening (Juvenile referrals). <i>See paired examples above in Type.</i>	B	B	B
49	Case Status Begin Date	The begin (effective) date associated with the case status.	B	B	B

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
303	Case Status End Date	The end (effective) date associated with the case status.	B	B	F
Charge		An allegation as to a violation of law. Juvenile referral reasons and reason statuses are captured here.	B	B	B
54	Charge Information Date	The file date from the charging document.	B	B	NA
55	Charge Count Number	An assigned number for each charge count.	B	B	NA
350	Amended Count Number	An assigned number which tracks the link between the original and amended charge.	NA	B	NA
351	Sequence Number	A number assigned to each charging document to record the sequential order in which the charges from that document were entered.	B	NA	NA
56	Charge Violation Date	The date in which the offense, citation, violation etc. occurred.	B	B	B
57	Charge Primary Law Number	The law number as recorded for the primary charge.	B	B	B
369	Charge Primary Law Description	The law title which corresponds to the Charge Primary Law Number on the case's charging document.	B	B	NA
59	Charge Primary Result Code	A code which specifies the charge result/disposition as decided by the court, related to the primary charge (e.g. committed, guilty, etc.).	B	B	NA
60	Charge Primary Result Reason Code	A code which specifies the reason for the primary charge result/disposition code (e.g. court's motion, deferred prosecution completed, etc.).	F	B	F
61	Charge Primary Result Date	The date of the primary charge result/disposition finding.	B	B	B
62	Charge Special Allegation Law Number	The law number of any special allegation (e.g. deadly weapon, sexual motivation, criminal street gang, etc.) for the charge per RCW 9.94A.825-839. There can be zero-to-many special allegations associated with a single charge.	B	NA	B

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
370	Charge Special Allegation Description	The law title which corresponds to the Charge Special Allegation Law Number on the case's charging document.	B	B	NA
63	Charge Special Allegation Result Code	A code which specifies the outcome as decided by the court, related to the special allegation.	B	NA	NA
64	Charge Special Allegation Result Date	The date of the result of the special allegation.	B	NA	NA
65	Charge Modifier Law Number	The law number of any inchoate modifier (e.g. attempted, conspiracy, solicitation, etc.) for the charge.	B	F	B
371	Charge Modifier Description	The law title which corresponds to the Charge Modifier Law Number on the case's charging document.	B	B	NA
66	Charge Additional Statute Law Number	The law number for any definitional laws cited in the charging document for the charge count. There can be zero-to-many definitions associated with a single charge. E.g. Burglary 2 nd Degree (9A.52.030), with two definitional RCWs: Burglary/Trespass Defined (9A.52.010) and Burglary—Inference of Intent (9A.52.040)	B	F	NA
372	Charge Additional Statute Law Description	The law title which corresponds to the Charge Additional Statute Law Number on the case's charging document.	B	B	NA
365	Charge Law Authority Code	The statutory (RCW), regulatory (Washington Administrative Code), or county/municipal (local) authority underlying each specified law. E.g. RCW, WAC, King County ordinance, Spokane Municipal Ordinance, etc.	B	B	B
366	Charge Penalty Code	A code which identifies which penalty category the charge falls into: e.g. infraction, misdemeanor, or felony.	B	B	NA
367	Charge Severity Code	This code identifies how serious a felony charge is (e.g. Felony A, Felony B, or Felony C).	B	B	NA
67	Charge Element Code	A code (commonly, an RCW or a flag) which specifies an element of the charge count, such as domestic violence or complicity. There can be zero-to-many charge elements cited in the charging document applicability for the charge count.	B	B	B

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
373	Charge Element Description	The law title which corresponds to the Charge Element Code on the case's charging document.	B	B	NA
68	Charge Arraignment Date	The date on which the defendant was arraigned on the charge.	NA	B	NA
69	Charge Plea Type Code	A code that specifies the plea provided by the defendant for the charge (e.g. no contest, guilty, not committed, etc.).	B	B	NA
70	Charge Plea Date	The date on which the plea was made.	B	B	NA
71	Charge Sentence Date	The date on which sentencing was made on the charge.	B	B	NA
73	Charge Same Course of Conduct Code	A code used for juvenile cases to indicate if the charge was committed during the same course of conduct as related to other charges.	B	NA	NA
74	Charge Juvenile Disposition Offense Category Code	A code which specifies the offense severity for juvenile offender cases. (e.g. A, B+, C, D, E, etc.) See RCW 13.40.0357	F	NA	B
Citation		A document issued to a Person (or business) that contains the alleged violation of law. NOTE: Many elements of a Citation are captured in the Case and Charge sections. Elements unique to citation are listed in this section.	NA	B	NA
78	Originating Agency Report Number	The originating agency report number (sometime referred to as police report number) assigned to the citation/criminal complaint as provided by the originating agency.	NA	F	F
79	Citation Amount	The dollar amount from the citation.	NA	B	NA
80	DOL Citation Code	Code(s) that indicates additional vehicle information details of the citation for the Department of Licensing. (e.g. Commercial Vehicle, 16 passenger, HazMat, Fatality Collision, and Accident). A citation may include none or many of these details.	NA	B	NA
83	Citation Blood Alcohol Content Type Code	A code that specifies the blood alcohol percentage testing method.	NA	B	NA

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
84	Citation Blood Alcohol Content Percent	The blood alcohol percent from the citation.	NA	B	NA
85	Citation THC Type Code	A code that specifies the THC testing method.	NA	B	NA
86	Citation THC Level Count	The THC level from the citation.	NA	B	NA
87	Vehicle License Number	The vehicle license plate number from the citation.	NA	B	NA
88	Vehicle License State Code	The vehicle license plate number state code from the citation.	NA	B	NA
Condition		Stipulation, requirement, or sentence details listed within an order or judicial decision that must be satisfied to resolve the issues on a case.	B	B	B
94	Condition Date	The date the condition was imposed.	B	B	B
95	Condition Type Code	The type of condition imposed (e.g. Alcoholics Anonymous, Anger Management, Court Costs Waived, etc.).	B	B	B
96	Condition Amount	A monetary amount applied to the condition.	B	B	B
352	Condition Sentence Description	Text description of conditions associated with a sentence.	B	NA	NA
97	Condition Time Count	The numerical amount of time for the condition to be used in conjunction with Condition Time Unit Code (98).	B	B	B
98	Condition Time Unit Code	The time units (e.g. hour, day, month, year) for the condition time unit count.	B	B	B
99	Condition Review Date	The date the condition is scheduled for review.	B	B	B
100	Condition Completion Date	The date the condition was completed, not-completed, complied, waived, terminated, excused, etc.	F	B	B
101	Condition Completion Code	A code specifying the type of completion (e.g. completed, incomplete, complied, waived, terminated, excused, etc.).	B	B	B
Detention Episode Population		Detention population tracks the status of a juvenile for each day they are considered part of a facility's population. There is one record for each episode per juvenile per day.	NA	NA	B

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
102	Detention Facility	The detention facility name.	NA	NA	B
105	Detention Population Episode Reporting Date	The date for which the detention population is reported.	NA	NA	B
106	Detention Population Reporting Time	The time in which the detention population is reported.	NA	NA	B
107	Detention Population Status Code	A code value identifying the population status for each juvenile in the facility (e.g. Admission, Furlough, Intake, Legal and Released).	NA	NA	B
Detention Episode Summary		The Summary contains information for a juvenile who is placed in detention facility. There is one record for each episode as measured from intake to release.	NA	NA	B
108	Detention Facility	The detention facility name.	NA	NA	B
111	Detention Episode Intake Decision Code	A value that identifies the intake decision (e.g. admit, screen/release, pending).	NA	NA	B
112	Detention Episode Intake Date	The date of the intake decision.	NA	NA	B
113	Detention Episode Intake Time	The time of the intake decision.	NA	NA	B
114	Detention Episode Admission Reason Code	A code that identifies the reason decision (e.g. threat to community safety, contract admission, district court warrant, etc.).	NA	NA	B
115	Detention Episode Admission Reason Date	The date of the admission reason decision.	NA	NA	B
116	Detention Episode Admission Reason Time	The time of the admission reason decision.	NA	NA	B
117	Detention Episode Primary Charge Code	A code that identifies the charge (e.g. residential burglary, Assault-1, malicious mischief-1, etc.)	NA	NA	B
118	Detention Episode Primary	A code that identifies the severity decision (e.g. A, B, C, etc.)	NA	NA	B

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
	Charge Severity Code				
119	Detention Episode Release Reason Code	A code that identifies why a juvenile was released from detention. (e.g. Court order, case dismissed, released on bail, etc.)	NA	NA	B
120	Detention Episode Release Date	The date of the release from the facility.	NA	NA	B
121	Detention Episode Release Time	The time of the release from the facility.	NA	NA	B
122	Detention Episode Time Served Minutes Count	The total of the minutes served.	NA	NA	B
Electronic Contact		Electronic Contact provides a record of electronic contact methods and locations for a person, official, or organization.	B	B	B
125	Electronic Contact Type Code	A code that identifies the electronic contact type (e.g. email, webpage, etc.).	F	F	F
126	Electronic Contact Address Text	The electronic contact address.	B	B	B
127	Electronic Contact Begin Date	The start (effective) date for the electronic contact.	F	F	F
128	Electronic Contact End Date	The end (effective) date for the electronic contact.	F	F	F
Failure To Appear		Failure To Appear (FTA) provides a record for each failure to appear, pay, or respond.	NA	B	NA
132	FTA Order Date	The date on which the FTA was ordered by the court.	NA	B	NA
243	FTA Cancel Date	The date the FTA was canceled by the court.	NA	B	NA
133	FTA Issuance Date	The date on which the FTA was issued to Department of Licensing.	NA	B	NA
134	FTA Adjudication Date	The date the FTA was adjudicated by the court, for notification to the Department of Licensing.	NA	B	NA
244	FTA Adjudication or Cancellation Reason Code	A code which specifies the reason the FTA was adjudicated or cancelled. (e.g. paid, court appearance scheduled, dismissed, issued in error, etc.)	NA	B	NA

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
318	FTA Type Code	Fail to Pay, Fail to Comply, Fail to Appear, and Fail to Respond.	NA	B	NA
Official		Provides a record for each official related to the life cycle of a court case or juvenile referral.	B	B	B
136	Official Complete Name	The complete name of an official which includes first, middle, last, and any prefix/suffix for a name which is contained within one line of text. This field is only for use when parsed fields for an official are not available.	B	B	B
356	Official First Name	The first name of an official.	B	B	B
357	Official Last Name	The last name of an official.	B	B	B
358	Official Middle Name	The middle name of an official.	B	B	B
359	Official Name Suffix	The official's name Suffix (e.g. Jr., Sr., III, IV, Esq.)			
138	Official Title	The title for the official when applicable. (e.g. Commissioner, Pro Tem, Trooper, Officer, Detective, etc.)	B	B	NA
139	Official Type Code	A code which specifies the type of official (e.g. judicial officer, law/WAC enforcement officer, attorney, certified professional, etc.).	B	B	B
140	Official Sub-type Code	A code which further qualifies the official type (e.g. judge, pro tem, commissioner, guardian, interpreter, etc.).	B	B	B
141	Official Status Code	The status of the official (e.g. active, inactive, etc.).	B	B	B
142	Official Begin Date	The start (effective) date for the official.	B	B	B
143	Official End Date	The end (effective) date for the official.	B	B	B
304	WA State Bar Association Number	A number assigned by the Washington State Bar Association associated with a specific member of the Bar Association	B	B	B
363	Assigned Official Number	Identifying number assigned to law enforcement officers (badge numbers), Guardian ad litem and Interpreters (license numbers issued by State agencies).	B	B	F

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Organization		Provides a record for each organization (e.g. Court, LEA, School District, etc.) that is used in other records provided.	B	B	B
145	Organization Name	The organization name.	B	B	B
146	Organization Type Code	A codes that identifies the type of organization (e.g. court, law enforcement agency, jurisdiction, schools, or school districts.)	B	B	B
147	Organization Sub-type Code	A code that identifies the sub-type within the type (e.g. Superior, District, Municipal, etc.).	B	B	B
148	Organization Status Code	The status of the organization when applicable (e.g. active, disbanded, etc.).	B	B	B
149	Organization Begin Date	The organization begin (effective) date.	B	B	B
150	Organization End Date	The organization end (effective) date.	B	B	B
Participant		Participant provides a record of each person, organization and official related to a case.	B	B	B
154	Participant Type Code	A code for a person on the case/referral (e.g. defendant, petitioner, etc.).	B	B	B
155	Participant Status Code	The status of the participant on the case. Currently collected by District/Municipal Courts.	F	B	NA
156	Participant Begin Date	The participant begin effective date.	B	B	B
157	Participant End Date	The participant end effective date.	B	B	B
158	Participant Security Code	A code that identifies the security status for the participant (e.g. open, confidential, etc.).	F	F	F
Participant Association		Participant Association provides link between participants on a case, when applicable. (e.g. Defendant and attorney, case-based family relationships)	B	B	B
160	Participant Association Type Code	A code which specifies the type of association between one or more parties (e.g. Financial, Guardianship, Legal Representation, Case Based Relationships)	B	B	B
163	Participant Association Role Code	A code that identifies the role of the participant in the participant association (e.g. spouse, child, parent, etc.).	B	B	B

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
164	Participant Association Begin Date	The date the participant association begins.	F	F	B
165	Participant Association End Date	The date the participant association ends.	F	F	B
Person		Information for an individual that is a participant on a case/referral or person that is associated to a participant on a case. This includes humans and businesses (e.g. corporations, partnerships, collection agencies, etc.).	B	B	B
248	Person Classification Code	A code that identifies the type of person, (e.g. well-identified, non-well identified, etc.)	B	B	B
305	Complete Name	The complete name of a person which includes first, middle, last, and any prefix/suffix for a name which is contained within one line of text. May also include a single name line such as a business name. This field is only for use when parsed fields for an individual is not available, or it is for use for business names.	B	B	B
167	Person First Name	The person's first name.	B	B	B
168	Person Last Name	The person's last name.	B	B	B
169	Person Middle Name	The person's middle name.	B	B	B
306	Person Name Prefix	The person's name Prefix and/or Title. (e.g. Mr. Mrs. Dr.)	F	F	F
307	Person Name Suffix	The person's name Suffix (e.g. Jr., Sr., III, IV, Esq.)	B	B	B
170	Person Birth Date	The person's date of birth.	B	B	B
171	Person Death Date	The person's date of death.	B	B	B
249	Date of Death Source Code	A code that identifies the document or other source used to enter a date of death for a person.	B	F	F
172	Person Gender Code	A code that identifies the person's gender.	B	B	B
173	Person Race Code	A code that identifies the person's race (e.g. Asian, Caucasian, Multiple, Refused, etc.). Each person can be identified with more than one race code.	B	B	B

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
174	Person Ethnicity Code	The code of that identifies the person's ethnicity (e.g. Hispanic, Not Hispanic, Refused, and Unknown).	B	B	B
175	Person Criminal Identification Number	The identification provided by Washington State Patrol.	B	B	B
176	Person Driver License Number	The driver license number. More than one Driver License number may be associated with the same Person.	B	B	B
177	Person Driver License State Code	A code for the state code that issued the driver's license. If a Person has more than one Driver License (DL) number, a separate State code will be needed for each DL number.	B	B	B
178	Person Driver License Expire Date	The Driver License expiration date. If a Person has more than one Driver License (DL) number, a separate expiration date will be needed for each DL number.	B	B	B
179	Person Department Of Corrections Number	The identification number issued by the WA State Department of Corrections.	B	B	B
180	Person Juvenile Number	The identification number issued to juveniles by Washington State.	B	B	B
181	Person FBI Number	The identification number issued by the Federal Bureau of investigation.	B	B	B
182	Person Height	The person's height in inches.	B	B	B
183	Person Weight	The person's weight in pounds.	B	B	B
184	Person Eye Color Code	A code which specifies the person's eye color.	B	B	B
185	Person Hair Color Code	A code which specifies the person's hair color.	B	B	B
186	Person Physical Description	A textual description of the person including identifying characteristics, scars, marks, and tattoos.	B	B	B
187	Person Language Code	The standard code that identifies the person's primary language when interpretation is needed.	B	B	B
Person Association		Person Association provide a linkage of one person record to another. These associations can be other records: True name, alias, also known as, doing business as, etc.	B	B	B

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
189	Person Association Type Code	A code which specifies the type of association between one or more parties (e.g. Other Name, Person Relationship, etc.).	B	B	B
191	Person Association Role Code	A code for the role of the person in the relationship (e.g. true name, also known as, now known as, parent, child, etc.).	B	B	B
192	Person Association Begin Date	The person association begin (effective) date.	B	B	B
193	Person Association End Date	The person association end (effective) date.	B	B	B
Person Flag		A flag, notification, or other important data regarding the person (or business) that supports public safety or judicial decision-making.	F	F	B
260	Person Flag Type Code	A code that identifies the type of flag. This includes items such as ADA (American w/Disability Act), AAL (Military); Legally Free Minor; ICWA (Indian Child Welfare Act); NCK (Nickname); USN (Uses Siblings Name), etc.	B	B	B
261	Person Flag Begin Date	The person flag begin effective date.	F	F	B
262	Person Flag End Date	The person flag end effective date	F	F	B
Phone		Phone provides a record of phone number contacts for a person, organization, or official.	B	B	B
195	Phone Type Code	A code that identifies the phone number type (e.g. home, cellular, etc.).	B	B	B
196	Phone Number	The phone number.	B	B	B
197	Phone Begin Date	The phone number begin (effective) date.	B	B	B
198	Phone End Date	The phone end (effective) date.	B	B	B
Proceeding		Documents a hearing for a case.	B	B	NA
364	Proceeding Schedule Type Code	A code that identifies the type of proceeding scheduled for a date (e.g. Arraignment, Pretrial, Sentencing, Jury Trial, etc.).	B	B	NA
202	Proceeding Schedule Date	The scheduled hearing date.	B	B	NA
203	Proceeding Schedule Time	The scheduled hearing time.	B	B	NA

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
207	Proceeding Schedule Status Code	A code that identifies the status (e.g. not held, canceled, continued, etc.).	B	B	NA
209	Proceeding Schedule Status Reason Code	A code that further qualifies the proceeding status when applicable (e.g. motion of the court, motion of the defense, stipulated, judicial conflict, etc.).	B	B	NA
201	Proceeding Actual Type Code	A code that identifies the type of proceeding held (e.g. Arraignment, Pretrial, Sentencing, Jury Trial, etc.).	B	B	NA
205	Proceeding Actual Date	The actual “Held” date of the hearing.	B	B	NA
308	Proceeding Actual Time	The actual “Held” time of the hearing.	B	B	NA
Process Control Number		Process Control Number (PCN) is a number assigned by Washington State Patrol (WSP) for each fingerprint record. A participant record may have multiple PCN numbers within a case.	B	B	F
212	Process Control Number	The process control number (PCN) assigned by Washington State Patrol.	B	B	F
213	Process Control Number Date	The date a person is involved in a reportable fingerprinting event (i.e., an arrest, jail booking, conviction or jail commitment) and the PCN number was assigned.	B	B	F
Court Docket		Includes all data stored through docket codes and free-form text which represent the details within the life cycle of a case.	B	B	NA
319	Docket Code	A code representing an action, decision or event during the life cycle of a case. (e.g. (CDSOP) “CD Record of Proceedings”, (JDV) Judgment of Verdict”.)	B	B	NA
320	Docket Text	Written text that contains data documenting an action, decision or event during the life cycle of a case. (e.g. “Return of Service filed by Petitioner”, “Defense attorney called to confirm hearing,” etc.)	B	B	NA
321	Docket Date	The date the docket code/text applies.	B	B	NA
Protection & No Contact Orders		This data refers to the details contained within the documents. It does not store document images.	B	B	NA

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
327	Order Type Code	The code which specifies the details of the order and case type (civil vs criminal) E.g. Temporary Anti-Harassment Order, Sexual Assault Protection Order, Harassment No Contact Order, etc.	B	B	NA
329	Order File Date	The date the order is filed.	B	B	NA
330	Order Status Code	A code that identifies the current state of the order. (e.g., active, denied, expired, etc.)	B	B	NA
331	Order Decision Date	The date the court official made the decision on the order.	B	B	NA
332	Order Decision Time	The time the court official made the decision on the order.	B	B	NA
333	Order Expired Date	The date the order expires.	B	B	NA
334	Order Termination Date	The date an order is terminated based on a decision from the court.	B	B	NA
335	Order Security Status Code	Security status (e.g. sealed, open, etc.) for orders. Status of the order is independent from the security status of the case.	F	F	NA
336	Order Denial Reason Code	The reason for which the decision was made on the order. (e.g. Failure to Appear for Full Hearing, No Grounds, No Proof of Service, etc.).	B	B	NA
337	Order Participant Decision Code	A code that specifies the role of the participant (e.g. protected, restrained, denied) on the order.	B	B	NA
Judgments		This includes all monetary and property amounts awarded by the court according to a judicial decision made on a case.	B	B	NA
341	Judgment Type Code	The type of judgment (e.g. Agreed Judgment, Foreign Judgment, and Judgment on Pleadings, Abstract of Judgment, Criminal, Tax Warrant, etc.)	B	B	NA
342	Judgment Amount	The monetary amount(s) listed on a judgment.	B	B	NA
343	Judgment Amount Type Code	The code that identifies the type(s) of amount(s) on the document. (e.g. Total, Principal, Attorneys Fees, Service Fees, Interest, etc.)	B	B	NA
353	Judgment Docket Description	Text description of details associated with a judgment.	B	NA	NA

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Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
344	Judgment Participant Decision Code	The role of the participants involved with the decision of the judgment entered by the court (e.g. Debtor, Creditor, For, Against, etc.)	B	B	NA
345	Judgment File Date	The date a judgment is filed with the court.	B	B	NA
346	Judgment Status Code	The status of the judgment (e.g. Dismissed, Exonerated, Fully Satisfied, etc.)	B	B	NA
347	Judgment Status Date	The date for the status of the judgment.	B	B	NA
348	Judgment Signed Date	The date the judgment is signed by a judicial officer.	B	F	NA
349	Judgment Effective Date	The date a judgment becomes effective. This may be different from the date the judicial officer signs the order.	B	B	NA
Warrant		Document issued by the court authorizing a government official to carry out an action. (e.g. search, arrest)	B	B	NA
255	Warrant Number	Number for the warrant assigned by the LEA or court.	F	B	B
256	Warrant Security Status Code	Security status of the warrant (e.g. sealed, open, etc.).	F	F	NA
235	Warrant Type Code	A code that specifies the warrant type (e.g. Bench, Administrative, etc.).	F	B	NA
229	Warrant Order Date	The date the warrant was ordered.	B	B	NA
230	Warrant Issuance Date	The date the warrant was issued.	B	B	NA
231	Warrant Cancelled Date	The date the warrant was cancelled.	F	B	NA
232	Warrant Recalled Date	The date the warrant was recalled.	F	B	NA
233	Warrant Quashed Date	The date the warrant was quashed, when applicable.	B	B	NA
234	Warrant Return Date	The date the warrant was returned	B	B	NA
236	Warrant Service Date	The date the warrant was served.	B	B	NA
237	Warrant Expiration Date	The future date on which a warrant is scheduled to expire.	F	B	NA

