



## Judicial Information System Committee (JISC)

Friday, April 24, 2020 (10:00 a.m. – 12:00 p.m.)

**Register in advance for this meeting:**

<https://wacourts.zoom.us/meeting/register/tJwpcu-trDwqE9EgjL5ap7Xy07P04yoXYVp8>

**After registering, you will receive a confirmation email containing information about joining the meeting.**

**(Please see in meeting instructions and joining tip sheet after the agenda)**

### AGENDA

1.	<b>Call to Order</b> a. Introductions b. Approval of Minutes	Justice Madsen, Chair	10:00 – 10:05	Tab 1
2.	<b>JIS Budget Update</b> a. 19-21 Budget Update b. Revenue Outlook c. 21-23 Budget Development Process d. Equipment Replacement Funding a. <b>Decision Point:</b> JIS External Equipment Replacement Funding	Mr. Ramsey Radwan, MSD Director	10:05 – 10:35	Tab 2
3.	<b>Legislative Wrap up</b>	Ms. Dory Nicpon, Judicial and Legislative Relations, Associate Director	10:35 – 10:50	Tab 3
4.	<b>Access to Justice Technology Principles Report</b> a. <b>Decision Point:</b> Approval of the Access to Justice Technology Principles Report	Ms. Vicky Cullinane, JIS Business Liaison	10:50 – 11:05	Tab 4
5.	<b>JISCR 13 Amendment Update</b>	Justice Madsen, Chair	11:05 – 11:15	
6.	<b>JIS Priority Project #1 (ITG 102): Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project Update</b> a. <b>Decision Point:</b> Approval of updated Project Steering Committee Charter	Ms. Cat Robinson, PMP	11:15 – 11:35	Tab 5
7.	<b>JIS Priority Project #2 (ITG 62): Automate Courts DCXT Table Entries Project Update</b>	Mr. Kevin Ammons, PMO/QA Manager	11:35 – 11:45	Tab 6
8.	<b>Committee Reports</b> Data Dissemination Committee (DDC)	Judge J. Robert Leach, Chair	11:45 – 11:55	Tab 7
9.	<b>Meeting Wrap Up</b>	Justice Madsen, Chair	11:55 – 12:00	
10.	<b>Informational Materials</b>			Tab 8

	a. Board for Judicial Administration (BJA) February 22 <sup>nd</sup> Meeting Minutes			
	b. ITG Status Report			

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

## Future Meetings:

### 2020 – Schedule

**June 26, 2020**

**August 28, 2020**

**October 23, 2020**

**December 4, 2020**

# April 24<sup>th</sup> Judicial Information System Committee (JISC) Meeting

- All audio has been muted.
- Justice Madsen will start the meeting with roll call and audio will be turned on.
- Please mute your audio after roll call.
  - *Feel free to unmute yourself if you have a question but please turn on mute once you are finished.*
- Please leave your video feed **turned off for the duration of the meeting.**
- If you join the meeting late please wait until you are asked to be identified.

## April 24<sup>th</sup> JISC Zoom Meeting Instructions

**When: Apr 24, 2020 10:00 PM Pacific Time**

**Register in advance for this meeting:**

<https://wacourts.zoom.us/join/register/tJwpcu-trDwqE9EgjL5ap7Xy07P04yoXYVp8>

**After registering, you will receive a confirmation email containing information about joining the meeting.**

- In order to attend the Judicial Information System Committee (JISC) meeting you will be **required to register in advance.**
  - After registration you will receive an email with your options to attend the meeting.
  - You can attend via a computer, cellphone or tablet
  - **All video should be disabled** except for the JISC Chair, Vice Chair and the presenters (**please do not turn on your video feed during the meeting**)
  - You can use the audio from your laptop, cellphone and tablet or use the dial in numbers provided in the registration email
  - It is recommended you download the Zoom app for the best experience viewing the meeting materials
  - You do **not have to sign in to join the meeting – Click “not now” if prompted**
  - Once you have entered in the required information you will be placed on hold until admitted into the meeting.
1. **Attendance via laptop** – Using your laptop microphone and speakers
    - a. Click on “Click Here to Join”
    - b. Click “Open Zoom” or Cancel and Click “join browser” at the bottom of the screen
    - c. Enter the meeting password from the registration email
    - d. Laptops will generally ask to test your computer audio and microphone.
    - e. Once you have confirmed your audio and microphone work you can close this window and wait for the meeting to start
    - f. Once you have been admitted to the meeting you can choose to join with your Computer Audio or Phone Call
    - g. Choose Computer Audio if your sound settings you tested worked
    - h. Choose Phone Call
    - i. Choose one of the numbers provide
    - j. When prompted enter the meeting ID
    - k. When prompted enter your **unique** participant ID
    - l. **IF** prompted enter the meeting password (you may not be prompted to do this)
    - m. Confirm you want to join with dial in rather than computer audio
  2. **Attendance via Desktop** (No computer audio) – Using the dial in conference number
    - a. Click on “Click Here to Join”
    - b. Click “Open Zoom” or Cancel and Click “join browser” at the bottom of the screen
    - c. Enter the meeting password from the registration email
    - d. Choose “Phone Call” if prompted on the next screen
    - e. Choose one of the numbers provide
    - f. When prompted enter the meeting ID
    - g. When prompted enter your **unique** participant ID
    - h. **IF** prompted enter the meeting password (you may not be prompted to do this)
  3. **Attendance via cellphone/tablet** – Download the Zoom app for IOS or Android

- a. Make note of the password prior to clicking on the link from your phone or tablet
  - b. Click on “Click Here to Join”
  - c. Choose Zoom if the app doesn’t automatically open
  - d. Enter the meeting password
  - e. Wait to be admitted to the meeting
  - f. IF not prompted once admitted to the meeting Click “Join Audio” at the bottom of the screen and choose “Call via Device Audio” (IOS users may see a different set up choose “Call using Internet Audio” if given the option)
  - g. At the bottom of the screen you will have the option to unmute yourself
  - h. If you wish to view the meeting on your phone/tablet **only** and choose to use your cell phone for audio, then choose the dial in option for Android or IOS and follow the steps in **#2 d through h above.**
  - i. If the audio and other options disappear, tap the screen and they will be available to edit
- 4. Attend via Dial in only**
- a. Choose one of the Telephone numbers listed on your registration email
  - b. Enter the Meeting ID when prompted
  - c. Enter # at the next prompt (you will **not** have a Participant ID when attending via telephone only)
  - d. Enter the meeting Password when prompted
  - e. Wait to be admitted into the meeting

**Below is a helpful YouTube tutorial on joining a Zoom Meeting.**

<https://www.youtube.com/watch?v=hIkCmbvAHQQ&feature=youtu.be>