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
238	Warrant Bail Amount	The bail amount on the warrant.	B	B	NA
257	Warrant Bail Type Code	The type of bail on the warrant (e.g. Cash Only, Cash or Bond, No Bail).	B	B	NA
239	Warrant Fee Amount	The fee amount on the warrant.	F	B	NA
258	Warrant Reason Code	A code that defines the reason that the warrant is to be issued (e.g. Failure to appear, failure to comply, search, etc.) A warrant may have more than one reason associated with it.	B	B	NA
Identifiers		A system generated set of values (alpha and/or numeric characters) assigned to a given data element. It identifies a given record uniquely (a Key) within the Data producer's application. This "Key" could be used to retrieve or update the record.			
Accounting Summary		Accounting Summary provides the total debit and credit amounts for a given court and jurisdiction and calendar month.			
374	Transaction Identifier	CMS system-generated unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify each debit, credit or begin balance transaction.			
Accounting Detail		Accounting Detail provides the most granular level of financial information from the courts. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions for all case and non-case related accounting. Local details, such as non-participant "payee" data is not needed for statewide sharing and will not be captured here.	B	B	NA
9	Transaction Identifier	CMS system-generated unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify the transaction.	B	B	NA

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Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
10	Case Identifier	CMS system-generated unique case identifier. Multiple Case Identifiers can be associated with one Transaction Identifier.	B	B	B
11	Participant Identifier	The CMS system-generated unique identifier for the participant on the case for which the transaction applies. If the transaction is not associated with a person, then this can be blank. Multiple Participant Identifiers can be associated with one Transaction Identifier.	B	B	B
Address		Address provides information on a location or contact for a person, official, or organization.	B	B	B
21	Person Identifier	The CMS system-generated identifier for the person, official or organization for which the address applies.	B	B	B
Case Association		A case association is the relationship of one case/referral linked to another case/referral. For example, CLJ case and the associated superior court case upon appeal, A probable cause hearing/case and the legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B
34	Case Association Identifier	A CMS system-generated unique identifier provided by the data originator for identifying all related cases. Each case in the association will have the same identifier value.	B	B	B
35	Case Identifier	CMS system-generated unique case identifier.	B	B	B
Case		A case is the primary business item that is used to manage and track status for issues filed in a court. <i>NOTE:</i> All elements in this section also capture the details of juvenile referrals.	B	B	B
38	Case Identifier	CMS system-generated unique case/referral identifier.	B	B	B
Case Status		Case status provides information on the different stages of a case through its lifecycle (e.g. resolution, completion, closure, etc.).	B	B	B
46	Case Identifier	CMS system-generated unique case identifier.	B	B	B

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Case Flag		A flag, notification, or other important data regarding the case that supports public safety or judicial decision.	B	B	B
263	Case Identifier	CMS system-generated unique case identifier.	B	B	B
Charge		An allegation as to a violation of law.	B	B	B
50	Participant Identifier	The CMS system-generated unique identifier for the case participant for which the charge applies.	B	B	B
51	Case Identifier	CMS system-generated unique case identifier.	B	B	B
53	Charge Document Identifier	A unique, system-generated identifier for the document from which the charges are listed.	B	B	NA
72	Charge Sentence Judicial Official Identifier	The CMS system-generated identifier of the judicial officer who made the sentencing.	B	B	NA
309	Charge Finding Judicial Officer Identifier	The judicial officer who presided over the finding/judgment.	B	B	NA
Citation		A document issued to a Person (or business) that contains the alleged violation of law. NOTE: <i>Many elements of a Citation are captured in the Case and Charge sections. Elements unique to citation are listed in this section.</i>	NA	B	NA
75	Case Identifier	CMS system-generated unique case identifier.	NA	B	NA
Condition		Stipulation, requirement, or sentence details listed within an order or judicial decision that must be satisfied to resolve the issues on a case.	B	B	B
89	Condition Identifier	A CMS System-generated identifier for the condition provided by the court.	NA	B	NA
90	Condition Document Identifier	A unique, system-generated identifier for the document from which the conditions are listed.	NA	B	NA
91	Case Identifier	CMS system-generated unique case identifier.	B	B	B
92	Participant Identifier	The CMS system-generated unique identifier for the case participant for whom the condition applies.	B	B	B

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
93	Official Identifier	CMS system-generated identifier of an official.	B	B	B
<i>Charge Identifier</i>		<i>This is the unique combination of the ChargeDocumentKey + ChargeCountNumber. It will link a specific Condition to a specific Charge.</i>			
360	Charge Document Key	The source system key of the Charge's parent document.	B	B	B
368	Charge Count Number	A sequentially assigned number, starting at one for each charge count. For Superior Courts, the sequence of numbers starts over with one as each new charging document is filed	B	B	B
Detention Episode Population		Detention population tracks the status of a juvenile for each day they are considered part of a facility's population. There is one record for each episode per juvenile per day.	NA	NA	B
103	Case Identifier	CMS system-generated unique case identifier.	NA	NA	B
104	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B
Detention Episode Summary		The Summary contains information for a juvenile who is placed in detention facility. There is one record for each episode as measured from intake to release.	NA	NA	B
109	Case Identifier	CMS system-generated unique case identifier.	NA	NA	B
110	Participant Identifier	The CMS system-generated identifier for the juvenile detainee for which the episode applies.	NA	NA	B
Electronic Contact		Electronic Contact provides a record of electronic contact methods and locations for a person, official, or organization.	F	F	F
123	Electronic Contact Identifier	CMS system-generated Unique identifier for the Electronic Contact as provided by the court.	B	B	B
124	Person Identifier	The CMS system-generated identifier for the person, official or organization for which the electronic contact applies.	B	B	B
Failure To Appear		Failure To Appear (FTA) provides a record for each failure to appear, pay, or respond.	NA	B	NA
129	FTA Identifier	CMS system-generated Unique identifier for the FTA as provided by the court.	NA	B	NA
130	Case Identifier	CMS system-generated unique case identifier.	NA	B	NA

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
131	Participant Identifier	The CMS system-generated unique identifier for the case participant for whom the FTA applies.	NA	B	NA
Official		Provides a record for each official that is used in other records provided, such as a Judge, Attorney or Law Enforcement Officer.	B	B	B
135	Official Identifier	CMS system-generated identifier of an official.	B	B	B
137	Organization Identifier	The unique identifier for the organization to which the official belongs (e.g. court, LEA, etc.).	B	B	B
Organization		Provides a record for each organization (e.g. Court, LEA, School District, etc.) that is used in other records provided.	B	B	B
144	Organization Identifier	A CMS System-generated unique identifier for the organization.	B	B	B
Participant		Participant provides a record of each person, organization and official related to a case.	B	B	B
151	Participant Identifier	The CMS system-generated unique identifier for the case participant for which the charge applies.	B	B	B
152	Case Identifier	CMS system-generated unique case identifier.	B	B	B
153	Person Identifier	The CMS system-generated identifier for the person for which the participant applies.	B	B	B
Participant Association		Participant Association provides link between participants on a case, when applicable. (e.g. Defendant and attorney, case-based family relationships)	B	B	B
159	Participant Association Identifier	A CMS system-generated identifier in each record used to associate participants.	B	B	B
161	Case Identifier	CMS system-generated unique case identifier.	B	B	B
162	Participant Identifier	The CMS system-generated unique identifier for the participant on a case. A minimum of two Identifiers is required in order to create an association.	B	B	B
Person		Information for an individual for a person that is a participant on a case or person that is associated to a person on a case. This includes humans and businesses (e.g. corporations, partnerships, collection agencies, etc.).	B	B	B

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
166	Person Identifier	The CMS system-generated identifier for the person.	B	B	B
Person Association		Person Association provide a linkage of one person record to another. These associations can be other records: True name, alias, also known as, doing business as, etc.	B	B	B
188	Person Association Identifier	A CMS system-generated identifier in each record used to associate persons.	B	B	B
190	Person Identifier	The CMS system-generated identifier for the person(s) for whom the person association applies. A minimum of two Identifiers is required in order to create an association.	B	B	B
Person Flag		A flag, notification, or other important data regarding the person (or business) that supports public safety or judicial decision-making.	F	F	B
259	Person Identifier	CMS system-generated unique person identifier.	B	B	B
Phone		Phone provides a record of phone number contacts for a person, organization, or official.	B	B	B
194	Person Identifier	The CMS system-generated identifier for the person, official or organization for which the address applies.	B	B	B
Proceeding		Documents a hearing for a case.	B	B	NA
199	Proceeding Identifier	A CMS system-generated unique identifier provided by the court for the proceeding.	B	B	NA
200	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
204	Proceeding Schedule Official Identifier	The CMS system-generated identifier of the official scheduled to hear the proceeding.	B	B	NA
206	Proceeding Actual Official Identifier	The CMS system-generated identifier for the official that heard the proceeding.	B	B	NA
Process Control Number		Process Control Number (PCN) is a number assigned by Washington State Patrol (WSP) for each fingerprint record. A participant record may have multiple PCN numbers within a case.	B	B	NA

Appendix A – Shared Data Elements

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
210	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
211	Participant Identifier	The CMS system-generated identifier for the participant for whom the PCN applies.	B	B	NA
Court Docket		Includes all data stored through docket codes and free-form text which represent the details within the life cycle of a case.	B	B	NA
322	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
355	Docket Identifier	The CMS system-generated identifier for each docket entry.	B	B	NA
Protection & No Contact Orders		This data refers to the details contained within the documents. It does not store document images.	B	B	NA
323	Order (Document) Identifier	A CMS system-generated unique identifier for the order assigned by the court.	NA	NA	NA
324	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
325	Participant(s) Identifier	The CMS system-generated identifier for each participant for whom the Protection Order applies.	B	B	NA
326	Decision Official Identifier	The CMS system-generated identifier of the judicial officer who ruled on the order.	B	B	NA
Judgments		This includes all monetary and property amounts awarded by the court according to a judicial decision made on a case.	B	B	NA
338	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
339	Participant(s) Identifier(s)	The CMS system-generated unique identifier for the participant(s) on the case for which the judgment applies.	F	B	NA
340	Official Identifier	The judicial officer who signed the judgment.	B	B	NA
354	Judgment Document Identifier	A CMS system-generated unique identifier for the judgment order assigned by the court.	NA	NA	NA
Warrant		Document issued by the court authorizing a government official to carry out an action. (e.g. search, arrest)	B	B	NA
254	Warrant Identifier	CMS system-generated unique warrant identifier.	B	B	NA

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Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
227	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
228	Participant Identifier	The CMS system-generated identifier for the participant for which the warrant applies.	B	B	NA

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Appendix B - Deleted Data Elements

The table below details data elements that have been removed from previous versions of the standard for any reason. The following is a description of each column:

Shared Data – The Name of the Shared Data group for the deleted data element. This name can be used to cross reference back to subsection B.1 In the “Shared Data” cell. This provides a business name for the group of data elements to be shared.

Element Number – A sequential Number assigned to each individual data element.

Element Name – The business related name for the shared data element.

Definition – The definition for either the Share Data group or the Data Element.

Reason Removed – The rationale for removing the deleted data element from the standard.

Shared Data/ Element Number	Element Name	Definition	Reason Removed
Accounting Summary		Accounting Summary provides the total debit and credit amounts for a given court and jurisdiction and calendar month.	
3	Case Classification Code	Standard statewide code that identifies the case classification as defined as a combination of court level, category (criminal, civil, sexual assault protection, etc.), case type, and cause code	Case detail data is not needed in the Acct Summary, as it is meant to capture the total debits and credits of an entire court.
310	Remit Group Sub Account	Revenue paid to a court that must be remitted to state or local government entities. Examples: Current Expense (Local City or County Funds), Crime Victims Fund, Law Library Fund, State General Fund, School Zone Safety Account, Prostitution Prevention and Intervention Account). These remit group accounts are associated to BARS (Budgeting Accounting and Reporting System) account numbers.	This data will be stored through Accounting Detail and is not needed for Accounting Summary.
311	Remit Group Type	Category identifying whether remitted revenue sub-account is Local or State monies	This data will be stored through Accounting Detail and is not needed for Accounting Summary
Accounting Detail		Accounting Detail provides the most granular level of financial information. It contains the information for accounts	

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Shared Data/ Element Number	Element Name	Definition	Reason Removed
		receivable, adjustments, receipts, distributions, and other transactions case and non-case related accounting. Local details, such as non-participant "payee" data, is not needed for statewide sharing and will not be captured here.	
12	Case Classification Code	Standard statewide code that identifies the case classification as defined as a combination of court level, category (criminal, civil, sexual assault protection, etc.), case type, and cause code	Case detail data is not needed in the Acct Case detail section because the case details can be accessed through the Case Identifier element (#9).
313	BARS Account Effective Date	The date on which a BARS account is valid.	This data will be maintained by the AOC through a data validation process and does not need to be sent by the court.
316	Cost Fee Code Effective Date	The date on which a Cost Fee Code is valid.	This data will be maintained by the AOC through a data validation process and does not need to be sent by the court.
Charge		An allegation as to a violation of law.	
52	Charge Identifier	A CMS system-generated identifier for the charge provided by the court.	This element is no longer needed with the new EDR simplification model. Amended charges are tracked with elements #350 and #351.
58	Charge Primary Standard Law Number	Statewide equivalent (if any) for the charge primary local law number.	This data will be collected as reference data.
242	Amending Charge Identifier	The Charge identifier for any charges that are amended during the lifecycle of the case. If the charge is an original charge on the case, then this field is blank.	This element is no longer needed with the new EDR simplification

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Shared Data/ Element Number	Element Name	Definition	Reason Removed
			model. Amended charges are tracked with elements #350 and #351.
Citation		A document issued to a Person (or business) that contains the alleged violation of law.	
76	Citation Date	The date the citation date was issued.	Local data only. Not useful statewide.
77	Origination Agency Code	<p>A code assigned to designate the “originating agency,” developed by the National Crime Information Center (NCIC)*. This identifies the agency that originated the citation/criminal complaint. The ORI (Originating Agency) number for an LEA (Law Enforcement Agency) or court is listed on the Official/Organization (OFO) screen in the ORG DOL CODE field.</p> <p>The Washington State Patrol (WSP) maintains a current list of ORI numbers online at http://www.wsp.wa.gov/secured/access/mamanuals.htm on the ACCESS--Manuals & Documents page.</p>	This data will be linked to the Court Code standard reference data. It can be maintained by the AOC without the courts having to send it.
81	Citation Speed Zone Count	A number that specifies the speed limit at the location of the citation.	Local data only. JIS uses to determine primary law number related to charge, but this is CMS specific.
82	Citation Vehicle Speed Count	A number that specifies the vehicle speed as written on the citation	Local data only. JIS uses to determine primary law number related to charge, but this is CMS specific.
Case Participant Flag		A flag, notification, or other important data regarding the case participant that supports public safety or judicial decision. This includes items such as: HD1 (e.g. Electronic Home Monitoring/Detention Non-Tech Violation), HD2 (e.g. Electronic Home Monitoring/Detention Tech Violation).	These flags were moved to the Person level so the information is not limited to one case.

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Shared Data/ Element Number	Element Name	Definition	Reason Removed
267	Case Participant Identifier	CMS system-generated unique participant identifier.	See note above.
268	Case Participant Flag Type Code	A code that identifies the type of flag.	See note above.
269	Case Participant Flag Begin Date	The case participant flag begin effective date.	See note above.
270	Case Participant Flag End Date	The case participant flag end effective date	See note above.
Official		Provides a record for each official that is used in other records provided, such as a Judge, Attorney or Law Enforcement Officer.	
245	Official Classification Code	A code that identifies the type of official (e.g. judge, attorney, law enforcement, etc.)	Reinstated elements #139 & #140 for new EDR model
Protection & No Contact Orders		The data refers to the details contained within the documents. It does not store document images.	
328	Order Sub type	The detailed order type (e.g. Temporary Anti-Harassment, Full Sexual Assault, Vulnerable Adult, etc.)	The need for both a Type and Sub-type code was unnecessary so the 2 were combined into one element (#327)
Organization		Organization provides a record for each organization that is used in other records provided	
246	Organization Classification Code	A codes that identifies the type of organization (e.g. court, law enforcement agency, jurisdiction	Reinstated elements #146 & #147 for new EDR model
Participant		Participant provides a record of each person, organization and official related to a case.	

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Appendix B - Deleted Data Elements

Shared Data/ Element Number	Element Name	Definition	Reason Removed
247	Participant Classification Code	A code for the role of the person participant on the case (e.g. defendant, petitioner, etc.).	Reinstated element #154 for new EDR model
Proceeding		Documents a hearing for a case	
208	Proceeding Status Code	A code that identifies the status (scheduled, held, etc.).	Not needed, as all reportable statuses captured in other proceeding elements.
Significant Document Index Information		Significant documents will include all documents in which information needs to be shared outside of a court. These, in general are document that provide original filings, decisions, etc. Examples would be criminal complaints, petitions, orders, stipulations or other agreements. This includes, but is not limited to...	The entire Sig Doc section was deleted and broken down into Court Docket, Protection & No Contact Orders and Judgment sections.
214	Case Identifier	CMS system-generated unique case identifier.	See above.
215	Document Identifier	A CMS system-generated unique identifier assigned by the court.	See above.
216	Document Classification Code	The document type and sub type (judgment and sentence, order, hearing, civil complaint, review hearing etc.). This is also used to store a domestic violence order, anti-harassment subtype.	See above.
250	Document Classification Text	Docket text and other entries that contain data needed by courts statewide.	See above.
217	Document File Date	The date the document is filed.	See above.
218	Document Decision Code	A code that identifies the type of decision when applicable. (i.e. committed, not guilty, guilty, dismissal, granted, denied, etc.).	See above.

JIS Data Standards for Alternative Electronic Court Record Systems
Appendix B - Deleted Data Elements

Shared Data/ Element Number	Element Name	Definition	Reason Removed
219	Document Decision Date	The document decision date.	See above.
251	Document Decision Time	The document decision time.	See above.
220	Document Expiration Date	The document expiration date.	See above.
221	Document Termination Date	The document decision termination date (used for domestic violence or other applicable orders).	See above.
222	Document Authorizing Official Identifier	The CMS system-generated identifier of the official that authorized the document.	See above.
252	Document Security Status Code	Security status (sealed, open, etc.) for documents such as Name Change Orders, Protection Orders, documents involving minors, etc.	See above.
253	Document Decision Reason Code	The reason for which the decision was made on the document. For example, a protection order is denied for failure to appear, or no cause.	See above.
Significant Document Party		Significant Document Party provides a record that provides additional information related to the parties for which a document applies. This is used for protection orders to identify the protected and restrained persons. It can also be used to record information for other documents when applicable.	The entire Sig Doc Party section was deleted and broken down into Court Docket, Protection & No Contact Orders and Judgment sections.
223	Case Identifier	CMS system-generated unique case identifier.	See above.
224	Document Identifier	A CMS system-generated unique identifier assigned by the court.	See above.
225	Document Participant Identifier	The CMS system-generated identifier for the person for whom the document applies. (This is the same identifier as the Participant Identifier.)	See above.

JIS Data Standards for Alternative Electronic Court Record Systems
Appendix B - Deleted Data Elements

Shared Data/ Element Number	Element Name	Definition	Reason Removed
226	Document Participant Decision Code	A code that specifies the role of the participant (protects, restrains, etc.)	See above.

Implementation Plan – JIS Data Standards for Alternative Electronic Court Record Systems

Effective Date: October 24, 2014

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PURPOSE

The purpose of this document is to provide an Implementation Plan for the JIS Data Standards for Alternative Electronic Court Record Systems.

AUTHORITY

The JIS Data Standards for Alternative Electronic Court Record Systems, as approved on October 24, 2014 by the Judicial Information System Committee (JISC), specifies that this Implementation Plan shall be followed.

BACKGROUND

JISC Rule 13 requires that courts must request approval from the JISC to leave the centralized JIS and to use an Alternative Electronic Court Record System. Some courts are already using an alternative system and some courts might be contemplating moving to an alternative system.

The standard contains the requirements and responsibilities for trial courts to interface their Alternative Electronic Court Record System with the state Judicial Information System (JIS). These standards are necessary to ensure the integrity and availability of statewide data and information to enable open, just and timely resolution of all court matters.

PURPOSE

The purpose of this document is to specify a phased implementation plan for the standards so that trial courts not currently using JIS as their primary case management system can meet the requirements of the standard.

IMPLEMENTATION REQUIREMENTS

The JISC recognizes and acknowledges that some courts have not used JIS as their primary case management system for many years, so the implementation plan addresses both courts that are currently using other case management systems, and courts that may use other case management systems in the future.

A. TRIAL COURTS USING JIS AS THEIR PRIMARY SYSTEM AS OF APRIL 4, 2014

Trial courts using JIS as their primary case management system on or after April 4th, 2014 shall provide all data specified as baseline for their court level in the JIS Data Standards for Alternative Electronic Court Record Systems on the date they stop using JIS as their primary case management system. Baseline data, by court level, is identified in Appendix 'B' Share data Elements.

B. TRIAL COURTS NOT USING JIS AS THEIR PRIMARY SYSTEM AS OF APRIL 4, 2014

Trial courts not using JIS as their primary case management system as of April 4, 2014, shall meet the following implementation requirement (Seattle Municipal, Spokane Municipal, and Pierce Superior):

Courts shall continue to enter data into JIS at the same level entered as of April 4, 2014. A high level analysis of the alignment with the shared data standard as of June 2013 is contained in Appendix 'A'.

APPENDIX 'A'

ANALYSIS OF COURT ALIGNMENT TO SHARED DATA STANDARDS

Court Name	Seattle Municipal	Spokane Municipal	Pierce Superior
Accounting Summary	No	Old Only	Yes
Accounting Detail	No	Old Only	Yes
Party Information	Partial	Partial	Partial
Case Filing and Update	Criminal	Yes	Yes
Case Participation	Partial	Partial	Partial
Case Charge	Partial	Partial	Partial
Case Order	Yes	Partial	Partial
Warrant	No	Partial	Yes
Failure to Appear	No	Partial	Yes
Proceeding	No	Partial	No
Case Status	Partial	Partial	Yes
Judgment	No	Partial	Yes
Sentence	No	Partial	Yes
Compliance Monitoring	No	Partial	NA
Case Association	NA	NA	Yes

APPENDIX 'B' SHARED DATA ELEMENTS

The table below provides the standards for the data to be shared. The following is a description of each column:

Shared Data – The Name of the Shared Data group. This name can be used to cross reference back to subsection B.1 In the “Shared Data” cell. This provides a business name for the group of data elements to be shared.

Element Number – A sequential Number assigned to each individual data element.

Element Name – the business-related name for the shared data element.

Definition – The definition for either the Shared Data group or the Data Element.

Standards Requirement – By Court Level if the data element is required – ‘B’ –Baseline, ‘F’ – Future, NA – Not Applicable

Sup – Superior

CLJ – Court of Limited Jurisdiction

Juv – Juvenile Department

Supported by Current Application Support – Identifies if the data element is currently supported by a JIS application for the court level using a ‘Y’ – Yes, and ‘N’ – No, NA – Not Applicable

Sup – Superior

CLJ – Court of Limited Jurisdiction

Juv – Juvenile Department

Supported by Current Exchange Support – Identifies which data element is supported by a data exchange using a ‘Y’ – Yes, and ‘N’ – No, NA – Not Applicable

Sup – Superior

CLJ – Court of Limited Jurisdiction

Juv – Juvenile Department

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
Accounting Summary		Accounting Summary provides the total debit and credit amounts for a given court, BARS Account Number, Case Classification Code, Jurisdiction Code, and Accounting Date. One record is needed for each court, BARS Account Number, Case Classification Code, Jurisdiction Code every accounting date (365 days a year).	B	B	NA	Y	Y	Y	N	N	NA
1	Court Code	Code that identifies the court.	B	B	NA	Y	Y	NA	N	N	NA
2	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA	Y	Y	NA	N	N	NA
3	Case Classification Code	Standard statewide code that identifies the case classification as defined as a combination of court level, category (criminal, civil,	B	B	NA	Y	Y	NA	N	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
		etc.), case type, and cause code.									
4	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA	Y	Y	NA	N	N	NA
5	Accounting Date	Date data in which the accounting information was effective.	B	B	NA	Y	Y	NA	N	N	NA
6	Debit Amount	The total debit amount for the court, jurisdiction, account, and accounting date.	B	B	NA	Y	Y	NA	N	N	NA
7	Credit Amount	The total credit amount for the court, jurisdiction, account, and accounting date.	B	B	NA	Y	Y	NA	N	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
Accounting Case Detail		Accounting Case Detail provides the most granular level of financial information for a case. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions throughout the life of a case.	B	B	NA	Y	Y	NA	N	N	NA
8	Court Code	Code that identifies the court.	B	B	NA	Y	Y	NA	N	N	NA
9	Transaction Identifier	Court-defined unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify the transaction.	B	B	NA	Y	Y	NA	N	N	NA
10	Case Identifier	Court defined unique case identifier.	B	B	NA	Y	Y	NA	N	N	NA
11	Person Identifier	The statewide identifier for the person for which the transaction applies. If the transaction is not associated with a person, then this can be blank.	B	B	NA	Y	Y	NA	N	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
12	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	NA	Y	Y	NA	N	N	NA
13	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA	Y	Y	NA	N	N	NA
14	Accounting Date	Date data in which the accounting transaction was effective.	B	B	NA	Y	Y	NA	N	N	NA
15	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA	Y	Y	NA	N	N	NA
16	Accounting Amount	The dollar amount allocated to the BARS account for the transaction.	B	B	NA	Y	Y	NA	N	N	NA
17	Primary Law Number	The statewide standard law number, when available, for which the transaction applies.	B	B	NA	Y	Y	NA	N	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
18	Cost Fee Code	The statewide standard cost fee code, when available, for which the transaction applies.	B	B	NA	Y	Y	NA	N	N	NA
19	Transaction Code	A standard code that specifies the transaction that was made.	B	B	NA	Y	Y	NA	N	N	NA
20	Adjustment Reason Code	A code which identifies the reason for an adjustment.	B	B	NA	Y	Y	NA	N	N	NA
Address		Address provides information on a person's location or contact. The address type (location) can be various types (residence, mailing, other correspondence, confidential, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
21	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	B	Y	Y	Y	Y	Y	Y
22	Address Type Code	A code which specifies the address type.	B	B	B	Y	Y	Y	Y	Y	Y
23	Address Line 1 Text	The first line of the address per US postal standards.	B	B	B	Y	Y	Y	Y	Y	Y

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
24	Address Line 2 Text	The second line of the address per US postal standards.	B	B	B	Y	Y	Y	Y	Y	Y
25	Address Line 3 Text	The third line of the address per US postal standards.	B	B	B	Y	Y	Y	Y	Y	Y
26	Address City Name	The legal name of the city or location.	B	B	B	Y	Y	Y	Y	Y	Y
27	Address Postal Code	The US zip code, Canadian Postal Code or other similar routing number.	B	B	B	Y	Y	Y	Y	Y	Y
28	Address State Code	The state code for the location.	B	B	B	Y	Y	Y	Y	Y	Y
29	Address County Code	The Washington state county code for the location.	B	B	B	Y	Y	Y	Y	Y	Y
30	Address Country Code	The location country code.	B	B	B	Y	Y	Y	Y	Y	Y
31	Address Begin Date	The first date that the address is applicable for the person.	B	B	B	Y	Y	Y	Y	Y	Y
32	Address End Date	The last date that the address is applicable for the person.	B	B	B	Y	Y	Y	Y	Y	Y

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
33	Address Status Code	A code which designates the status of the address (undeliverable, returned, or other etc.).	B	B	B	Y	Y	Y	Y	Y	Y
Case Association		A case association is the relationship of one case to another related case. Examples are CLJ case and the associated superior court case when appealed, A probable cause hearing/case and the actual legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B	Y	N	Y	Y	N	N
34	Case Association Identifier	A unique identifier provided by the data originator for identifying all related cases. Each case in the association will have the same identifier value.	B	F	B	Y	N	Y	Y	N	Y

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
35	Case Identifier	Court defined unique case identifier.	B	F	B	Y	N	Y	Y	N	Y
36	Case Association Type Code	A code that identifies the type of associations (linked, consolidated, etc.).	B	F	B	Y	N	Y	Y	N	Y
37	Case Association Role Type Code	A code that specifies the role of the case in the association (primary, secondary, etc.).	B	F	B	Y	N	Y	Y	N	Y
Case		A case is the primary business item that is used to manage and track status for issues filed in a court.	B	B	B	Y	Y	Y	Y	N	N
38	Case Identifier	Court defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
39	Court Code	A code that uniquely identifies a court. The code is unique statewide.	B	B	B	Y	Y	Y	Y	N	N
40	Case Number	A court-assigned number that is used for externally identifying a case. The case number is unique within a court code.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
41	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	B	Y	Y	Y	Y	N	N
42	Law Enforcement Agency Code	A code that identifies the law enforcement agency that originated the case.	B	B	B	Y	Y	Y	Y	N	N
43	Case Filing Date	The date in which the case was filed in the court.	B	B	B	Y	Y	Y	Y	N	N
44	Case Title Text	The court case tile.	B	B	B	Y	Y	Y	Y	N	N
45	Case Security Status Code	A code which specifies the security level (confidential, sealed, public, etc.).	B	B	B	Y	Y	Y	Y	N	N
Case Status		Case status provides information on the different stages of a case through its lifecycle (resolution, completion, closure, etc.).	B	B	B	Y	Y	Y	Y	N	Y
46	Case Identifier	Court defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
47	Case Status Type Code	A code identifying the type of case status (resolution, completion, closure, etc.).	B	B	B	Y	Y	Y	Y	N	N
48	Case Status Code	A code identifying the case status for the type.	B	B	B	Y	Y	Y	Y	N	N
49	Case Status Date	The date associated with the case status.	B	B	B	Y	Y	Y	Y	N	N
Charge		An allegation as to a violation of law.	B	B	B	Y	Y	Y	Y	N	N
50	Person Identifier	The statewide identifier for the person for which the charge applies.	B	B	B	Y	Y	Y	Y	N	N
51	Case Identifier	Court defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
52	Charge Identifier	A unique identifier for the charge provided by the court.	B	Y	B	Y	Y	N	Y	N	N
53	Charge Information Number	A sequential number assigned to the charging document. Court case types this data element is non applicable.	B	NA	NA	Y	NA	NA	Y	NA	NA
54	Charge Information Date	The date from the charging document.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
55	Charge Count Number	A sequentially assigned number, starting at one for each charge count.	B	B	B	Y	Y	Y	Y	N	N
56	Charge Violation Date	The date in which the offense, citation, violation etc. occurred.	B	B	B	Y	Y	Y	Y	N	N
57	Charge Primary Local Law Number	The law number as recorded in the local system for the primary charge.	B	B	B	Y	Y	Y	Y	N	N
58	Charge Primary Standard Law Number	The statewide equivalent (if any) for the charge primary local law number.	F	F	F	Y	Y	Y	Y	N	N
59	Charge Primary Result Code	A code which specifies the outcome as decided by the court, related to the primary charge.	B	B	B	Y	Y	Y	Y	N	N
60	Charge Primary Result Reason Code	A code which specifies the reason for the primary charge result code (example, Alford plea for a guilty result).	F	B	F	N	Y	N	N	N	N
61	Charge Primary Result Date	The date of the primary charge result finding.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
62	Charge Special Allegation Law Number	The law number of any special allegation (deadly weapon, sexual motivation, etc.) for the charge.	Y	F	Y	Y	Y	Y	Y	N	N
63	Charge Special Allegation Result Code	A code which specifies the outcome as decided by the court, related to the special allegation.	B	F	Y	Y	N	Y	Y	N	Y
64	Charge Special Allegation Result Date	The date of the special allegation.	F	F	F	Y	N	Y	Y	N	N
65	Charge Modifier Law Number	The law number of any inchoate modifier (attempted, conspiracy, etc., etc.) for the charge.	B	F	B	Y	N	Y	Y	N	N
66	Charge Definition Law Number	The law number for any definitional laws cited in the charging document for the charge count.	B	F	B	Y	N	Y	Y	N	N
67	Charge Domestic Violence Code	A code which specifies domestic violence applicability for the charge count.	B	B	B	Y	Y	Y	Y	N	N
68	Charge Arraignment Date	The date on which the defendant was arraigned on the charge.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
69	Charge Plea Type Code	A code that specifies the plea provided by the defendant for the charge.	B	B	B	Y	Y	Y	Y	N	N
70	Charge Plea Date	The date on which the plea was made.	B	B	B	Y	Y	Y	Y	N	N
71	Charge Sentence Date	The date on which sentencing, if any, was made on the charge.	B	B	B	Y	Y	Y	Y	N	N
72	Charge Sentence Judicial Official Identifier	The identifier of the judicial officer who made the sentencing.	B	B	B	Y	Y	Y	Y	N	N
73	Charge Same Course of Conduct Code	A code used for juvenile cases to indicate if the charge was committed during the same course of conduct as related to other charges.	NA	NA	B	N	N	Y	N	N	Y
74	Charge Juvenile Disposition Offense Category Code	A code which specifies the offense severity for juvenile offender cases.	NA	NA	B	N	N	Y	N	N	Y
Citation		A document issued to a person that contains the alleged violation of law.	NA	B	NA	NA	B	NA	NA	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
75	Case Identifier	Court defined unique case identifier.	NA	B	NA	NA	Y	NA	NA	N	NA
76	Citation Date	The date that the citation was issued.	NA	B	NA	NA	Y	NA	NA	N	NA
77	Originating Agency Code	A code which identifies the agency that originated the citation.	NA	B	NA	NA	Y	NA	NA	N	NA
78	Originating Agency Number	The number assigned to the citation as provided by the originating agency. The originating agency number can be different or the same as the case number filed by the court.	NA	B	NA	NA	Y	NA	NA	N	NA
79	Citation Amount	The fine dollar amount from the citation.	NA	B	NA	NA	Y	NA	NA	N	NA
80	Citation Accident Code	A code that indicates if an accident was involved.	NA	B	NA	NA	Y	NA	NA	N	NA
81	Citation Speed Zone Count	A number that specifies the speed limit at the location of the citation.	NA	B	NA	NA	Y	NA	NA	N	NA
82	Citation Vehicle Speed Count	A number that specifies the vehicle speed as written on the citation.	NA	B	NA	NA	Y	NA	NA	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
83	Citation Blood Alcohol Content Type Code	A code that specifies the blood alcohol percentage testing method.	NA	B	NA	NA	Y	NA	NA	N	NA
84	Citation Blood Alcohol Content Percent	The blood alcohol percent.	NA	B	NA	NA	Y	NA	NA	N	NA
85	Citation THC Type Code	A code that specifies the THC testing method.	NA	B	NA	NA	Y	NA	NA	N	NA
86	Citation THC Level Count	The THC level as tested.	NA	B	NA	NA	Y	NA	NA	N	NA
87	Vehicle License Number	The vehicle license plate number.	NA	B	NA	NA	Y	NA	NA	N	NA
88	Vehicle License State Code	The vehicle license plate number state code.	NA	B	NA	NA	Y	NA	NA	N	NA
Condition		An item that must be satisfied to resolve the issues on a case (charges, judgments, and other orders).	F	B	B	N	Y	Y	N	N	N
89	Condition Identifier	A unique identifier for the condition provided by the court.	F	B	B	N	Y	Y	N	N	N
90	Document Number	The number or identifier from the source document that imposed the condition. This has the same value as a corresponding entry for a Significant Document Index entry.	F	F	F	N	N	N	N	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
91	Case Identifier	Court defined unique case identifier.	F	B	B	N	Y	Y	N	N	N
92	Person Identifier	The statewide identifier for the person for whom the address applies.	F	B	B	N	Y	Y	N	N	N
93	Official Identifier	The statewide identifier for the official who imposed the condition.	F	B	B	N	Y	Y	N	N	N
94	Condition Date	The date that the condition was imposed.	F	B	B	N	Y	Y	N	N	N
95	Condition Type Code	The type of condition imposed (fine, jail, class, etc.).	F	B	B	N	Y	Y	N	N	N
96	Condition Amount	An amount, if applicable.	F	B	B	N	Y	Y	N	N	N
97	Condition Time Count	The amount of time for the condition, if applicable. The time is measured based on the time unit code.	F	B	B	N	Y	Y	N	N	N
98	Condition Time Unit Code	The time units (hour, day, month, etc.) that is for the condition time unit count.	F	B	B	N	Y	Y	N	N	N
99	Condition Review Date	The next date on which the condition is scheduled for review.	F	B	B	N	Y	Y	N	N	N
100	Condition Completion Date	The date on which the condition was completed.	F	B	B	N	Y	Y	N	N	N
101	Condition Completion Code	A code specifying the type of completion (completed, not completed, paid, etc.).	F	B	B	N	Y	Y	N	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
Detention Episode Population		Detention population tracks the status of a detainee for each day they are considered part of a facilities population. There is one record for each record per detainee per day.	NA	NA	B	NA	NA	Y	NA	NA	N
102	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B	NA	NA	Y	NA	NA	N
103	Case Identifier	Court defined unique case identifier.	NA	NA	B	NA	NA	Y	NA	NA	N
104	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B	NA	NA	Y	NA	NA	N
105	Detention Population Episode Reporting Date	The calendar date for which the detention population applies.	NA	NA	B	NA	NA	Y	NA	NA	N
106	Detention Population Reporting Time	The time in which the detention population was measured.	NA	NA	B	NA	NA	Y	NA	NA	N
107	Detention Population Code	A code identifying the population status for the person in the facility (in facility, temporary leave, furlough, etc.).	NA	NA	B	NA	NA	Y	NA	NA	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
Detention Episode Summary		Detention Episode contains the information for a detention episode. There is one record for each episode as measured from initial intake to final release.	NA	NA	B	NA	NA	Y	N	N	N
108	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B	NA	NA	Y	NA	NA	N
109	Case Identifier	Court-defined unique case identifier.	NA	NA	B	NA	NA	Y	NA	NA	N
110	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B	NA	NA	Y	NA	NA	N
111	Detention Episode Intake Code	A code that identifies the intake decision (screen, release, hold, etc.).	NA	NA	B	NA	NA	Y	NA	NA	N
112	Detention Episode Intake Date	The date of the intake decision.	NA	NA	B	NA	NA	Y	NA	NA	N
113	Detention Episode Intake Time	The time of the intake decision.	NA	NA	B	NA	NA	Y	NA	NA	N
114	Detention Episode Admission Reason Code	A code that identifies the reason decision (screen, release, hold, etc.).	NA	NA	B	NA	NA	Y	NA	NA	N
115	Detention Episode Admission Date	The date of the admission decision.	NA	NA	B	NA	NA	Y	NA	NA	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
116	Detention Episode Admission Time	The time of the admission decision.	NA	NA	B	NA	NA	Y	NA	NA	N
117	Detention Episode Primary Charge Code	A code that identifies the charge decision (screen, release, hold, etc.)	NA	NA	B	NA	NA	Y	NA	NA	N
118	Detention Episode Primary Charge Severity Code	A code that identifies the severity decision (screen, release, hold, etc.)	NA	NA	B	NA	NA	Y	NA	NA	N
119	Detention Episode Release Reason Code	A code that identifies the reason decision (screen, release, hold, etc.)	NA	NA	B	NA	NA	Y	NA	NA	N
120	Detention Episode Release Date	The date of the release decision.	NA	NA	B	NA	NA	Y	NA	NA	N
121	Detention Episode Release Time	The time of the release decision.	NA	NA	B	NA	NA	Y	NA	NA	N
122	Detention Episode Time Served Hours Count	The count of the hours served.	NA	NA	B	NA	NA	Y	NA	NA	N
Electronic Contact		Electronic Contact provides a record of electronic contact methods and locations (email, web page, etc.).	F	F	F	Y	Y	Y	N	N	N
123	Electronic Contact Identifier	Unique identifier for the Electronic Contact as provided by the court.	F	F	F	Y	Y	Y	N	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
124	Person Identifier	The statewide identifier for the person for which the address applies.	F	F	F	Y	Y	Y	N	N	N
124	Electronic Contact Type Code	A code that identifies the electronic contact type (email, webpage, etc.).	F	F	F	Y	Y	Y	N	N	N
126	Electronic Contact Address Text	The electronic contact address.	F	F	F	Y	Y	Y	N	N	N
127	Electronic Contact Begin Date	The start date for the electronic contact.	F	F	F	Y	Y	Y	N	N	N
128	Electronic Contact End Date	The end date for the electronic contact.	F	F	F	Y	Y	Y	N	N	N
Failure To Appear		Failure To Appear provides a record for each failure to appear.	NA	B	NA	NA	Y	NA	NA	N	NA
129	FTA Identifier	Unique identifier for the FTA as provided by the court.	NA	B	NA	NA	Y	NA	NA	N	NA
130	Case Identifier	Court-defined unique case identifier.	NA	B	NA	NA	Y	NA	NA	N	NA
131	Person Identifier	The statewide identifier for the person for whom the address applies.	NA	B	NA	NA	Y	NA	NA	N	NA
132	FTA Order Date	The date on which the FTA was ordered.	NA	B	NA	NA	Y	NA	NA	N	NA
133	FTA Issuance Date	The date on which the FTA was issued.	NA	B	NA	NA	Y	NA	NA	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
134	FTA Adjudication Date	The date the FTA was adjudicated.	NA	B	NA	NA	Y	NA	NA	N	NA
Official		Official provides a record for each official that is used in other records provided. See Significant Document Index Information.	B	B	B	Y	Y	Y	N	N	N
135	Official Identifier	Statewide identifier of an official.	B	B	B	NA	Y	NA	N	N	N
136	Official Name	Official name.	B	B	B	Y	Y	Y	N	N	N
137	Organization Identifier	The unique identifier for the organization to which the official belongs (court, LEA, etc.).	B	B	B	NA	Y	NA	N	N	N
138	Official Title	The title for the official when applicable.	B	B	B	Y	Y	Y	N	N	N
139	Official Type Code	A code which specifies the type of official (judge, law enforcement officer, attorney, etc.).	B	B	B	NA	Y	NA	N	N	N
140	Official Sub Type Code	A code which further qualifies the official type.	B	B	B	Y	Y	Y	N	N	N
141	Official Status Code	The status of the official. (active, inactive, etc.).	B	B	B	NA	Y	NA	N	N	N
142	Official Begin Date	The start date for the official.	B	B	B	Y	Y	Y	N	N	N
143	Official End Date	The end date for the official.	B	B	B	NA	Y	NA	N	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
Organization		Organization provides a record for each organization that is used in other records provided. See Office.	B	B	B	Y	Y	Y	N	N	N
144	Organization Identifier	A statewide unique identifier for the organization.	B	B	B	NA	Y	NA	N	N	N
145	Organization Name	The organization name.	B	B	B	Y	Y	Y	N	N	N
146	Organization Type Code	A code that identifies the type of organization (court, LEA, etc.).	B	B	B	NA	Y	NA	N	N	N
147	Organization Sub Type Code	A code that identifies the sub-type within the type.	B	B	B	Y	Y	Y	N	N	N
148	Organization Status Code	The status of the organization when applicable.	B	B	B	NA	Y	NA	N	N	N
149	Organization Begin Date	The organization begin effective date.	B	B	B	Y	Y	Y	N	N	N
150	Organization End Date	The organization end effective date.	B	B	B	NA	Y	NA	N	N	N
Participant		Participant provides a record of each participant on a case.	B	B	B	Y	Y	Y	Y	N	N
151	Participant Identifier	A unique identifier for the participant.	B	B	B	Y	Y	Y	Y	N	N
152	Case Identifier	Court-defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
153	Person Identifier	The statewide identifier for the person to which the address applies.	B	B	B	Y	Y	Y	Y	N	N
154	Participant Type Code	A code for the role of the person on the case (defendant, petitioner, etc.).	B	B	B	Y	Y	Y	Y	N	N
155	Participant Status Code	The status of the participant on the case.	B	B	B	Y	Y	Y	Y	N	N
156	Participant Begin Date	The participant begin effective date.	B	B	B	Y	Y	Y	Y	N	N
157	Participant End Date	The participant end effective date.	B	B	B	Y	Y	Y	Y	N	N
158	Participant Security Code	A code that identifies the security status for the participant (open, confidential, etc.).	F	F	F	N	N	N	N	N	N
Participant Association		Participant Association provides a record for the association between participants on a case, when applicable.	B	B	B	Y	Y	Y	N	N	N
159	Participant Association Identifier	An identifier in each record used to associate participants.	B	B	B	Y	Y	Y	N	N	N
160	Participant Association Type Code	A code which specifies the type of association between one or more parties (family relationship, victim, etc.).	B	B	B	Y	Y	Y	N	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
161	Case Identifier	The unique identifier for the case.	B	B	B	Y	Y	Y	N	N	N
162	Participant Identifier	The unique identifier for the participant.	B	B	B	Y	Y	Y	N	N	N
163	Participant Association Role Code	A code that identifies the role of the participant in the participant association.	B	B	B	Y	Y	Y	N	N	N
164	Participant Association Begin Date	The participant association begin.	B	B	B	Y	Y	Y	N	N	N
165	Participant Association End Date	The participant association end.	B	B	B	Y	Y	Y	N	N	N
Person		Information for an individual for a person that is a participant on a case or person that is associated to a person on a case.	B	B	B	Y	Y	Y	Y	Y	Y
166	Person Identifier	The statewide identifier for the person.	B	B	B	Y	Y	Y	Y	Y	Y
167	Person First Name	The person's first name.	B	B	B	Y	Y	Y	Y	Y	Y
168	Person Last Name	The person's last name.	B	B	B	Y	Y	Y	Y	Y	Y
169	Person Middle Name	The person's middle name.	B	B	B	Y	Y	Y	Y	Y	Y
170	Person Birth Date	The person's date of birth.	B	B	B	Y	Y	Y	Y	Y	Y
171	Person Death Date	The person's date of death.	B	B	B	Y	Y	Y	Y	Y	Y
172	Person Gender Code	A code that identifies the person's gender.	B	B	B	Y	Y	Y	Y	Y	Y

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
173	Person Race Code	A code that identifies the person's race.	B	B	B	Y	Y	Y	Y	Y	Y
174	Person Ethnicity Code	The code of that identifies the person's ethnicity.	B	B	B	Y	Y	Y	Y	Y	Y
175	Person Criminal Identification Number	The identification provided by Washington State Patrol.	B	B	B	Y	Y	Y	Y	Y	Y
176	Person Driver License Number	The driver's license number.	B	B	B	Y	Y	Y	Y	Y	Y
177	Person Driver License State Code	A code for the state code that issued the driver's license.	B	B	B	Y	Y	Y	Y	Y	Y
178	Person Driver License Expire Date	The driver's license expiration date.	B	B	B	Y	Y	Y	Y	Y	Y
179	Person Department Of Corrections Number	The identification number provided by the Department of Corrections.	B	B	B	Y	Y	Y	Y	Y	Y
180	Person Juvenile Number	The identification number used for juveniles in Washington State.	B	B	B	Y	Y	Y	Y	Y	Y
181	Person FBI Number	The identification number provided by the Federal Bureau of investigation.	B	B	B	Y	Y	Y	Y	Y	Y
182	Person Height Inch Count	The person's height in inches.	B	B	B	Y	Y	Y	Y	Y	Y
183	Person Weight Count	The person's weight in pounds.	B	B	B	Y	Y	Y	Y	Y	Y
184	Person Eye Color Code	A code which specifies the person's eye color.	B	B	B	Y	Y	Y	Y	Y	Y
185	Person Hair Color Code	A code which specifies the person's hair color.	B	B	B	Y	Y	Y	Y	Y	Y

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
186	Person Physical Description Text	A textual description of the person including identifying characters, scars, marks, and tattoos.	B	B	B	Y	Y	Y	Y	Y	Y
187	Person Language Code	The standard code that identifies the person's primary language when interpretation is needed.	B	B	B	Y	Y	Y	Y	Y	Y
Person Association		Person Association provide a linkage of one person record to another. These associations can be other records: alias, facility relationship etc.	B	B	B	Y	Y	Y	Y	Y	Y
188	Person Association Identifier	An identifier in each record used to associate persons.	B	B	B	Y	Y	Y	Y	Y	Y
189	Person Association Type	A code which specifies the type of association between one or more parties (alias, family relationship, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
190	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B	Y	Y	Y	Y	Y	Y
191	Person Association Role Code	A code for the role of the person in the relationship (true name, alias, parent, child, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
192	Person Association Begin Date	The person association begin effective date.	B	B	B	Y	Y	Y	Y	Y	Y

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
193	Person Association End Date	The person association end effective date.	B	B	B	Y	Y	Y	Y	Y	Y
Phone		Phone provides a record of phone number contacts for a person.	B	B	B	Y	Y	Y	Y	Y	Y
194	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B	Y	Y	Y	Y	Y	Y
195	Phone Type Code	A code that identifies the phone number type (home, cell, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
196	Phone Number	The phone number.	B	B	B	Y	Y	Y	Y	Y	Y
197	Phone Begin Date	The phone number begin effective date.	B	B	B	Y	Y	Y	Y	Y	Y
198	Phone End Date	The phone end effective date.	B	B	B	Y	Y	Y	Y	Y	Y
Proceeding		Proceeding provides a record hearings for a case.	B #6	B	NA	Y	Y	NA	Y	N	NA
199	Proceeding Identifier	A unique identifier provided by the court for the proceeding.	B	B	NA	N	Y	NA	N	N	NA
200	Case Identifier	Court-defined unique case identifier.	B	B	NA	Y	Y	NA	Y	N	NA
201	Proceeding Type Code	A code that identifies the type of proceeding.	B	B	NA	Y	Y	NA	Y	N	NA
202	Proceeding Schedule Date	The scheduled proceeding date.	B	B	NA	Y	Y	NA	Y	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
203	Proceeding Schedule Time	The scheduled proceeding time.	F	B	NA	N	Y	NA	N	N	NA
204	Proceeding Schedule Official Identifier	The identifier of the official scheduled to hear the proceeding.	B	B	NA	Y	Y	NA	Y	N	NA
205	Proceeding Actual Date	The actual date of the proceeding.	F	B	NA	N	Y	NA	N	N	NA
206	Proceeding Actual Official Identifier	The official that heard the proceeding.	F	B	NA	N	Y	NA	N	N	NA
207	Proceeding Status Code	A code that identifies the status (scheduled, held, etc.).	F	B	NA	N	Y	NA	N	N	NA
208	Proceeding Status Date	The date associated with the proceeding status code.	F	B	NA	N	Y	NA	N	N	NA
209	Proceeding Status Reason Code	A code that further qualifies the proceeding status when applicable (not held reason, etc.).	F	B	NA	N	Y	NA	N	N	NA
Process Control Number		Process Control Number provides a record of each process control number assigned by Washington State Patrol (WSP).	B	B	NA	Y	Y	NA	Y	N	NA
210	Case Identifier	Court defined unique case identifier.	B	B	NA	Y	Y	NA	Y	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
211	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	NA	Y	Y	NA	Y	N	NA
212	Process Control Number	The process control number (PCN) assigned by WSP.	B	B	NA	Y	Y	NA	Y	N	NA
213	Process Control Number Date	The date the PCN number was assigned.	B	B	NA	Y	Y	NA	Y	N	NA
Significant Document Index Information		Significant documents will include all documents in which information needs to be shared outside of a court. These, in general are document that provide original filings, decisions, etc. Examples would be criminal complaints, petitions, orders, stipulations or other agreements. This does not mean document images; it is the significant data contained in the documents.	B	B	B	Y	Y	Y	Y	N	N
214	Case Identifier	Court-defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
215	Document Identifier	A unique identifier assigned by the court.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
216	Document Type Code	The document type (judgment and sentence, order, etc.).	B	B	B	Y	Y	Y	Y	N	N
217	Document File Date	The document file.	B	B	B	Y	Y	Y	Y	N	N
218	Document Decision Code	A code that type of decision when applicable.	B	B	B	Y	Y	Y	Y	N	N
219	Document Decision Date	The document decision date.	B	B	B	Y	Y	Y	Y	N	N
220	Document Expiration Date	The document expiration date.	B	B	B	Y	Y	Y	Y	N	N
221	Document Termination Date	The document decision termination date (used for domestic violence or other applicable orders).	B	B	B	Y	Y	Y	Y	N	N
222	Document Authorizing Official Identifier	The identifier of the official that authorized the document.	B	B	B	Y	Y	Y	Y	N	N
Significant Document Party		Significant Document Party provides a record that provides additional information related to the parties for which a document applies. This is used for protection orders to identify the protected and restrained persons. It can also be used to record information for other documents when applicable.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
223	Case Identifier	Court-defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
224	Document Identifier	A unique identifier assigned by the court.	B	B	B	Y	Y	Y	Y	N	N
225	Document Party Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B	Y	Y	Y	Y	N	N
226	Document Party Decision Code	A code that specifies the role of the party (protects, restrains, etc.)	B	B	B	Y	Y	Y	Y	N	N
Warrant Information		Warrant Information provides a record for each warrant.	B	B	NA	Y	Y	NA	Y	N	N
227	Case Identifier	Court defined unique case identifier.	B	B	NA	Y	Y	NA	Y	N	N
228	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	NA	Y	Y	NA	Y	N	N
229	Warrant Order Date	The date the warrant was ordered.	B	B	NA	Y	Y	NA	Y	N	N
230	Warrant Issuance Date	The date the warrant was issued.	B	B	NA	Y	Y	NA	Y	N	N
231	Warrant Cancelled Date	The date the warrant was cancelled, when applicable.	F	B	NA	N	Y	NA	N	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
232	Warrant Recalled Date	The date the warrant was recalled, when applicable.	F	B	NA	N	Y	NA	N	N	N
233	Warrant Quashed Date	The date the warrant was quashed, when applicable.	F	B	NA	N	Y	NA	N	N	N
234	Return Adjudication Date	The date the adjudication was returned to the Department of Licensing (DOL), when applicable.	F	B	NA	N	Y	NA	N	N	N
235	Warrant Type Code	A code that specifies the warrant type (Bench, Administrative, etc.).	F	B	NA	N	Y	NA	N	N	N
236	Warrant Service Date	The date that the warrant was served, when applicable.	F	B	NA	N	Y	NA	N	N	N
237	Warrant Expire Date	The warrant expiration date.	F	B	NA	N	Y	NA	N	N	N
238	Warrant Bail Amount	The bail amount on the warrant.	F	B	NA	N	Y	NA	N	N	N
239	Warrant Fee Amount	The fee amount on the warrant.	F	B	NA	N	Y	NA	N	N	N

Judicial Information System Committee Meeting, February 22, 2019

DECISION POINT – JISC Review and Approval of Kitsap County District Court Request for Local Case Management System

MOTIONS:

1. I move that the JISC provisionally approve the Kitsap County District Court request to implement its own case management system, subject to Kitsap County District Court's agreement to comply with the JIS Data Standards for Alternative Electronic Court Record Systems and Implementation Plan.

I. BACKGROUND

JISC Rule 13 requires courts to request approval from the JISC to leave the statewide Judicial Information System (JIS) and to use a local case management system (defined in JISCR 13 as a local court automated record system).

In 2014, the legislature approved the SC-CMS budget with a proviso requiring the JISC to develop statewide data collection and exchange standards. On October 24, 2014, the JISC approved the JIS Data Standards for Alternative Electronic Court Record Systems (JIS Data Standards) and the corresponding Implementation Plan. The JISC adopted the data standards to ensure the integrity and availability of statewide data and information to enable open, just and timely resolution of all court matters.

The standards contain the 215 data elements that courts with local case management systems must share with the statewide Judicial Information System (JIS). The Implementation Plan addresses how courts must comply with the standards.

On November 19, 2018, Kitsap County District Court notified the JISC of its intent to purchase and install its own case management system.

II. DISCUSSION

AOC has become aware of multiple courts exploring the possibility of implementing local case management systems. As the number of courts with independent case management systems increases, the risk to the integrity of statewide judicial data increases. Without adherence to the JIS Data Standards, the integrity of statewide judicial data will erode, limiting the ability of judicial officers to make informed decisions, leaving judicial partners (including WSP, DOL, DSHS, SOS) with incomplete data, and jeopardizing public safety.

III. OUTCOME IF NOT PASSED –



Not having complete information in the statewide Judicial Information System jeopardizes public safety. Judicial officers will not have all of the information they need for judicial decision making. Court staff will not have necessary information for serving the public at the courthouse. Judicial partners will not have complete information, which could result in problems for law enforcement, firearms compliance, protection of vulnerable adults, and other critical needs. It could also result in non-compliance with statutes, court rules, and other mandates.

The Supreme Court
State of Washington

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April 10, 2019

Judge Jeffrey J. Jahns
Kitsap County District Court
614 Division St., MS 25 Rm 106
Port Orchard, WA 98366-4685

VIA E-MAIL ONLY

Re: Kitsap County/Administrative Office of the Courts Meeting

Dear Judge Jahns:

I am writing to follow-up on the meeting between Kitsap County and the Administrative Office of the Courts (AOC) held on March 20, 2019 because I was told that the meeting did not go well. I would like to be sure you understand the availability of AOC resources and statewide priorities.

As required by JISCR 13, Kitsap County District Court requested approval by the Judicial Information System Committee (JISC) to "purchase and install a new automated Case Management System." On February 22, 2019, you presented to JISC and described that the challenges Kitsap County Information Services was having maintaining your current document management solution with limited resources led to your decision and request. After some discussion, you agreed to meet with AOC staff to more thoroughly discuss Kitsap County's specific business needs, the status and complexities of the data exchange with the Enterprise Data Repository (EDR), and the viability of other options.

Kitsap County District Court Administrator Clint Casebolt advised AOC by e-mail on February 25, 2019, the next business day following the JISC meeting, that the district court had "reserved March 20th at 1:30 for a Judges meeting that day and would like to invite the appropriate representatives to attend." The Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project sponsors and staff from AOC, as well as Judge Kim Walden, the vice-chair of the CLJ-CMS Project Steering Committee, rearranged their calendars to participate on the date designated by Kitsap County.

AOC provided Kitsap County with a proposed agenda and a complete list of participants on March 8, 2019. Despite numerous e-mails between Mr. Casebolt and Vicky Cullinane from AOC about the meeting agenda and participants, at least one of which you were directly copied on, at no time was there any mention that anyone outside Kitsap County government would be involved in the discussion.

Nonetheless, when Judge Walden and AOC staff arrived for the meeting there were two representatives from a case management system vendor in the meeting room. Judge Walden wisely asked you to excuse the private vendors from the discussion to mitigate legal and ethical concerns for members of the statewide project steering committee and you agreed to do so. Next, to the surprise of Judge Walden and the AOC participants, King County District Court's Chief Administrative Officer Othniel Palomino soon joined the meeting.

I understand that you began the meeting by describing the challenges the Kitsap County District Court is facing with its local document management system using SharePoint and that your county information technology services lacks capacity to support that system because of competing local priorities. The court concluded that its needs will best be met by implementing and maintaining a comprehensive court case management system. Apparently, Kitsap County IT services believes it will be easier to support a new case management system rather than your SharePoint system or a replacement document management system.

Judge Walden shared her experiences from Tukwila Municipal Court, which has implemented a document management system and other features that she believes would satisfy the needs Kitsap County described without taking on a complete case management system replacement project at the local level. At one point during the discussion, you asked "Whose side are you on?" When Judge Walden responded that she was there as a member of the CLJ-CMS Project Steering Committee, you responded, "You sound like you're from AOC."

First, I object to your characterization of there being sides. AOC is not on a side. AOC provides IT services, under the direction and policy making of the JISC, which I chair.

Second, Judge Walden took time away from her court and other responsibilities to help discuss options for Kitsap County's problem. She did not feel she was treated with respect. It is unfortunate because she is deserving of respect and appreciation for her efforts to assist Kitsap County, as well as her work as co-chair of the CLJ-CMS steering committee, among other reasons.

I understand that AOC staff explained some of the risks associated with implementing a local case management system, including that the technical and business resources required to implement and successfully maintain the system will likely be exponentially greater than the challenges the county IT staff has with maintaining a document management system. Also, jurisdictions that choose to implement local systems are required to exchange statewide data with the EDR. The King County District Court has not yet gone live with their data exchange and at this time it is not anticipated the exchange will go live until summer 2019.

I understand that you and Judge Paja told AOC staff that Kitsap County had made its decision and it was AOC's job to support it; Kitsap County expects all the integration work by AOC to be completed according to Kitsap County's schedule; Kitsap County is expecting it will take one year to implement the new system; Kitsap County refuses to do any duplicate data entry; and stated that it will be AOC's "fault" if there is a gap in critical data for public safety or other purposes because Kitsap County has "given AOC plenty of notice." These expectations are both inaccurate and unrealistic.

It is important that you understand that implementing the required data exchange to the EDR is not solely an AOC activity. It requires significant work on both the business and technical side of

the local court. Each county's integration with the EDR requires work on both ends of the exchange. The new Kitsap County request is one of many projects that will have to be prioritized and scheduled based on available AOC resources.

I wish to emphasize the following:

JISC has directed AOC to focus on implementing and supporting statewide solutions. Its information technology and business resources are aligned with the priorities set by the statewide court community's representatives on JISC through the Information Technology Governance (ITG) process.

With JISC approval, courts may implement and maintain local case management solutions at their own expense.

Courts that choose to implement local case management solutions must either provide statewide data required in the approved JIS data standards through the EDR or by duplicate data entry into JIS systems. You have received the "Responsibilities and Considerations for Courts Implementing Local Case Management Systems" which the CLJ-CMS Project Steering Committee approved in February 2019 which describes in detail the business and technical risks that Kitsap County government assumes by choosing a local option case management system. Exchanging data through the EDR requires both local and state resources.

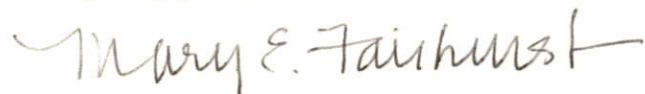
If Kitsap County's request to implement a local case management system is approved by JISC, any implementation or support activities by AOC are still subject to resource availability and scheduling based on JISC priorities. AOC is not authorized to divert resources from other statewide priorities set by the JISC to meet Kitsap County's local timeline for implementing its local system. If state and local timelines do not align, Kitsap County must provide data required under the statewide JIS data standards by duplicate data entry into the statewide JIS systems until the data exchanges can be tested and fully operational or you can adjust your implementation schedule.

During the next biennium (July 1, 2019 – June 30, 2021), funding and resources for data exchanges will be limited and JISC has already determined its priorities.

Kitsap County District Court's Information Technology Governance (ITG) request will be on the agenda for the April 26, 2019 JISC meeting. You are welcome to attend.

Please contact me if you have questions.

Very truly yours,



MARY E. FAIRHURST
Chief Justice and Chair of JISC

cc: Dawn Marie Rubio, AOC, State Court Administrator
Vonnie Diseth, AOC, Director/CIO, Information Services Division
Judge Kimberly A. Walden
Judge Rebecca Robertson
Judge Marilyn Paja
Judge Claire A. Bradley
Judge Kevin P. Kelly
Judge J. Leach, JISC Vice Chair

Kitsap County District Court
State of Washington



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CLINT L. CASEBOLT
COURT ADMINISTRATOR

April 18, 2019

Chief Justice Mary E. Fairhurst
Washington Supreme Court
Temple of Justice
Post Office Box 40929
Olympia, WA 98504-0929

Re: Kitsap County District Court JISCR 13 Request and Proposed JISCR 13 Amendment

Hello Chief Justice Fairhurst –

JISCR 13 Request

Kitsap County District Court requests the JISC to review and approve our JISCR 13 proposal to upload our future Journal data through Journal’s data exchange software into JIS. We have complied with all JISCR 13 requirements and are excited for the incredible impact Journal’s new software system will provide to Kitsap County.

Chief, your support of Kitsap County District Court is essential to successful implementation of our new software program. We hope you deem our project worthy of such support.

Proposed Amendment to JISCR 13

Kitsap County District Court learned two days ago that a request has been submitted to JISC to completely re-write JISCR 13. This proposal was submitted by Ms. Paulette Revoir, Chair of the CLJ-CMS Project Steering Committee. We found this proposal on the Washington Court’s website under the JISC link. This proposed amendment is listed as item 6 on JISC’s April 26th agenda as a “Decision Point” and not as a discussion item. The intent appears to be for JISC to consider and act on the proposed amendment on April 26.

Our JISCR 13 request is listed as item 7 on the agenda. It is unclear whether this amendment, if passed before JISC decides our matter, will apply retroactively to our proposal which was submitted to JISC and AOC last November.

This morning, we decided to look into the history of JISCR 13. Unbeknownst to us, significant discussion about this rule has occurred since at least 2011. The attached GR 9 cover sheet discusses the rule's history. The attached document is taken from a fascinating 125 page document found at <https://www.courts.wa.gov/jis/scmfs/proposedChangesToJiscr13.pdf>.

It appears that the JISC took action on October 24, 2014 to amend the rule as shown by the attached JISC minutes obtained from the JISC link at Washington Courts.

The Supreme Court apparently declined to approve the proposed JISCR 13 amendment. Comments sent to the Supreme Court can be found at http://www.courts.wa.gov/court_rules/?fa=court_rules.commentDisplay&ruleId=407.

GR 9(i) outlines the rulemaking process, which can be lengthy. Since the new amended rule could potentially apply to Kitsap County District Court's JISCR 13 request, we offer several observations.

Right now, it is believed Kitsap County District Court is the only court with a pending JISCR 13 request before JISC. Although other limited jurisdiction courts may be considering implementing their own new software systems, there does not appear to be a need to act immediately to change the rule before obtaining input from various stakeholders.

For example, limited jurisdiction courts are the only level of court with a current need to consider their own software. Given the DMCJA's unanimous support of our JISCR 13 request, DMCJA's input on the proposed amendment is critical. The SCJA may also desire to provide input since it is also a heavy user of JIS. Both trial court agencies may need time to work together on this topic through the Trial Court Coordination Council.

Proposed paragraph (c) is difficult to understand. The proposal requires 6 months notice to JISC and AOC of a "detailed plan to comply with the JIS Data Standards" before "beginning a procurement process" for the purchase of a software system. Compliance with the rule's language would be difficult if not impossible. A court would need to select a specific software vendor before it could possibly present a detailed plan as to how that software will comply with JIS Data Standards.

The next portion of proposed paragraph (c) not only requires the JISCR 13 requesting court and its vendor to commit in writing "that they understand their obligations and will comply with the JIS Data Standards," the rule also requires the court's county executive and council, county board of commissioners, or municipal mayor and council to also agree in writing to this requirement. Such a requirement may be beyond the JISC's authority to promulgate.

In our situation, the Kitsap IS Department is seeking to enter a contract with Journal. Negotiations are almost complete. The Board of County Commissioners, if they choose to do so, will sign the contract with Journal. Once that happens, the Commissioners expect our court to utilize Journal's software, both document generation and case management functions, because the fully-integrated software adds many efficiencies and better serves the public. This is precisely why the CUWG and AOC chose Journal in the first place. We of course will comply with the Commissioners' expectations.

Finally, proposed paragraph (f) provides that a court's non-compliance with any term of the new rule requires the AOC to withhold any funds previously appropriated by the Legislature and Governor to AOC for local courts. Any such legislatively appropriated funds for Kitsap County District Court pass through AOC to Kitsap County's general fund. We are certain our county state legislators and Board of County Commissioners would want to provide input on such a divestment of legislatively-approved county funds. SCJA and DMCJA may also have thoughts about AOC's ability to decline to pass through funds appropriated for local courts.

The proposed rule is unclear as to which entity decides whether the local court is in non-compliance. Does JISC decide after notice to the potentially offending court and an opportunity to be heard? Or does AOC sua sponte decide to withhold local funds? Is there an appeal process?

Such a funding death penalty also presents serious constitutional issues. Presumably AOC's and JISC's authority to promulgate such a rule has been researched.

Response to April 10, 2019 Letter – Our Perspective

I was surprised to receive your letter to me dated April 10, 2019. After reading it many times, I remain especially surprised by its formality. The last time we spoke was at Judicial College in January. We had a lengthy discussion about our families and all things judicial. I enjoyed our conversation very much. You called me "Jeff" and asked me to call you "Mary." Your letter now refers to me as "Judge Jahns" and to you as "Chief Justice and Chair of JISC." I regret deeply this turn of events.

Your letter to me is the first and only feedback our court has received following Kitsap County District Court's meeting with the AOC on March 20. I was therefore surprised at the initial dissemination of your letter beyond just Kitsap County District Court to a few other people. Late in the afternoon on April 16th, I learned that your letter is now public through Washington Court's website under the JIS link.

A letter by a Chief Justice of Washington's Supreme Court carries weight with the reader because of the power our Constitution grants the Chief Justice position. A letter from you carries incredible significance because of the tremendous person you are.

Your letter to me is based only upon a perspective of that meeting. I really wish I would have been contacted before your letter was sent to others, and certainly before it became public. I feel either I or another member of my court should have been given the opportunity in advance to provide our very different perspective of that meeting.

Of course, the final recommendations/orders in your letter are well-taken, and we want further discussion. But the remarks within your letter seem very personal and were disseminated not just to us as the Kitsap County District Court or solely to me as presiding judge, but first to other members of Washington's judicial branch and now to the public.

We considered responding only to you, or perhaps only to the same recipients to which your letter was initially disseminated. We did not intend nor want to have a back-and-forth about this, but because of your letter's tone we suspect there are facts, at least from our perspective, of which you were unaware.

As you can imagine, your letter has been on our minds since we received it last Thursday. We have been thinking about what to do since we received your letter and have been working on various drafts.

We offer this letter of our perspective of the March 20, 2019 meeting with AOC.

Background

In 2010, Kitsap County District Court began creating electronic court files and generating electronic documents through SharePoint. I believe we were the first Washington court to both create electronic court files and generate documents from within the same program. We did so in great part to create a jail video courtroom so that corrections officers would no longer have to daily parade up to 25 in-custody defendants through the Courthouse hallways for hearings. We needed a way to have documents easily flow from the court to the jail courtroom. Electronic court files and document generation through SharePoint was a relatively cheap option. As we became proficient with SharePoint, we expanded our electronic files and electronic document generation to all civil and criminal cases filed in our court. We were lauded for our innovation.

Now, our court files are available to the public through our website. Our court files and the documents themselves are available to anyone with access to the Internet. I believe we were one of first Washington courts to offer Internet access to court files. The public response has been very positive. Attorneys especially like the easy access rather than having to come into the Courthouse to look at our court files. As one example, for over a year our sentenced defendants have been able to download and complete a *Blazina* LFO reconsideration request called "I Can't Afford to Pay Motion" directly from our website so that they have convenient access to our courts on this most important matter.

At SharePoint's inception in 2010, we were told by Kitsap County's Information Services Department that SharePoint was not built for courts and could only be a temporary solution. The county's IS Department has been, and continues to be, incredibly helpful in implementing SharePoint for us. We trust them completely. We are now about to enter our tenth year with this "temporary" SharePoint solution. In 2010, we were certain that limited jurisdiction courts would have a timely implemented statewide JIS replacement. No one knew that such a solution would not be available a decade later.

We have successfully been able to significantly reduce office expenses and staff because of SharePoint and our electronic efficiencies. Reducing staff was especially important to Kitsap's Board of County Commissioners during the horrible economic downturn in 2010, and remains a critical point for us and Kitsap's Commissioners who fund us. We now have 4 judges and 20 staff. According to AOC reports, at a ratio of 5 staff per judge, Kitsap County District Court has one of the lowest staff per judge ratios for all of Washington's District Courts. We achieved this in large part because of a paperless electronic document generation system.

Years ago, AOC Administrator Callie Dietz came to Port Orchard to talk with us about the needed update to JIS for limited jurisdiction courts. She asked if we would support AOC's efforts to obtain funding and move forward with a JIS replacement. She also told us that Superior Courts would have priority because of its ancient SCOMIS system. We were enthusiastic about a

JIS replacement, and certainly understood the need to replace SCOMIS first. We told Callie that we would absolutely do whatever might be helpful towards the goal of a JIS replacement.

As we promised Callie, when it came time to begin the process for a JIS replacement, we were honored to suggest the services of long-time Kitsap County District Court Administrator Maury Baker to help on the Court Users Work Group. Maury was the driving force in our implementation of SharePoint. Maury may have more trial court experience working with electronic court files and document generation than anyone in Washington. We believe his input and years spent working on the CUWG offering his insight concerning a JIS replacement was helpful. We were glad to volunteer Maury. While he was working hours and hours on this state project along side other dedicated volunteers and AOC staff, we transferred his Administrator duties of running our four courts to the judges and other supervisors.

As the CUWG progressed over the next several years, Maury became extremely excited about what was coming for limited jurisdiction courts. A case management system replacing JIS along with an integrated document generation system seemed almost too good to be true. All the hard work of the CUWG and AOC paid off. It was widely reported throughout Washington's judicial branch that Journal Technologies was chosen as the hands-down best solution for Washington's limited jurisdiction courts.

We all believed that implementation of a new statewide JIS system would begin as soon as the Superior Court Odyssey project was near completion. Judge Svaren, DMCJA president at the time, committed his number one agenda item as president towards the successful implementation of a new software system for DMCJA members. I was a DMCJA Board member during his administration and remember the excitement we all had for a new state-of-the-art software system.

During this same time, our IS Department continued to reiterate increasingly grave concerns about SharePoint's limited lifespan. We kept them briefed as we received information about the new statewide system. We asked IS to keep SharePoint functional until the new state system was ready in a few years. Amazingly, IS has kept SharePoint working for us, but only with considerable effort to do so.

Unfortunately, no agreement was reached with Journal for a statewide system. We have heard many explanations about why, but the reasons really do not matter. Today, but for the needs study, we are at square one with a JIS replacement for limited jurisdiction courts. We have faith and confidence that eventually there will be a JIS successor, and that it will work great. But that solution is years away.

Everyone understandably is frustrated by this. Limited jurisdiction court judges and managers. The AOC. The CLJ-CMS Project Steering Committee. Everyone.

JIS is important to limited jurisdiction courts, which use it every day. It provides a quick summary of Washington cases. It informs judges of a defendant's criminal history and outstanding warrants. AOC's efforts to keep this old system working are impressive, especially considering the number of limited jurisdiction courts who daily access and enter case management data into JIS.

JIS is antiquated and does not meet the needs of limited jurisdiction courts. Everyone acknowledges this. JIS does not include any document generation. It cannot send out hearing or warrant reminder

notices electronically to defendants, which is especially important for Kitsap's transient population whose only method of communication is through a cell phone. There are few vendors that can meet all these needs without sourcing scores of non-integrated software programs.

When our county IS Department learned last summer that a new statewide system was no longer imminent, IS immediately began planning to include the cost of a new SharePoint software replacement in their budget. This was a really big deal for us. I was asked to speak to the Kitsap County Board of Commissioners at the IS Department's budget presentation last fall. The Commissioners shared IS' concerns about the instability of SharePoint, and unanimously funded IS to purchase a new state-of-the-art case management and document generation software system for our court. The Commissioners were excited to fund a new system. The Courthouse remains abuzz with eagerness about our new system. I am frequently asked for updates by our staff, local attorneys and other county officials.

Chief, obviously we are excited about Journal. We are going to implement a new software system which will transform Kitsap County District Court hopefully for decades. This software will make us far more efficient, accurate, and certainly help us better serve the public.

Upon receiving confirmation of the funding, we followed the JISC rules. We promptly gave notice and submitted our request to the JISC and AOC in mid-November 2018. AOC asked us to first submit the request to DMCJA for its approval, which we did on December 14, 2018. I attended the DMCJA Board meeting and submitted our proposal to be allowed to upload our new Journal data into JIS when we go live. The Board unanimously supported Kitsap's proposal.

We were not provided any notice whatsoever that our JISCR 13 request was added to JISC's February agenda despite many on-going communications with AOC about our JISCR request. We only found out about this incredibly important meeting from another JISC attendee a couple weeks before the JISC meeting. But for this happenstance conversation, I would not have known about the February JISC meeting and would not have had the opportunity to attend. I immediately obtained a pro tem to cover my court calendar, and our Administrator Clint Casebolt and I attended the JISC meeting. Frankly, and only in hindsight, this oversight of AOC failing to provide notice to us seems less than coincidental.

After our JISC presentation on February 22, 2019, Judge Leach suggested we meet with AOC to discuss the matter. I immediately agreed to do so because we needed to learn what we did not know from AOC about implementation of our own software system.

March 20, 2019 Meeting With AOC

Our understanding of the purpose of the March 20, 2019 meeting with AOC as suggested by Judge Leach was to have a full discussion of our request to upload our Journal data through the data exchange into JIS when we go live with Journal sometime in 2020. We needed to learn the risks of such a project and needed to hear from AOC about the items we did not know so that our Journal implementation would be a success.

We believed AOC's help and information would be huge. AOC prepared and sent us in advance "Responsibilities and Considerations for Courts Implementing Local Case Management Systems." This document is very thorough, and full of really important information for us to know.

We are a very busy court. All four of us are daily in our four courtrooms handling cases. We had a previously scheduled judges meeting for March 20. Pro tem judges had already been procured, which is why we suggested March 20 as a possible meeting date. Had anyone objected, we would have selected another date. It just would have required us to obtain more pro tem coverage.

We were really excited to meet with AOC so quickly. We wanted to learn what we did not know and appreciated AOC's willingness to travel to Port Orchard to give us this information. We also wanted to share our reasons explaining why we are doing what we were doing because we are excited about our future with this new software.

Unfortunately, the very day before our anticipated AOC meeting, Maury Baker informed us that he was just notified by AOC, effectively immediately, that after almost five years of his volunteer service to the JIS replacement project, he would no longer be permitted to serve as part of the project to replace JIS. AOC notified Maury, but not Kitsap County District Court, that no one from Kitsap County District Court would be allowed to be on the project.

Maury retired as our Administrator two years ago. He does not work for us, nor has he represented our court since his retirement. He was surprised and disappointed by his dismissal because he really wanted to help create a great new JIS. Maury ran our court for decades, and we are forever grateful for his significant impact on Kitsap County District Court. His knowledge of electronic court systems from the "trenches" is unsurpassed. We were confused and apprehensive about the timing of AOC's summary dismissal of Maury and apparent rejection of Kitsap County District Court. Again, only in hindsight, this AOC dismissal and rejection seems less than coincidental.

Nonetheless, I asked my bench mates to not bring up the situation between AOC and Maury at our meeting. I did not want to have the meeting lose focus.

Our request of the JISC and AOC is to allow us to upload our Journal data into JIS through the data exchange program that Journal is writing. King County District Court is close to going live with criminal cases and uploading their Journal data into JIS. Journal is the vendor writing the data exchange since we knew nothing about the topic. It has been no secret that we are working with King County and Journal. I said that at the February JISC meeting.

King County District Court and Journal, along with AOC, have the most current information about what is involved with uploading Journal data to JIS. They are the subject matter experts in this area. It made sense to have them at our meeting to discuss what we needed to know about data exchange. It did not occur to me that King County's and Journal's presence at the meeting would be a problem since both Othniel Palomino, King County District Court Chief Administrative Officer, and Journal have been working with AOC on the very topic our meeting with AOC was meant to discuss.

Just before the meeting started, Tukwila Municipal Court Judge Kimberly Walden, Vice-Chair of the CLJ-CMS Project Steering Committee, expressed to me her concerns about Journal being at the meeting. I asked Journal to leave after Judge Walden mentioned to me possible future bidding or informational concerns with a new statewide limited jurisdiction system going forward. Like all limited jurisdiction courts, we want a new statewide system as soon as possible, and I did not want to do anything to interfere with that effort. Without any contest and at my request, Journal personnel left the meeting room before we began and never participated in our meeting.

I began the meeting with a brief outline of why Kitsap County District Court was purchasing Journal. I then turned the meeting over to AOC.

What happened next was unexpected. AOC told us we would be better off not hiring Journal and should wait until a statewide system was available. Judge Walden opined that our concern was really SharePoint's document generation software, and not a case management system. She suggested that we consider exploring other document generation systems and wait for the new JIS replacement for case management needs. Judge Walden recommended utilizing a multi-platform low cost approach with different vendors and software programs until the new JIS replacement was available. She found that such an approach worked for her one-judge municipal court.

Why would we go with multiple non-integrated software platforms when we already have the funding for the very best CUWG-approved and AOC-approved integrated case management and document generation system any Washington limited jurisdiction court could possibly purchase?

With respect, our court is a much different operation than that faced by Judge Walden and demands an integrated system. For example, we have a significant volume of collection and other civil cases. Journal's handling of the filing of electronic civil documents is incredible. King County's training video for law firms about the electronic filing of civil pleadings, including a checklist of necessary documents and a shopping cart for purchased and filed civil documents, is amazing.

Cobbling together multiple programs to address our needs is unworkable and frankly, a step backwards from our current SharePoint software.

This was a confounding start to the meeting. We thought AOC was coming to meet with us to help us implement our new system. It was especially surprising that Judge Walden suggested we not purchase Journal. The CUWG and AOC have been a proponent of replacing JIS with the best software system possible and concluded that Journal is that product for limited jurisdiction courts.

The meeting next turned to a discussion about the responsibilities Kitsap County District Court was undertaking. This part was very helpful. AOC has put significant time into helping courts understand what they are getting themselves into by choosing to use a local software system.

The topic of AOC funding for our project next arose. AOC stated that the King County data exchange project was funded by the Legislature only for King County, and that AOC would need to procure money from the Legislature before being able to work on Kitsap's project. For the first time at the meeting, Mr. Palomino spoke to report that funding for the data exchange was for King County as a pilot court but was legislatively intended to be available for subsequent courts deciding to purchase their own software system. AOC did not dispute his assertion.

Significantly, we learned from both AOC technical staff and Mr. Palomino that the Kitsap Journal data exchange should go relatively smoothly if we use King County's Journal data points and do not deviate too much from them. This makes sense because once King County's Journal data is successfully uploaded to JIS through the data exchange, our use of the same Journal programming should logically work quite well.

The final topic of discussion did not go well. Timing. We thought we were being very helpful by not only following JISCR 13's 90-day notice requirement, but by giving more than a year

advance notice before we would need AOC's services to complete the successful Kitsap Journal data exchange into JIS. It might even be closer to a year and a half because we may not be ready to go live with Journal until spring 2020. We gave over a year's advance notice and were planning ahead to avoid any problems with timing according to the rule.

Mr. Marler told us that AOC services would not be available to help us transfer Kitsap Journal data to JIS for perhaps two years or longer. AOC has many other priorities which have already been set, including current projects with the State Patrol, DOL and other executive branch offices. According to Mr. Marler, AOC does not have the financial resources to help us.

I asked AOC several times to identify ways we could help AOC with our Journal data exchange implementation. No suggestions were forthcoming. Marilyn also asked what we could do to help with timing. At one point she suggested that we would do everything we could to contact our local legislators to attempt to get additional state funding for Kitsap's project. We were asked to not do that due to AOC's fear the Legislature may take money out of AOC's budget for our Kitsap project rather than adding general fund money to AOC's budget.

We certainly understand the incredible demands placed on AOC as a state agency. Frustrated, I asked whether AOC would consider rearranging some of its work with the executive branch projects to help our court about a year from now. Mr. Marler said no and was unwavering with AOC's two or more year time frame to begin work on our data exchange project.

Mr. Marler's answer was devastating. Several times I asked him without success to please help Kitsap. His answer was no. It became clear to us then that AOC does not want us to have our own case management system. We thought AOC would join our excitement about our Journal initiative. We were wrong. It appears that AOC's objective at the meeting was to convince us to not move forward.

No one had anything left to say. I thanked everyone for attending and ended the meeting.

Unlike what is described in your letter, our bench has a much different perspective of the meeting. We thought it was candid, open and useful for everyone to be able to discuss their perspective. And discuss we did. At times discussion did become focused and spirited. Everyone attending the meeting was rightfully passionate because the topic was so important to all in attendance.

As limited jurisdiction judges, we see passion and frustration on a daily basis in court. But passion and frustration are not intended to be disrespectful. Their presence means the person is communicating from the heart because he or she really cares. I am glad everyone felt comfortable providing full and complete input at our meeting with AOC. I would not have had our meeting go any other way.

I believe everyone at the meeting who had something to say was able to do so. I am grateful to AOC for its willingness to come to Port Orchard to meet with us. Their information will help us going forward.

Your letter is the first I have been told by anyone that Judge Walden felt disrespected at the meeting. I am surprised to hear this. I spoke with her for about five to ten minutes right after the meeting. I thanked her profusely for coming to Kitsap County, and for her many hours of work

on behalf of limited jurisdiction courts. Marilyn also sent Judge Walden a thank you by email. Judge Walden's optimism about the JIS project is infectious. I received no indication that there was anything but respect between us. Marilyn and I have known Judge Walden for a long time. We are glad to have had a chance to know and to continue to work with her.

Conclusion

Kitsap County District Court is a small and relatively insignificant court from a statewide judicial perspective. We understand that. But we believe we have been a positive presence in Washington's judiciary. Our court has a strong belief that we should do more than just show up for work. For decades, we have worked nights and weekends away from our families volunteering our time on behalf of Washington's judicial branch. This responsibility is a core value of our court, which started with Jim Riehl, Dan Phillips, Marilyn, Steve Holman, and Maury Baker. We continue this tradition today.

With 36 years of judicial experience and a former DMCJA president, Marilyn continues to work hard on the Supreme Court Pattern Forms Committee, the DMCJA Diversity Committee, and the Gender and Justice Commission. Claire taught at Judicial College this year and will do so again at DMCJA's spring conference. She was recently appointed by the DMCJA Board to serve on the CJC. Our newest judge, Kevin, hopes to start volunteering next year.

As for me, in my ten years as a judge I have given 21 separate seminar presentations to all levels of Washington's judicial branch. I have written over 2,000 pages of training materials for Washington's judicial officers, including authoring the entire "Traffic Stops in Washington Bench Book," several chapters in the "DUI Bench Book," and numerous bench guides, bench cards, primers, pro tem training materials, and forms. Like my bench mates, I have done most of this work on nights and weekends away from my family.

Kitsap County District Court does all this because we see our role as judges as much more than a job. It is a vocation to us. We believe we have a professional responsibility to volunteer and will continue to do so where or for as long as our services are welcome.

We have until now always felt to be a part of a team with Washington's judicial branch. Recent events cause us to feel this may not be the case. To summarize recent events –

- February 2019. No AOC Notice to Us. Despite on-going communications, AOC failed to provide notice of the JISC February meeting to us, or that our JISCR 13 request had even been added to the agenda. We found out by happenstance.
- March 19, 2019. Maury Baker Dismissal. The day before our March 20 meeting, AOC summarily dismissed Maury Baker from the JIS replacement project because of Kitsap County District Court and we are told AOC stated no Kitsap County District Court member could participate. AOC did not, and still has not, provided notice to us about this decision.
- March 20, 2019. The AOC Meeting.
 - Journal. AOC requested we not purchase Journal. Instead, we were asked to wait until the JIS replacement plan is completed. We were told there would not be a long delay because the CLJ-CMS Project Steering Committee would be unveiling the new JIS replacement

plan at the next JISC meeting in April. We learned yesterday that this agenda item was removed from the JISC April meeting.

- Funding. AOC told us it could not proceed with our request due to a lack of funding. We offered to try to procure legislative funding and were told by AOC not to do so.
- Timing. AOC initially told us it may be years before our Journal data could be uploaded into JIS because of the incredible amount of work required of AOC. Yet an AOC staff member told us during the same meeting that Kitsap's Journal data exchange might work smoothly with limited AOC effort so long as we preserved King County's Journal data points. Mr. Palomino agreed with the AOC staff member. No AOC member disagreed.
- April 11, 2019. The Letter. With no post-meeting discussion with AOC, or attempt to ask for our perspective of the meeting, we unexpectedly received your letter. The letter, without any input from us, was first disseminated to a few people and is now available to the public.
- April 16, 2019. Rule Amendment. Now there is an effort to completely re-write JISCR 13 while our request is pending. The proposed verbiage purports to make it impossible for any court to proceed.

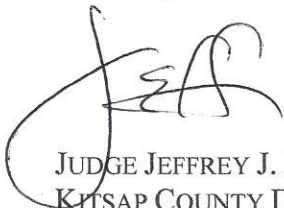
We feel we are not being treated fairly. We do not know what Kitsap County District Court did to deserve this overwhelming negative response to our request. We have at all times acted in good faith on behalf of our court. The odd thing is, we cannot figure out why our JISCR 13 request has become such a big deal from the state judicial branch perspective. Journal is the perfect product and solution for us and Kitsap County.

Chief, we are saddened and frustrated by the report you received about the meeting. Kitsap County District Court prides itself on innovation. We still do not understand why AOC is not united with us about our decision to significantly upgrade our system software to better serve the public. Will the AOC have to expend some time and resources to help us so our Journal data can be electronically uploaded to JIS? Yes, but most of the resources will be expended at our local level.

As I did several times at the AOC meeting, I am again asking for help. If Marilyn or I spoke too candidly or inadvertently hurt feelings at the meeting, we are truly sorry and will take personal steps to make amends. However, we are passionate about our court and will continue to advocate for its benefit.

We look forward to seeing everyone on April 26th.

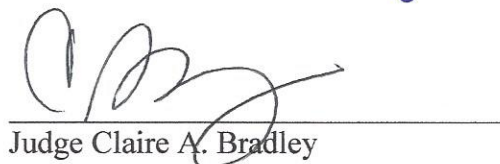
Sincerely,

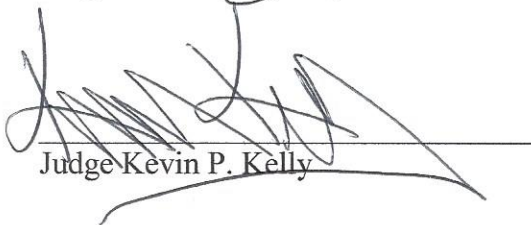


JUDGE JEFFREY J. JAHNS
KITSAP COUNTY DISTRICT COURT

Sent Via E-Mail Only


Judge Marilyn G. Paja


Judge Claire A. Bradley


Judge Kevin P. Kelly

cc –

Dawn Marie Rubio
Vonnie Diseth
Judge J. Leach
JIS Committee members (pending JISC approval)
Washington Court's website, JIS Committee link (pending JISC approval)
Judge Kimberly Walden
Judge Rebecca Robertson
Kitsap County Superior Court
Craig Adams, Kitsap County Information Services Department
Othniel Palomino, King County District Court Chief Administrative Officer
Journal Technologies

The motion fails. Justice Fairhurst called for the vote on the original motion made by Judge Wynne.

Voting in Favor: Justice Fairhurst, Larry Barker, Chief Berg, Judge Dalton, Callie Dietz, Delilah George, Judge Heller, Rich Johnson, Judge Leach, Barb Miner, Brooke Powell, Robert Taylor, Jon Tunheim, Aimee Vance, Judge Wynne

Opposed: None

Abstain: Judge Rosen

Absent: Yolande Williams

Justice Fairhurst then moved to the official decision point for the JIS General Policies.

Motion: Judge Thomas J. Wynne

I move to amend the JIS General Policies, as indicated in the attached draft, with the amended section 10.2.

Second: Judge James Heller

Voting in Favor: Justice Fairhurst, Larry Barker, Chief Berg, Judge Dalton, Callie Dietz, Delilah George, Judge Heller, Rich Johnson, Judge Leach, Barb Miner, Brooke Powell, Robert Taylor, Jon Tunheim, Aimee Vance, Judge Wynne

Opposed: None

JISC Rule 13

Justice Fairhurst opened the discussion on the JISC Rule 13 amendment. Ms. Cullinane provided an overview of the changes to the proposed Rule 13. Justice Fairhurst noted that some of the prior comments and letters were placed in Tab 3, and requests from King County Bar Association and King County District Court to delay action came in yesterday, October 23, 2014. Judge Alicea-Galvan indicated that this rule has divided the DMCJA Board, and, on behalf of the DMCJA Board, asked that action be delayed as well.

Ms. Diseth stated the primary frustration with delaying a decision comes from all of the time and energy that has been put into working on this issue. The JISC formed a workgroup several years ago to deal with this issue, and provide an update to the JISC Rules. The committee met for two years and could not reach consensus on changes. There were proposed minority and majority proposals which were brought before the JISC for a decision, but the group could not reach consensus, and eventually the workgroup was disbanded without an agreement being reached. Ms. Diseth does not believe delaying action will solve the issue or create consensus.

Ms. Miner stated that the rule, as is, is preferred by the Clerks and Mr. Rich Johnson. Ms. Miner made a motion to not amend the rule, and leave JISC Rule 13 as is. Judge Leach stated the motion is unnecessary because if we don't vote to change the rule, it will remain the same. Judge Wynne stated the proposed rule is consistent with Legislative expectations, and the adoption of this rule may strengthen our position with the Legislature in terms of funding. And it also sets future standards that will continue the existence of a JIS system.

Justice Fairhurst asked if there was a second to Ms. Miner's motion.

Motion: Ms. Barb Miner

I move to not amend JISC Rule 13, and keep Rule 13 as currently written.

Second: Mr. Rich Johnson

Voting in Favor: Rich Johnson, Barb Miner, Judge Leach

Opposed: Justice Fairhurst, Larry Barker, Chief Berg, Judge Dalton, Callie Dietz, Delilah George, Judge Heller, Brooke Powell, Robert Taylor, Jon Tunheim, Aimee Vance, Judge Wynne

Absent: Yolande Williams, Judge Rosen

The motion fails. Justice Fairhurst asked if there were additional motions.

Motion: Judge Thomas J. Wynne

I move to recommend the proposed Rule 13 to the Supreme Court on an expedited basis.

Second: Judge Jeanette Dalton

Judge Larson commented that the frustration expressed by Ms. Diseth is a result of trying to force a one-size-fits-all system on the individual courts. This is creating an "us vs. them" mentality that will slow down the process. It will not work to force courts into a system that does not work for them. The current problems with superior courts will multiply ten-fold when you add courts of limited jurisdiction. There needs to be a way to incorporate all systems, which is different from what is currently planned. Judge Larson stated that the decision needs to be delayed.

Judge Harn stated that under the existing Rule 13, King County District Court gave the JISC 90-days' notice, and that time has expired. There has been no response from AOC that King County's system isn't approved, and no concerns have been raised. King County District Court has spent over \$1 million on their case management system, and they gave notice in February of their intent to implement a new system. The King County IT Director has told them their systems cannot continue to operate without risk of failure. Their court is in compliance under the existing rule.

Justice Fairhurst responded that they have not received JISC approval yet because the data standards weren't finalized, and they need the standards to make a decision. AOC has worked with King County diligently to accommodate their feedback on the standards. In response to Judge Larson, the JISC has already decided to proceed with a statewide case management system at the various court levels. The JISC moved the data exchange to the end of each project to first enable those going with the statewide system, approved by JISC and funded by the Legislature, and then meet the needs of other courts.

Mr. Johnson doesn't believe there is a need to change the rule. Mr. Johnson expressed a fundamental concern with changing the rule because it requires us to go back to Supreme Court to adopt future changes. He suggests adding a sentence to the rule that says the courts with alternative systems have to comply with JIS policies. Ms. Miner stated that when the JISC made the decision to prioritize various CMS projects, it did not understand that it was at the cost of moving data exchanges further out. Ms. Miner continued, stating that JISC has not made a purposeful decision to deprioritize the data exchange, but that is the end result, which is not workable.

Judge Alicea-Galvan stated that the DMCJA 100% supported the CLJ CMS being a priority. She disagreed that data exchange was off the table, but it's a question of timing. Right now we don't even know what systems we'll be exchanging data with. We can't pour resources into data exchange with obsolete systems. Once the system is built, that will be the appropriate time to discuss different needs, and now is not the time to address that. If we were to focus on two different tracks, it will delay the ultimate goal.

Justice Fairhurst noted the JISC's original decision was to do a statewide system, and the Legislature included provisos that the project had to meet King County's needs. The goal of the Legislature was to have a single statewide system. It is recognized that some courts may not want to have the same system, which makes data exchanges necessary. However, we cannot implement a statewide system while at the same time developing data exchanges for those that aren't using the system. Justice Fairhurst continued, stating those that make that choice have an opportunity to come back to the statewide system. Regardless of the outcome of this vote today, the JISC would have to make a different decision to elevate data exchange to its former priority. Those decisions have already been made and funding has been appropriated.

Ms. Miner stated that if there were resources allocated and different priority decisions, it would be possible to complete the case management systems and the data exchange at the same time. Judge Larson added that he was not suggesting data exchange with JIS, but data exchange with future systems. When creating new systems, it's important that they are able to talk with each other. It is better to plan ahead, instead of waiting to the end, when there will be many problems with the data exchange that already exist by having divergent systems. Judge Wynne responded that by establishing clear policies and standards, it becomes part of that process. Judge Larson responded that the current process is not allowing courts to develop other systems. Judge Wynne stated that a mechanism is necessary for standards and policies to be implemented on a local level. In the past, a district court system was created independently, but it did not communicate with AOC or other courts. There is a need statewide to look at the system as a whole, and the need for statewide information sharing. Justice Fairhurst called for a vote.

Voting in Favor: Justice Fairhurst, Larry Barker, Chief Berg, Judge Dalton, Callie Dietz, Delilah George, Judge Heller, Brooke Powell, Robert Taylor, Jon Tunheim, Aimee Vance, Judge Wynne

Opposed: Rich Johnson, Barb Miner, Judge Leach

Absent: Yolande Williams, Judge Rosen

JIS Data Standard and Implementation Plan

Mr. Eric Kruger presented the proposed changes to the JIS Data Standards for Alternative Court Record Systems. He reviewed the changes made to the last draft and provided brief explanations. Mr. Kruger noted that the current draft included clarification of what was considered baseline data. All the data that is considered baseline is what is required now, and can be accepted in JIS. Mr. Kruger then provided a brief summary of the associated implementation plan.

Ms. Cullinane stated that the detail for the data elements will be in the Procedures and Guidelines document that is under development now. Procedures and Guidelines are the appropriate place for that level of detail. At the last stakeholder meeting, there was an outline of what will be included, along with examples of what it will look like for the level of detail. The

timeline calls for the document to be finalized by the end of November. Mr. Johnson requested that the data standards and implementation plan be separated for discussion. Mr. Johnson advocated separating the topics, as there may be some issues with each, and it could better focus discussion. Justice Fairhurst agreed to split the discussion.

Ms. Miner urged the committee not to adopt the standards, and distributed a letter written on behalf of herself, Lea Ennis, King County Superior Court, Othniel Palomino, King County District Court, Kevin Stock, Pierce County Clerk, Yolande Williams, Seattle Municipal Court, and Howard Delaney, Spokane Municipal Court. Ms. Miner stated that the current version of the standards is markedly different from the version adopted in June 2014, raising more questions than have been answered. Ms. Miner cited concerns with the proposed standards document, including that they apply to CLJ's, that they are overreaching as a policy statement, and they prioritize AOC's needs to report statistics over the impact on local court costs, and the implementation date is unrealistic. Ms. Miner stated that there are no electronic methods to transmit this required data to AOC, and that there was insufficient time to review the standards at the meeting with stakeholders on October 6, 2014.

Ms. Miner noted that all five of the courts included in the letter are willing to transmit the data, and no one disputes the benefit of having a statewide repository. However, none of the courts have the staff or financial resources to perform data entry to transmit it to AOC; it is costly and wasteful of time. Without the ability to perform electronic data exchange with AOC, the standards and the implementation plan in their current forms will have negative impacts on the court system as a whole. Ms. Miner noted this letter was submitted to have an official record of their concerns, and she plans to vote "no". It is understood that the "what" component meets the legislative proviso, but we do not believe the "how" is in the proviso. Particularly when the "how" dictates duplicate data entry.

Judge Alicea-Galvan noted that the DMCJA Board concurs with the request to delay the vote based on some objections they had.

Judge Wynne asked how much time would be necessary to fully review and discuss the standards. Ms. Miner responded that it is such a large, important document, and would like a minimum of 4-6 months. Judge Leach inquired if Ms. Miner was asking to delay both the adoption of the standards and the implementation plan. Ms. Miner responded that the issue is largely with the standards. Judge Leach followed, asking if delaying the implementation plan until the INH is established would alleviate the concerns. Ms. Miner responded that having the INH plus data exchange mechanisms are both necessary.

Judge Leach asked if all of the data that alternative systems are required to report will be accepted by the Odyssey system when the Odyssey system is up and running. Mr. Kruger responded that they will not have to report through Odyssey. The data will be reported through the INH, and the electronic data sharing will be for superior courts only. Judge Leach additionally asked if the superior courts using the Odyssey system would be reporting the same data that is required of the alternative systems under these standards. Mr. Kruger responded that superior courts would report the same baseline data.

Judge Wynne stated that the data standards were received in June and many parts have already been adopted, and asked what the differences were. Mr. Kruger noted that some data elements have been removed, and no data elements have been added. Judge Wynne clarified that the standards today were largely consistent with what is already in effect. Mr. Othniel

Palomino explained that he feels that the “what” of the standards keeps changing. We should not be held accountable for changing standards.

Judge Dalton addressed Ms. Miner’s statement of objecting to the “how” of the standards. Judge Dalton asked about the mechanisms, such as the Superior Court Data Exchange, that are already in place to enter baseline information. Ms. Miner wasn’t sure of the technical aspect of the exchange, and indicated that she is fine to send data to the JIS, or the new case management system.

Judge Dalton replied that the proviso intended to construct a statewide case management system and standards for getting data to the statewide case management system, and anyone not using the system will be responsible for getting their data to the statewide system. The Legislature does not want to pay for other systems; that will be the responsibility of those choosing not to opt in. Ms. Miner does not believe that is the case, and the proviso reads that there will be no funding for courts to have a local system. It is necessary to clarify if it is their intention to have counties to do double data entry into the state system.

Mr. Dirk Marler explained that if passage of the data standards is delayed until electronic data exchange is available, the net effect would be to prioritize data exchange in front of everything else, including a statewide case management system for CLJ’s.

Judge Harn said the real issue is how to work together to share as much data as possible without the expense sky-rocketing for courts that made a decision that they cannot operate their system effectively for their customers. Judge Harn’s primary concern is that by implementing these standard immediately, it will prohibit those courts from operating effectively.

Mr. Kruger provided information about the implementation requirements, which are segmented into two paths. Path A is trial courts using JIS as the primary system as of April 4, 2014, which is the proviso date. Those courts will have to comply with the data standards on the date they leave JIS. Path B is trial courts not using JIS as of April 4, 2014. Those courts are required to continue sending data to the statewide system at the same level as they were on that date.

Ms. Miner noted that she had spoken to Ms. Yolande Williams, who was appreciative of the changes made, however it shows that this document is still a work in progress. Judge Wynne asked what it was about the implementation plan that was still a work in progress. Ms. Miner stated that the courts’ letter is specific to the standards, and the implementation plan was seen for the first time on October 3, 2014.

Mr. Kruger noted that Pierce County uses a mix of electronic and manual data entry, as they implemented 6 of the superior court data exchanges.

Ms. Cullinane noted that Spokane Municipal Court came to the JISC requesting, under Rule 13, to go onto their own system, and were told that they would proceed at their own risk, and that they would have to manually enter their data into JIS.

Mr. Palomino stated that his objection to the standards is because they don’t have enough detail, and they have changed recently. His court is trying to figure out how to communicate the data elements to AOC. There has not been enough time to figure out whether it makes sense for them and what aspects are applicable. Ms. Aimee Vance asked, since King County District Court doesn’t even have a system yet, how would he know the timeframe required for passing the data standards? Mr. Palomino replied that they are currently working on the business

requirements for their system. The implementation plan will impact their new system, and has very little to do with their current usage areas.

Justice Fairhurst explained that by taking out the phased implementation plan, it gives time to get SC-CMS up and the CLJ-CMS immediately after. Those who don't use the statewide system, we've agreed, can have alternative electronic court record systems, but they must send their data to the statewide system. Currently, we have the ability to get data from those courts with alternative systems through SCOMIS and DISCIS. SCOMIS and DISCIS will not be turned off until the new statewide systems are complete. The standards are helpful because they identify the baseline information needed from courts choosing alternative systems.

Part of Justice Fairhurst's concern is that AOC has been directed and funded to do the SC-CMS project, and CLJ's are fighting for attention for a new CMS as well. The time spent focusing on courts with alternative systems is taking away from these projects. AOC must be able to work on what has been adopted and prioritized by the JISC. As a body, we need to make a decision and go forward, recognizing that we will continue to work under the implementation plan as written, and hopefully as adopted, trying to take into consideration all of the concerns. But first the projects must get done. A statewide solution will be provided that courts can choose or not choose. Justice Fairhurst remains hopeful that those choosing the alternative systems will decide to come back to the statewide system. It was the goal to serve all courts, counties, and cities. As a body, a decision must be made in order to get on with the work that AOC has been tasked with.

Ms. Miner doesn't believe the JISC made a purposeful decision to deprioritize data exchange, but that is what happened. There was never a vote to make that decision. Ms. Miner also does not think that Pierce and Spokane Counties are okay with duplicate data entry, and they fall into that exemption from previously being off the system. Spokane Municipal Court, King County Clerk's Office, King County Superior Court, King County District Court, Pierce County Superior Court, and the DMCJA are asking the JISC to not pass the standards because they are not ready.

Ms. Vance disagreed with Ms. Miner's assertion that the JISC did not make a purposeful decision to deprioritize data exchange. The JISC clearly prioritized the CLJ-CMS over the Seattle Municipal Data Exchange. Ms. Vance also noted that there has not even been an IT Governance request for a statewide data exchange.

Mr. Johnson said his largest concern is that we will move forward with another case management system on the heels of the SC-CMS, and we will be left with the data exchange issue. We are doubling our problems if we go forward with another system before we resolve the lack of ability to exchange data. When there is a large portion of constituents stating that they are uncomfortable moving forward at the rate we are trying to progress, it is not in our best interest to ignore that. This is a prescription for failure at the highest level, and it forms an "us vs. them" attitude. Mr. Johnson is supportive of the standards and of the effort, but this is so critical that taking more time to vet the document would be beneficial.

Judge Dalton disagreed with Mr. Johnson's perspective that a large part of constituents have concerns. Three counties out of 39 counties is relatively small. Those three counties may have a larger share of data, but they are not a large part of the constituents and they have opted not to use the statewide solution. Judge Dalton's concern is providing standards and certainty for all of the counties in the state; they are the constituents. Judge Dalton does not believe that we should delay the approval of standards simply because the people that wrote the letter have

made their own decisions not to utilize the state system and have concerns about how they are going to get the data into JIS. The only objection they have is with double data entry, and are not objecting to the electronic transmission of any of the data. It is also difficult to meaningfully address the issues being raised when we are handed this letter during the meeting.

Mr. Bob Taylor commented that as far as standards continuing to evolve, they will always change and it is time to either vote them up or down.

Judge Larson agreed with Mr. Johnson, and disagreed with Judge Dalton's statement, indicating that the DMCJA Board opposes the standards, and they represent over 200 courts. Judge Alicea-Galvan clarified that the DMCJA Board does not oppose the standards. The standards were sent to the DMCJA Board for comment, and the board's vote was split as to whether they should request a delay of the JISC vote on the standards. Judge Alicea-Galvan was tasked to inform the JISC of the request to delay the decision, but it was not an overwhelming vote to ask for a delay.

Ms. Miner noted that the five courts that wrote the letter together comprise approximately 50% of the data statewide. The letter explicitly urges the JISC not to adopt the standards, and it specifically stated the only issue is not just the "how"; there are other issues here. The standards sweep in the CLJ's, which was not part of the proviso. The data transmission issue is the largest source of current and future problems.

Ms. Dietz stated that the standards were never meant to polarize the courts, but we must get to a place of action and we have invested several years into the standards. It is inaccurate to state that these standards have been rushed and dropped on individuals. The issues have been worked on in a number of different ways for years, and that will not change. Once the standards are passed, they will still evolve and be a work in progress, but we must start somewhere. Ms. Dietz also noted that other states with decentralized case management systems are moving to statewide case management systems. We should not make the assumption that there will always be counties that don't use the statewide system. Ms. Dietz urged adoption of the standards because it gives us a baseline to move forward and see how the case management systems roll out.

Ms. McAleenan noted that there is a budget proviso that requires standards to be developed. Even though it only specifies superior courts, legislators have made it very clear that this proviso will extend to all courts. Given Mr. Radwan's comments about the budget environment we are moving into, it would not be in our collective best interest to go into the next legislative session without having standards. Ms. McAleenan noted that Ms. Miner's preference for a six month delay would push us to April 2015, which is when the Legislature will adjourn. Personal experience with the legislators indicates that waiting could adversely impact us as a whole.

Ms. Delilah George agreed that standards will never be perfect, but as long as we can modify them, it makes sense. Courts have to have this document as a guide if they are even considering not using the statewide system.

Mr. Johnson stated that there has been a tremendous effort, but he believes the standards are incomplete. If the requirement for manual data entry was removed, and changed to electronic data transfer, the tenor of the discussion would be different. Mr. Johnson said this is the point of opposition, and removing that requirement may bridge the gap.

Judge Dalton made a combined motion to approve the data standards and implementation plan, which was seconded by Ms. Dietz. Judge Leach moved to divide the decisions so the data

standards were voted on before the implementation plan, which was taken as a friendly amendment.

Motion: Judge Jeanette Dalton

I move to approve the Data Standards for Alternative Electronic Court Record Systems as written.

Second: Ms. Callie Dietz

Voting in Favor: Justice Fairhurst, Larry Barker, Chief Berg, Judge Dalton, Callie Dietz, Delilah George, Judge Heller, Judge Leach, Brooke Powell, Robert Taylor, Jon Tunheim, Aimee Vance, Judge Wynne

Opposed: Rich Johnson, Barb Miner

Absent: Yolande Williams, Judge Rosen

Judge Harn stated that adopting the implementation plan will limit courts choosing an alternative system from having other methods of transmitting the data other than manual entry. Justice Fairhurst replied that the intention was for alternative courts to continue providing baseline information through the same method that they originally provided information. This will not freeze courts into a system, but to ensure the information will continue to be received. Judge Harn is concerned that by agreeing to the implementation plan, that courts will not have problems solved through technology. This hinders the state from moving forward in a positive way. Judge Harn urged the JISC to delay accepting the implementation plan.

Mr. Marler stated that by continuing to divert AOC resources for courts with alternative systems, it becomes a self-fulfilling prophecy: the state will not be able to implement a statewide system any time soon. Chasing individual implementations for any county will prevent us from finalizing a statewide system. This is a backdoor way of reprioritizing data exchange first. The JISC has already made the decisions, and has not changed them, but if we delay implementation of the standards until the build out of data exchanges, it will be the net effect. Mr. Marler explained that there must be a method to input data into the system. Judge Harn responded that if the JISC allowed for the type of data exchange that already exists with Seattle Municipal Court, courts with alternative systems would be comfortable with the implementation.

Justice Fairhurst clarified that courts choosing alternative systems would not be precluded from inputting data. Judge Leach explained that Seattle Municipal Court is not providing a complete set of data, so they will receive a "pass", and King County District Court will be required to provide all of the data points, and need a data transfer method beyond what is available. Referring to Mr. Marler's statement, Judge Leach questioned whether or not the case management systems should be in place first, and then develop the tools to allow for the electronic transmission of information from the alternative systems, or vice versa.

Motion: Judge Jeanette Dalton

I move to approve the Implementation Plan for Alternative Electronic Court Record Systems as written.

Second: Ms. Callie Dietz

Voting in Favor: Justice Fairhurst, Larry Barker, Chief Berg, Judge Dalton, Callie Dietz, Delilah George, Judge Heller, Brooke Powell, Robert Taylor, Jon Tunheim, Aimee Vance, Judge Wynne

Opposed: Rich Johnson, Barb Miner, Judge Leach

Absent: Yolande Williams, Judge Rosen

ITG #2 - SC-CMS Update

Ms. Maribeth Sapinoso provided an update on the SC-CMS project to the JISC. Ms. Sapinoso began with the most recent project activities including the DMS responses received, from all the counties implementing Odyssey, as of October 24, 2014: total of 33 counties responded (12 Odyssey DMS, 11 Link Only, 5 Lack of Agreement, 5 Undecided, and awaiting 4 counties to respond). A more current map reflecting these updates was provided to the members. Two monthly Project Steering Committee meetings occurred since the September 5, 2014 JISC meeting of which some major decision occurred not mentioned in the presentation slides. Cowlitz County's request to be an early adopter site was placed in reserved status by the Project Steering Committee should an existing early adopter should withdraw. The Project Steering Committee agreed that there was no need at this time to add another early adopter to minimize any further project related risks. Ms. Sapinoso indicated just returning from the ACCIS conference that went really well especially the demonstration of Odyssey Case Manager, Document Management System, and Judge Edition at the project's booth. The project team also provided technical specifications for these modules at the conference. Last, the project had a recent meeting with Thurston County's 3rd Party Vendor support (Liberty - Techline Communications) to address the schedule and high level design for the Link Option. The proof of concept for the Link Only solution has been developed by the AOC and is up and running and will be provided to Techline. Ms. Diseth has also been in contact with LaserFiche. Meanwhile, the project continues to work with Lewis County in preparation for training and reviewing of person and case data converted in Odyssey.

INH Update:

Mr. Dan Belles, Project Manager, provided a status update on the INH/SC-CMS Integration Project. Mr. Belles began by reviewing a high level diagram of the INH/SC-CMS integration solution. Mr. Belles stated that the primary components of the integration effort included party data and case data replication between Odyssey and JIS. Mr. Belles stated that there were other integration efforts underway including the Document Management System (DMS) integration with Odyssey. Judge Leach asked if Tyler would be using the National Information Exchange Model (NIEM) for its application interfaces in Odyssey to send case data. Mr. Belles stated that Tyler would not be using NIEM for case data replication, but that INH could receive the Odyssey case messages using standard XML. Judge Leach also asked if the INH would be using NIEM to exchange data with other case management systems in the future. Mr. Belles stated that decision on whether to NIEM in the future needed to be discussed and was currently being considered by AOC. Vonnie Diseth stated that there was no formal policy requiring NIEM and that AOC would be looking into whether NIEM would be a standard going forward.

Mr. Belles then provided an update on recent project activities. Mr. Belles stated that the party data replication design was taking longer than expected and was projected to be completed by January 31st, instead of the end of October as originally planned. Mr. Belles also stated that Tyler had made good progress with the case data replication builds and that they would be delivering 90% of the code by the end of October. Mr. Belles stated that the remaining builds for case and party would be delivered in mid-January.

GR 9 COVER SHEET

Proposal to Amend Judicial Information System Committee Rule 13
Concerning Local Court Systems

- A. Name of Proponents: Submitted by the Judicial Information System Committee
- B. Spokesperson: Justice Mary Fairhurst
- C. Purpose:

JISCR 13 (effective May 15, 1976) requires counties or cities wishing to establish automated court record systems to provide 90 days' notice of the proposed development to the Judicial Information System Committee (JISC) and the Administrative Office of the Courts (AOC) for review and approval.

The proposed rule defines "electronic court record system," clarifies that JISC approval is required for all electronic court record systems, provides for increased notice of proposed systems, and requires courts with alternative electronic court record systems to comply with the JIS Data Standards for Alternative Electronic Court Record Systems.

HISTORY

On March 28, 2011, the JISC and the State Court Administrator received a letter from Spokane Municipal Court requesting approval to purchase *JustWare* software from New Dawn Technologies (see attached letter from Judge Tracy Staab, March 28, 2011).

The District Court Information System (DISCIS) is the current statewide person-centric court case management system used at the Courts of Limited Jurisdiction (CLJ) level. DISCIS is used for initiating case filing for well-identified persons and CLJ cases. It is also used to manage persons, case-related financial activities, CLJ calendaring and to perform other functions including delinquent payment processing.

The JIS is the designated statewide repository for criminal and domestic violence case histories. A complete case and person history is essential to the business of the courts for judicial decisions regarding public safety. Therefore, all Washington State Municipal, District, and Superior Courts are required to enter cases into JIS for the purpose of providing a central, statewide data repository for criminal and domestic violence related information.

References: RCW 26.50.070(5), 7.90.120, 10.95.045.

The JISC first discussed Spokane Municipal Court's request at their May 6, 2011 meeting (see attached JISC History on Spokane Municipal Request and JIS Local CMS Policy, 2011-2012). The JISC agreed to consider Spokane's request at its next meeting, June 24, 2011. AOC provided key questions for discussion and responses from Spokane in areas including: the alternate system's unique functionality, data sharing, data integrity, security, and technical requirements (see attached Spokane Municipal Court Request for Approval to Implement a Local Automated Court Record System, May 11, 2011). AOC also provided an analysis and cost estimates for three options for data transfer from Spokane's system to the statewide system (see attached Spokane Municipal Court to Implement a Local Court Management System Options, June 24, 2011).

Option One:

AOC would prioritize the creation of a nightly batch transfer for Spokane, ahead of previously approved and prioritized IT Governance projects. This was estimated to take 1,400 hours of AOC staff time, 6-12 months to complete, and at a cost to AOC of \$100,000.

Option Two:

Spokane would continue its implementation of JustWare, and commit to continuing to enter the full set of required data separately into JIS (which may grow and change over time) until an expanded data transfer was available.

Option Three:

Spokane would defer implementation of its separate JustWare system until expanded data transfer was complete.

AOC recommended Option Two or Option Three, and not Option One, as it would prioritize this over other projects that had already been approved through the IT Governance process, and would provide limited data to other courts in the state, updated once every 24 hours, which could pose a safety risk.

AOC also outlined unanswered policy questions:

1. Who bears the cost of taking the court off JIS?
2. Who bears the cost of putting the court back on if it decides to come back later?
3. If there are differences of opinion as to fee splits or other things, whose opinion rules?

The JISC voted to defer a decision until its August 5, 2011 meeting, and also to form an ad hoc workgroup to propose a draft policy on implementation of local court systems for JISC approval.

The JISC Policy Workgroup on Implementation of Local Court Systems met twice in August, but was not prepared to propose a policy to the JISC in August. The

decision on the policy and on Spokane's request was deferred until October 7, 2011. In the interim, AOC had numerous meetings with Spokane to understand their data exchange issues and how to make it work.

On August 16, 2011, Spokane Municipal Court sent a letter to Justice Mary E. Fairhurst stating that they had chosen to proceed with Option Two, and that they planned to proceed with implementation of their own local system. Option Two: Commit to continuing to enter the *full set of required data* (emphasis added) separately into JIS (which may grow and change over time) until the generic expanded data transfer (ITG #27) is available for use (see attached letter from Judge Mary Logan, August 16, 2011).

At their September 9, 2011 meeting, the JISC decided to send Spokane a letter clarifying the JISC position on Spokane's request.

On September 21, 2011 Justice Fairhurst, on behalf of the JISC, sent a letter to Judge Mary Logan, Spokane Municipal Court Presiding Judge, acknowledging that the JISC was not in a position to approve or deny Spokane's request because "there is not currently a corresponding policy in place to provide the necessary guidance and conditions to support an individual court's efforts to implement a non-JIS system, while ensuring the integrity of data and information upon which all courts depend." The letter went on to state, "the JISC feels it is prudent to inform you of the possible risks associated with implementing a local court system that has not been vetted in advance by the AOC to certify that it meets a predetermined set of business and technical standards. If problems are discovered at a later time, it could potentially be quite costly to you to make the needed corrections." (See attached letter to Judge Mary Logan, September 21, 2011).

On December 14, 2011, Pierce County opted out of the Superior Court Case Management System (SC-CMS) project, opting to retain their existing separate case management system, LINX (see attached letter to Judge Bryan Chushcoff, December 14, 2011).

In November 2012, AOC became aware that Spokane Municipal Court did not plan to enter complete data into JIS, as they had agreed in their August 18, 2011 letter. Justice Fairhurst and Callie Dietz, the State Court Administrator, sent a letter to Spokane Municipal Court on December 3, 2012, warning that "this decision can have significant consequences, including jeopardizing the Administrative Office of the Court's ability to produce consistent statewide caseload reports and to provide estimates of judicial need." (See attached letter to Judge Mary Logan, December 3, 2012). Spokane responded December 13, 2012, stating that the court intended to do double-data entry, but not each event, citing as an example the limited case information sent from Seattle Municipal Court to JIS (see attached letter to Justice Fairhurst and Callie Dietz, December 13, 2012). Since Spokane Municipal implemented its JustWare system in 2013, Spokane has entered significantly less than the full set of data into JIS. In particular, hearing date information and

accounting information are missing. Subsequently, AOC received information from Spokane District Court indicating numerous difficulties created because Spokane Municipal Court was not entering hearing information.

The JISC Policy Workgroup on Implementation of Local Court Systems continued to meet through 2011 and 2012 with the purpose of developing first a policy and then amendments to JISCR 13, but could not come to consensus. The draft policy contained references to an AOC data standard that would detail the data elements required for courts on local systems to share with the statewide system. On June 22, 2012, the workgroup brought majority and minority drafts to the JISC, declared it had reached an impasse, and requested direction from the JISC. The JISC gave the workgroup direction as to several questions, but did not approve either draft. The JISC ordered the workgroup to continue its work and bring a revised draft back to the committee (see attached summary of JISC minutes). The workgroup met through November 2012, but still could not reach consensus. The workgroup then became dormant, until it was finally disbanded in 2014. Having been unable to reach consensus on the policy, the workgroup never addressed the planned amendments to JISCR 13. Because a policy was never passed, the accompanying AOC data standards were also never passed.

In late 2013, AOC became aware that several other courts were pursuing independent local systems, including King County District Court, Yakima County District Court, and Federal Way Municipal Court, in addition to Seattle Municipal Court and Spokane Municipal Court, which already had separate local systems. Representatives of the District and Municipal Court Judges' Association, the District and Municipal Court Management Association, and AOC met on January 24, 2014, to discuss the courts' future plans for independent systems, and the impact on the statewide court information database. If all of these courts of limited jurisdiction leave the statewide system, there must be data standards in place so that their information is visible to other courts and justice partners.

On January 27, 2014, AOC received a letter from King County Superior Court declaring that they were withdrawing from the SC-CMS project (see attached letter from Judge Craighead, January 27, 2014). When King County Superior Court implements its own case management system, there will be a need for King County Superior Court's information to continue to be in the statewide system. Without it, there will be a significant gap in the case information available statewide.

In the 2014 Supplemental Budget, the legislature attached the following proviso to AOC's funding for the Superior:

The administrative office of the courts and the judicial information systems committee shall develop statewide superior court data collection and exchange standards. Upon implementation, these standards must be met by each superior court in order to continue to receive judicial information

systems account funding or equipment and services funded by the account.

For those courts that do not use the statewide superior court vendor solution as chosen by the judicial information systems committee, judicial information systems account funds may not be allocated for (a) the costs to meet the data collection and exchange standards developed by administrative office of the courts and judicial information systems committee, and (b) the costs to develop and implement local court case management systems.

Responding to the legislature's direction for superior courts, as well as the growing need to ensure the integrity of statewide information for courts of limited jurisdiction, the JISC passed JIS Data Standards for Alternative Court Record Systems and the accompanying Implementation Plan on October 24, 2014 (see attached data standards and implementation plan).

The proposed amended JISC Rule 13 was distributed to JISC members and stakeholders on August 25, 2014, for consideration at the September 5 JISC meeting. Justice Fairhurst received numerous requests to delay consideration of the proposed rule. At the September 5th meeting, the JISC agreed to delay the decision until their October 24th meeting, and had a lengthy discussion about the proposed rule. Justice Fairhurst requested written comments from members.

After receiving suggestions and comments, Justice Fairhurst sent a revised version of the rule to JISC members on September 29, with a request for comments by October 7. More comments were received from members and court stakeholders. A final proposed version of the rule was sent to JISC members and stakeholders on October 13, 2014 for the October 24 JISC meeting. Shortly before the meeting, Justice Fairhurst again received requests to delay a decision on JISCR 13. When the JISC member requesting more time was asked how much more time would be needed, the response was six months.

On October 24, 2014, the JISC approved the proposed amendment to JISCR 13 to include the language in the first paragraph of the legislative proviso above, and made it applicable to both superior and limited jurisdiction courts. The JISC's rationale is to give the JISC authority to enforce the new data standards for courts with independent systems by tying compliance with JIS funding, as the legislature did in its 2014 budget proviso. As more limited jurisdictions contemplate using alternative systems, it is also necessary to ensure the integrity of statewide information for all courts (see attached excerpt from draft minutes, JISC October 24, 2014 meeting).

On October 24, the JISC also added the second paragraph of the legislative proviso to its JIS General Policies, ensuring that JIS funds would not be used for

costs for local systems or for those systems to meet the data standards. (See attached JIS General Policy10.2).

Proposed Change to JISCR 13

The proposed rule defines "electronic court record system," clarifies that JISC approval is required for all electronic court record systems, provides for increased notice of proposed systems, and requires courts with alternative electronic court record systems to comply with the JIS Data Standards for Alternative Electronic Court Record Systems.

- D. Hearing: None needed.
- E. Expedited Consideration: Requested.

1 RULE 13 ELECTRONIC LOCAL COURT RECORD SYSTEMS

2
3 (a) An "electronic court record system" is any electronic court records technology
4 system that is the source of statewide court data identified in the JIS Data
5 Standards for Alternative Electronic Court Record Systems.

6 **Comment:** The JIS Data Standards for Alternative Electronic Court Record Systems
7 define "Statewide court data" as "data needed for sharing between courts, judicial
8 partners, public dissemination, or is required for statewide compilation in order to
9 facilitate the missions of the Washington Courts, justice system partners, and the
10 AOC."

11
12 (b) All electronic court record systems must receive the approval of the Judicial
13 Information System Committee. Notice of the proposed development must be
14 provided to the Judicial Information System Committee and the Administrative
15 Office of the Courts 12 months prior to the purchase or acquisition of software or
16 services.

17 (c) Alternative electronic court record systems must comply with the JIS Data
18 Standards for Alternative Electronic Court Record Systems. These standards
19 must be met in order for a court with an alternative electronic court record system
20 to continue to receive Judicial Information Systems (JIS) account funding or
21 equipment and services funded by the account.

22 ~~Counties or cities wishing to establish automated court record systems shall~~
23 ~~provide advance notice of the proposed development to the Judicial Information~~
24 ~~System Committee and the Office of the Administrator for the Courts 90 days~~
25 ~~prior to the commencement of such projects for the purpose of review and~~
26 ~~approval.~~

27

Judicial Information System Committee Meeting

April 26, 2019

DECISION POINT – Revised Access to Justice Technology Principles Proposal to the Supreme Court.

MOTION:

- I move to endorse the updated Access to Justice Technology Principles for submission to the Washington Supreme Court.

I. BACKGROUND

The Access to Justice Board developed the Access to Justice (ATJ) Technology Principles to ensure that technology increases opportunities and eliminates barriers to access to the justice system. The Washington State Supreme Court adopted the ATJ Technology Principles in 2004.

In 2016, the ATJ Technology Committee began the process of updating the technology principles, including online surveys, organized events, and gathering feedback from focus groups representing incarcerated people, legal professionals, and immigrant and rural communities.

In August 2018, the ATJ Board submitted the updated technology principles to the Washington Supreme Court. In September 2018, AOC submitted a letter to the Washington Supreme Court with concerns about the language of the revised principles and the lack of vetting with the governing and policymaking bodies for the judicial branch. Following that letter, the ATJ Technology Committee worked with AOC to incorporate some of the feedback. The proposed new technology principles were first presented to the JISC October 26, 2018. The JISC asked the ATJ to solicit feedback from the governing bodies representing the judicial branch. The ATJ Technology Committee subsequently gathered feedback from court associations, including the District and Municipal Court Judges' Association, the Superior Court Judges' Association, the Washington State Association of County Clerks, and the Board for Judicial Administration. There were no further revisions to the technology principles following the October 26, 2018 meeting of the JISC.

The ATJ Technology Committee again brought the revised technology principles to the JISC on February 22, 2019, requesting that the JISC join the ATJ Board in requesting that the Washington Supreme Court adopt the revised principles. On March 29, 2019, Salvador Mungia, Chair of the ATJ Board, formally requested that the JISC endorse the revised ATJ Technology Principles.

II. DISCUSSION

The primary area of disagreement between the ATJ Board and stakeholders representing the court community revolves around the use of “must” rather than “should” in the revised technology principles. In the discussion at the February 22, 2019 JISC meeting, a compromise was proposed to include a preamble and comments to the new proposed ATJ Technology Principles similar to what exists now with the current principles. Judge Leach requested that the proposed new ATJ Technology principles contain a preamble and comments indicating that they do not create the basis for new causes of action or create unfunded mandates. Mr. Price agreed to make the requested change.

III. OUTCOME IF NOT PASSED

The ATJ Board has indicated that it intends to ask the Washington Supreme Court to adopt the revised ATJ Technology Principles. If the JISC does not endorse the principles, they could be submitted to the court without the JISC’s endorsement.



MEMBERS

Francis Adewale
Esperanza Borboa
Judge Laura T. Bradley
Hon. Frederick P. Corbit
Hon. David S. Keenan
Lindy Laurence
Michelle Lucas
Salvador A. Mungia, Chair
Mirya Muñoz-Roach
Terry J. Price

STAFF

Diana Singleton
Access to Justice Manager
(206) 727-8205
dianas@wsba.org



THE ALLIANCE
for Equal Justice

MEMBER

March 29, 2019

SENT VIA ELECTRONIC MAIL TO mary.fairhurst@courts.wa.gov

Chief Justice Mary Fairhurst
Washington Supreme Court
Temple of Justice
P.O. Box 40929
Olympia, WA 98504-0929

RE: Request to JISC for Endorsement of Proposed Updates to Technology Principles

Dear Chief Justice Fairhurst:

I am writing about the Access to Justice (ATJ) Board's updated ATJ Technology Principles. The ATJ Board recently approved the latest draft (see enclosed). The Board is hoping the Judicial Information Systems Committee (JISC) will endorse the updated principles. The Board is planning to present the updated principles to the Court later for adoption.

Our ATJ Board liaison to JISC, Terry Price, presented the updated ATJ Technology Principles to JISC in February. I am requesting that you add to the April 26, 2019 JISC agenda, as an action item, the ATJ Board's request for JISC's endorsement of the updated ATJ Technology Principles.

Please let us know if you have any questions or need any more information. You can send any questions or requests to Diana Singleton, Access to Justice Manager, at dianas@wsba.org. Thank you for your consideration.

Respectfully,

Salvador Mungia, Chair

cc: Terry Price

encl: Proposed Updated Technology Principles

Access to Justice Technology Principles

Scope

The Access to Justice Technology Principles are adopted to:

- Guide the justice system's use of technology
- Combat discrimination, unfair treatment, and unjust biases in the justice system, and
- Ensure that technology does not create unfair results or processes for resolving legal problems.

The Access to Justice Technology Principles apply to everyone involved in administering the justice system including:

- Courts,
- Clerks of the Court,
- Administrative Office of the Courts, and
- Court Administrators.

Definition of Technology

"Technology" includes but is not limited to hardware and software, and all mechanisms and means used for the production, storage, retrieval, aggregation, transmission, communication, dissemination, interpretation, presentation, or application of information, including but not limited to data, documents, records, images, video, sound, and other media.

Access to Justice for All

Everyone should have access to the justice system.

Use of technology in our justice system should increase and must not diminish:

- equitable access to justice;
- opportunities for participation; and
- usability, accountability, efficiency, and transparency.

Technology in our justice system must start with a design for fairness and must be evaluated regularly against these rules.

All technology must be designed and used to eliminate discrimination, unfairness, and other unjust systemic biases and practices.

Openness, Privacy and Safety

Technology in the justice system must be open to the public and transparent, unless access is limited by law to protect the safety and privacy of the people involved.

Technology in the justice system must be designed to:

- assure that confidential information is not introduced into the public domain to the extent possible,
- ensure that people only have access to the appropriate information that they are allowed to see based on their role in the justice system,
- assure that information can be viewed, created, changed or deleted only by participants with the appropriate access levels, and
- assure that confidential information is not introduced into the public domain.

People must have meaningful access to view their own information and have it corrected if inaccurate.

Accountability and Fairness

The justice system must maximize the beneficial effects of technology while continuously improving technology to address the needs of people most impacted by or least able to engage effectively with the justice system. Users should have a voice in the acquisition and implementation of technology, including as testers.

The justice system must ensure that technology, especially algorithms, are periodically evaluated before, during and after development and implementation, for:

- inequitable processes,
- unfair outcomes, and
- unintended negative impacts.

Any proposed technology that would result in unfairness or inequity must not be implemented.

Technology that is already implemented that results in unfairness or inequity must be corrected, or if the harm cannot be eliminated, removed from use.

Maximizing Public Awareness and Use

The justice system must provide access to knowledge about itself and promote public awareness of its processes and resources.

Actors in the justice system must:

- regularly seek input from and listen to the public, and
- make regular improvements to technology, and the methods of providing information about the technology, based on user needs, experience, and feedback.

Usability

Technology in the justice system must be easy to use, affordable, and efficient.

Accessible Formats

Court information must be available to the public and should be available in ways that best enable its use. Information and resources must be offered in formats that do not place an undue financial burden upon users.

Plain Language

The justice system must strive to create legal information resources for the public in plain language, when possible.

Best Practices Workgroup

The technology committee of the Access to Justice Board will establish a workgroup that maintains and shares practical information, resources, definitions, and best practices for implementing the ATJ Technology Court Rules. The workgroup will periodically update these resources and publish them at: [URL]. The workgroup should coordinate with Administrative Office of the Courts and will report to the Access to Justice Board and Judicial Information System Committee annually.

Accessibility

The justice system must consider, design, and implement technology systems for all persons, including those with disabilities.

Cultural Responsiveness

Technology in the justice system should incorporate principles and practices which address and respond to cultural variables and diversity of people and communities.

Human Touch

Technology should be used to improve increase the level of quality of human interaction, and to preserve or increase the humanity of our justice system.

Technology should be used to increase the satisfaction of the public's interaction with the justice system to ensure timely and fair outcomes.

Technology should be used to reduce the necessity of the public to physically go to court to resolve conflict.

Language Access

Courts should communicate in the preferred languages of people. Technology must be used in ways which enhance communication.

Access to Justice

Washington State Access to Justice Technology Principles

These Access to Justice Technology Principles were developed by the Access to Justice Board to assure that technology enhances rather than diminishes access to and the quality of justice for all persons in Washington State. Comments of the Access to Justice Board committee drafters accompanying the Principles make clear the intent that the Principles are to be used so as to be practical and effective for both the workers in and users of the justice system, that the Principles do not create or constitute the basis for new causes of action or create unfunded mandates. These Principles have been endorsed by the Board for Judicial Administration, the Judicial Information System Committee, the Board of Trustees of the Superior Court Judges' Association, the Board of Trustees of the District and Municipal Court Judges' Association, the Board of Governors of the Washington State Bar Association, the Minority and Justice Commission, the Gender and Justice Commission, the Attorney General, and the Council on Public Legal Education.

Preamble

The use of technologies in the Washington State justice system must protect and advance the fundamental right of equal access to justice. There is a particular need to avoid creating or increasing barriers to access and to reduce or remove existing barriers for those who are or may be excluded or underserved, including those not represented by counsel.

This statement presumes a broad definition of access to justice, which includes the meaningful opportunity, directly or through other persons: (1) to assert a claim or defense and to create, enforce, modify, or discharge a legal obligation in any forum; (2) to acquire the procedural or other information necessary (a) to assert a claim or defense, or (b) to create, enforce, modify, or discharge an obligation in any forum, or (c) to otherwise improve the likelihood of a just result; (3) to participate in the conduct of proceedings as witness or juror; and (4) to acquire information about the activities of courts or other dispute resolution bodies. Further, access to justice requires a just process, which includes, among other things, timeliness and affordability. A just process also has "transparency," which means that the system allows the public to see not just the outside but through to the inside of the justice system, its rules and standards, procedures and processes, and its other operational characteristics and patterns so as to evaluate all aspects of its operations, particularly its fairness, effectiveness, and efficiency.

Therefore, these Access to Justice Technology Principles state the governing values and principles which shall guide the use of technology in the Washington State justice system.

Comment to "Preamble"

Access to justice is a fundamental right in Washington State, and the State Supreme Court has recognized and endeavored to protect that right in its establishment of the Access to Justice Board. From an understanding that technology can affect access to justice, these Access to Justice Technology Principles are intended to provide general statements of broad applicability and a foundation for resolving specific issues as they arise. The various parts of this document should be read as a whole.

A broad definition of the terms used herein is necessary to ensure that our underlying constitutional and common law values are fully protected. The terms used in this document should be understood and interpreted in that light.

These Principles do not mandate new expenditures, create new causes of action, or repeal or modify any rule. Rather, they require that justice system decision makers consider access to justice, take certain steps whenever technology that may affect access to justice is planned or implemented, avoid reducing access, and, whenever possible, use technology to enhance access to justice.

Scope

The Access to Justice Technology Principles apply to all courts of law, all clerks of court and court administrators, and to all other persons or parts of the Washington justice system under the rule-making authority of the Court. They should also serve as a guide for all other actors in the Washington justice system.

"Other actors in the Washington justice system" means all governmental and non-governmental bodies engaged in formal dispute resolution or rulemaking and all persons and entities who may represent, assist, or provide information to persons who come before such bodies.

"Technology" includes all electronic means of communication and transmission and all mechanisms and means used for the production, storage, retrieval, aggregation, transmission, communication, dissemination, interpretation, presentation, or application of information.

Comment to "Scope"

This language is intended to make clear that the Access to Justice Technology Principles are mandatory only for those persons or bodies within the scope of the State Supreme Court's rulemaking authority. It is, however, hoped and urged that these Principles and their values will be applied and used widely throughout the entire justice system.

It is also intended that the Access to Justice Technology Principles shall continue to apply fully in the event all or any portion of the performance, implementation, or accomplishment of a duty, obligation, responsibility, enterprise, or task is delegated, contracted, assigned, or transferred to another entity or person, public or private, to whom the Principles may not otherwise apply.

The definition of the word "technology" is meant to be inclusive rather than exclusive.

1. Requirement of Access to Justice

Access to a just result requires access to the justice system. Use of technology in the justice system should serve to promote equal access to justice and to promote the opportunity for equal participation in the justice system for all. Introduction of technology or changes in the use of technology must not reduce access or participation and, whenever possible, shall advance such access and participation.

Comment to "Requirement of Access to Justice"

This Principle combines promotion of access to justice through technology with a recognition of the "first, do no harm" precept. The intent is to promote the use of technology to advance access whenever possible, to maintain a focus on the feasible while protecting against derogation of access, and to encourage progress, innovation, and experimentation.

2. Technology and Just Results

The overriding objective of the justice system is a just result achieved through a just process by impartial and well-informed decision makers. The justice system shall use and advance technology to achieve that objective and shall reject, minimize, or modify any use that reduces the likelihood of achieving that objective.

Comment to "Technology and Just Results"

The reference to a "just process" reaffirms that a just process is integral to a just result. The reference to "well-informed decision makers" is to emphasize the potential role of technology in gathering, organizing, and presenting information in order that the decision maker receives the optimal amount and quality of information so that the possibility of a just result is maximized.

3. Openness and Privacy

The justice system has the dual responsibility of being open to the public and protecting personal privacy. Its technology should be designed and used to meet both responsibilities.

Technology use may create or magnify conflict between values of openness and personal privacy. In such circumstances, decision makers must engage in a careful balancing process, considering both values and their underlying purposes, and should maximize beneficial effects while minimizing detrimental effects.

Comment to "Openness and Privacy"

This Principle underlines that the values of openness and privacy are not necessarily in conflict, particularly when technology is designed and used in a way that is crafted to best protect and, whenever possible, enhance each value. However, when a conflict is unavoidable, it is essential to consider the technology's effects on both privacy and openness. The Principle requires that decision makers engage in a balancing process which carefully considers both values and their underlying rationales and objectives, weighs the technology's potential effects, and proceed with use when they determine that the beneficial effects outweigh the detrimental effects.

The Principle applies both to the content of the justice system and its operations, as well as the requirements for accountability and transparency. These requirements may mean different things depending on whether technology use involves internal court operations or involves access to and use of the justice system by members of the public.

4. Assuring a Neutral Forum

The existence of a neutral, accessible, and transparent forum for dispute resolution is fundamental to the Washington State justice system. Developments in technology may generate alternative dispute resolution systems that do not have these characteristics, but which, nevertheless, attract users who seek the advantages

of available technology. Participants and actors in the Washington State justice system shall use all appropriate means to ensure the existence of neutral, accessible, and transparent forums which are compatible with new technologies and to discourage and reduce the demand for the use of forums which do not meet the basic requirements of neutrality, accessibility, and transparency.

Comment to "Assuring a Neutral Forum"

Technologically generated alternative dispute resolution (including online dispute resolution) is a rapidly growing field that raises many issues for the justice system. This Principle underlines the importance of applying the basic values and requirements of the justice system and all the Access to Justice Technology Principles to that area, while clarifying that there is no change to governing law.

This Principle is not intended in any way to discourage the accessibility and use of mediation, in which the confidentiality of the proceeding and statements and discussions may assist the parties in reaching a settlement; provided that the parties maintain access to a neutral and transparent forum in the event a settlement is not reached.

5. Maximizing Public Awareness and Use

Access to justice requires that the public have available understandable information about the justice system, its resources, and means of access. The justice system should promote ongoing public knowledge and understanding of the tools afforded by technology to access justice by developing and disseminating information and materials as broadly as possible in forms and by means that can reach the largest possible number and variety of people.

Comment to "Maximizing Public Awareness and Use"

While assuring public awareness and understanding of relevant access to justice technologies is an affirmative general duty of all governmental branches, this Principle expressly recognizes that the primary responsibility lies with the justice system itself. As stated in the Comment to the Preamble, none of these Access to Justice Technology Principles, including this one, mandates new expenditures or creates new causes of action. At the same time, however, planners and decision makers must demonstrate sensitivity to the needs, capacities, and where appropriate, limitations of prospective users of the justice system.

Communicating the tools of access to the public should be done by whatever means is effective. For example, information about kiosks where domestic violence protection forms can be filled out and filed electronically could be described on radio or television public service announcements. Another example might be providing information on handouts or posters at libraries or community centers. Information could also be posted on a website of the Council for Public Legal Education or of a local or statewide legal aid program, using an audible web reader for persons with visual or literacy limitations. The means may be as many and varied as people's imaginations and the characteristics of the broad population to be reached.

6. Best Practices

To ensure implementation of the Access to Justice Technology Principles, those governed by these principles shall utilize "best practices" procedures or standards. Other actors in the justice system are encouraged to utilize or be guided by such best practices procedures or standards.

The best practices shall guide the use of technology so as to protect and enhance access to justice and promote equality of access and fairness. Best practices shall also provide for an effective, regular means of evaluation of the use of technology in light of all the values and objectives of these Principles.

Comment to "Best Practices"

This Principle is intended to provide guidance to ensure that the broad values and approaches articulated elsewhere in these Access to Justice Technology Principles are implemented to the fullest extent possible in the daily reality of the justice system and the people served by the justice system. The intent is that high quality practical tools and resources be available for consideration, use, evaluation, and improvement of technologies in all parts of the justice system. This Principle and these Access to Justice Technology Principles as a whole are intended to encourage progress, innovation, and experimentation with the objective of increasing meaningful access to quality justice for all. With these goals in mind, the development and adoption of statewide models for best practices is strongly encouraged.



Board for Judicial Administration (BJA) Meeting
Friday, February 15, 2019 (9 a.m. – 10:30 a.m.)
Conference Call

MEETING MINUTES

BJA Members Present:

Judge Judy Rae Jasprica, Member Chair
Judge Doug Federspiel
Judge Blaine Gibson
Judge Gregory Gonzales
Judge Dan Johnson
Judge Robert Lawrence-Berrey
Paula Littlewood
Judge Mary Logan
Judge David Mann
Judge Samuel Meyer
Judge Kevin Ringus
Judge Rebecca Robertson
Dawn Marie Rubio
Justice Charles Wiggins

Guests Present:

Pam Hartman-Beyer
Sonya Kraski
Margaret Yetter

Public Present:

Page Carter

**Administrative Office of the Courts
(AOC) Staff Present:**

Jeanne Englert
Sharon Harvey
Penny Larsen
Dirk Marler
Dory Nicpon
Ramsey Radwan
Intisar Surur
Caroline Tawes
Andrea Valdez

Call to Order

Judge Jasprica called the meeting to order at 9:00 a.m. The members introduced themselves.

BJA Leadership Goals

The goal of the BJA communication plan is to increase and improve communications among the judiciary. The recommendations from the Policy and Planning Committee (PPC) were developed from previous meetings and the Judicial Summit held last June. Any edits or suggestions regarding the recommendations should be sent to Jeanne Englert. There will be a vote on the recommendations at the March BJA meeting.

Standing Committee Reports

Budget and Funding Committee (BFC): Ramsey Radwan reviewed the timeline of the 2020 supplemental budget process. The supplemental budget process is intended to make caseload changes and correct errors, and not for new programs or substantial funding requests. The process is similar to previous years.

Court Education Committee (CEC): The Judicial Education Leadership Institute was held November 28–29 and was well-attended with good feedback. The purpose of the Institute was to help educators design programs. Organizers will look at holding more Institutes in the future.

The Judicial College was held the last week of January and was attended by a record 70 new judges. The large number of participants might create budget issues.

The CEC is considering an orientation package for new committee members. This issue will be discussed at the next BJA meeting in March.

Legislative Committee (LC): Judge Ringus pointed out an error on page 15 of the meeting packet. In the second paragraph, “BJA Interpreter Task Force” should be “BJA Education Task Force.”

This has been an active Legislative session with a large number of bills introduced. BJA priorities include:

- Funding for court technology projects;
- Interpreter and education funding. Jeanne Englert and Penny Larson are doing a good job of organizing meetings with judges and legislators to discuss the Interpreter and Education requests;
- Family and Juvenile Court Improvement. The AOC and the Department of Children, Youth, and Families (DCYF) have been working together;
- Guardianship Services. HB 1329 has received a do pass recommendation and has been referred to the Rules Committee;
- Courthouse Security. Several judicial constituents have spoken to legislators about the importance of courthouse security;
- Domestic Violence Data. A request to split the definition of domestic violence in the RCW has been incorporated into HB 1517;
- Traffic Fine Consolidation and Relicensing Program. The House heard a proposed substitute version today. The proposed substitute contemplates that AOC will manage a contract with a private entity, and adds certain fees to offset the state’s cost of the program. There is support for the program provided that that AOC must be funded for its role in the bill;
- Additional Superior Court Judge positions. Clark County and the Ferry/Stevens/Pend Oreille Judicial District need an additional Superior Court judge, based on those counties’ Judicial Needs Estimate (JNE). A substitute version of the bill removes the additional position for Clark County due to funding issues. Letters of support are needed from Clark County to add that additional position back into the bill.

There is a focus in the Legislature on behavioral health issues, in particular the opioid crisis and the Trueblood settlement. There are discussions on guardianship issues, including:

- establishing a pilot monitoring program;
- expanding the services of the Office of Public Guardianship, including limited estate administration and decision making support;
- The New Hope Act, which modifies the process for receiving a certificate of discharge and expands the circumstance for having a conviction vacated;

There is also a lot of interest in the Legislature in the Uniform Guardian Act. A substitute version on the Senate side has been edited to address concerns, although all concerns might not have been addressed.

Policy and Planning Committee (PPC): The PPC met in November. The next meeting will be in March where they will discuss criteria for reviewing issues that do not rise to the level of a task force.

Task Force Updates

Court Security Task Force: Judge Sean O'Donnell and Judge Robertson have agreed to co-chair the Court Security Task Force. Good progress has been made in recruiting members. April 24 is the kickoff meeting where they will discuss their charter activities and a four-stage work plan.

Court System Education and Interpreter Funding Task Forces: The Task Force chairs have met with over 40 legislators with a focus on members of the two budget committees and the two justice committees.

Chief Justice Fairhurst shared the Task Forces' funding priorities in her State of the Judiciary address.

Letters of support for both Task Forces have been circulated. It will be helpful for Legislators to hear from stakeholders outside the justice community. Face to face meetings with Legislators will continue through the end of the month when staff will evaluate the next wave of communication.

BJA Ad Hoc Committees

Committee Composition: Jeanne Englert thanked Judge Gonzales, Judge Logan, and Judge Meyer for their work on this committee to evaluate how current standing committee compositions are working and make recommendations for changes. The Committee Composition Recommendations will be reviewed today and voted on at the March BJA meeting. Jeanne Englert reviewed the five Ad Hoc Committee recommendations:

- 1) All committees review their charters and recommend changes for BJA approval as needed.
- 2) Standing committees should continue to have BJA member chairs.

- 3) BJA members, especially in president-elect positions, may request that a designee assume their position on the standing committees for their full term if approved by the standing committee chair.
- 4) BJA should consider having one “open enrollment” period in June 2019 whereby members can switch committees to ensure committee membership is aligned with a member’s skills and interests.
- 5) BJA and committees should explore committee diversity and recruitment as it pertains to their needs and membership.

Any changes or comments should be sent to Jeanne Englert. The individual committees will review the recommendations before the March vote.

Review of BJA Rules and Bylaws: Jeanne Englert thanked Chief Justice Fairhurst, Judge Gibson, and Judge Johnson for their work on this committee. This item will be moved to the March or May BJA meeting to allow more time for review.

November 16, 2018 Meeting Minutes

It was moved by Judge Ringus and seconded by Judge Johnson to approve the November 16, 2018 BJA meeting minutes. The motion carried.

Public Trust and Confidence Committee Nomination

Cecily Hazelrigg-Hernandez has been nominated for appointment to the Public Trust and Confidence Committee.

It was moved by Justice Wiggins and seconded by Judge Mann to approve the appointment of Cecily Hazelrigg-Hernandez to a two-year appointment to the Public Trust and Confidence Committee. The motion carried.

Information Sharing

The June 21 meeting has been moved to June 14.

Chief Justice Fairhurst and Judge Jasprica are considering chairs for the PPC and the CEC beginning July 1. Judge Gonzales has been nominated to chair the CEC and Judge Scott has been nominated to chair the PPC. Chief Justice Fairhurst has asked Judge Gonzales to be the member chair of the BJA beginning in July 2019 and he has accepted. There will be a vote on these nominations at the March meeting.

Justice Wiggins asked the members to keep Chief Justice Fairhurst in their thoughts and prayers.

Margaret Yetter announced the passing of Lynne Campeau, Issaquah Municipal Court Administrator, on January 28, and acknowledged her contributions to the court community.

Judge Jasprica pointed out Tab 7, information on the BJA Business Account, to the members.

There being no further business, the meeting was adjourned at 9:55 a.m.

Recap of Motions from the February 15, 2019 Meeting

Motion Summary	Status
Approve the November 16, 2018 BJA meeting minutes. The motion carried.	Passed
Approve the appointment of Cecily Hazelrigg-Hernandez to a two-year appointment to the Public Trust and Confidence Committee. The motion carried	Passed

Action Items from the February 15, 2019 Meeting

Action Item	Status
The recommendations from the Policy and Planning Committee (PPC) were developed from previous meetings and the Judicial Summit held last June. Any edits or suggestions regarding the recommendations should be sent to Jeanne Englert. There will be a vote on the recommendations at the March BJA meeting.	
The Committee Composition Recommendations will be voted on at the March BJA meeting. Any changes or comments should be sent to Jeanne Englert. The individual committees will review the recommendations before the March vote.	
Judge Gonzales has been nominated to chair the CEC and Judge Scott has been nominated to chair the PPC. Chief Justice Fairhurst has asked Judge Gonzales to be the member chair of the BJA beginning in July 2019 and he has accepted. There will be a vote on these nominations at the March meeting.	
<u>November 16, 2018 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



IT Governance

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

Summary of Changes Since Last Report

New Requests:	None
Endorsements:	ITG 270 - Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse
Endorsement Confirmations:	None
Authorized:	None
In Progress:	None
Completed:	ITG 2 - Superior Courts Case Management System
Closed:	ITG 239 - Spokane Regional Criminal Justice Data Request
ITG Portal:	None

JISC ITG Strategic Priorities

JISC Priorities				
Priority	ITG#	Request Name	Status	Requesting CLUG
1	2	Superior Court Case Management System	Completed	Superior
2	102	Courts of Limited Jurisdiction Case Management System	In Progress	CLJ
3	62	Automate Courts DCXT Table Entries	Authorized	Multi-Level
4	252	Appellate Electronic Court Records	Authorized	Appellate
5	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	CLJ

Authorized
 In Progress
 Completed
 Withdrawn or Closed

ITG Status Year in Review

ITG Request by JISC Priority

ITG 2	2011													
ITG 102	2012													
ITG 62	2012													
ITG 252	2018													
ITG 27	2015													
		Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19

Authorized
 In Progress
 Completed
 Withdrawn or Closed

Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Rank
Appellate CLUG					
1	252	Appellate Electronic Court Records	Authorized	JISC	Unspecified
Superior CLUG					
1	107	PACT Domain 1 Integration	Authorized	Administrator	High
N/A	2	Superior Court Case Management System	Completed	JISC	Unspecified
Courts of Limited Jurisdiction CLUG					
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	JISC	High
2	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
Multi Court CLUG					
1	62	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
N/A	3	Imaging and Viewing of Court Documents	Authorized	Administrator	Unspecified

Authorized
 In Progress
 Completed
 Withdrawn or Closed

ITG Request Progress

Initiate

268
Olympia Municipal Court
CMS

Endorse

217
Online Interpreter Scheduling

220
Supplemental Race/Ethnicity

232
DQ for Statewide Criminal
Data

236
DOL ADR Name
Enhancement

248
WA State JUV Court
Assessment

251
Electronic Filing - Snohomish
County

265
Kitsap District Court CMS

269
Installation Of Clerks Edition
For Franklin County Superior
Court Clerks Office

270
Allow MH-JDAT/MAISI data to
be accessed through BIT from
the Data Warehouse

Analyze

241
JIS Person Business Indicator

242
PCN Number Change

266
Upgrade SC-CMS to Odyssey
2018

267
Odyssey Supervision Module
Modification

Recommend

Schedule

3
Imaging/Viewing of Court
Documents

27
Expand Seattle Muni DX

62
Automate Courts DCXT Table
Entry

107
Pact Domain 1 Integration

122
Event Manager

252
Appellate Electronic Court
Records

SEATAC OFFICE CENTER SOUTH TOWER FIRE EVACUATION PLAN

18000 INTERNATIONAL BOULEVARD, SEATAC, WASHINGTON

ASSEMBLY AREA LOCATIONS	
LOWER PLAZA:	A EAST
	B EAST
	C EAST
2nd FLOOR:	D EAST
3rd FLOOR:	A CENTER
4th FLOOR:	B CENTER
5th FLOOR:	C CENTER
6th FLOOR:	D CENTER
7th FLOOR:	A WEST
8th FLOOR:	B WEST
9th FLOOR:	C WEST
10th FLOOR:	D WEST
11th FLOOR:	

