



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

	a. Board for Judicial Administration (BJA) February 22 nd 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 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 24th 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 24th 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>

JUDICIAL INFORMATION SYSTEM COMMITTEE

February 28th, 2020
10:00 a.m. to 11:15 p.m.
Teleconference Call

Minutes

Members Present:

Justice Barbara A. Madsen, Chair
Judge Scott K. Ahlf
Ms. Mindy Breiner
Judge Jeanette Dalton
Judge John Hart
Mr. Rich Johnson
Judge J. Robert Leach
Mr. Frank Maiocco
Ms. Barb Miner
Chief Brad Moericke
Ms. Paulette Revoir
Ms. Dawn Marie Rubio
Mr. David Reynolds
Judge David Svaren
Mr. Bob Taylor
Mr. Jon Tunheim
Ms. Margaret Yetter

Members Absent:

AOC Staff Present:

Mr. Kevin Ammons
Ms. Tammy Anderson
Mr. Kevin Cottingham
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Curtis Dunn
Mr. Brian Elvin
Mr. Mike Keeling
Ms. Hayley Keithahn
Mr. Dirk Marler
Ms. Dory Nicpon
Mr. Ramsey Radwan
Ms. Cat Robinson

Guests Present:

Ms. Heidi Percy
Mr. Terry Price
Mr. Clint Casebolt

Call to Order

Justice Barbara J. Madsen called the Judicial Information System Committee (JISC) meeting to order at 10:00 a.m. and introductions were made.

Meeting Minutes

Justice Madsen asked if there were any changes or corrections to the December meeting minutes. One change was noted regarding the date of the meeting shown on the meeting minutes. The minutes were unanimously approved with the one change.

JIS Budget Update

Mr. Ramsey Radwan reported on the 19-21 budget and projects. Mr. Radwan stated the current biennium is doing okay. Mr. Radwan alerted the Committee that a couple of small contracts had been signed. One is for a special assistant Attorney General to help with the negotiations on the Courts of Limited Jurisdiction Case Management System project (CLJ-CMS). The other contract regards the Appellate Court – Enterprise Content Management System (AC-ECMS) project, which is moving forward both on contracting and staffing. Mr. Radwan alerted the Committee that he and AOC staff will be looking at revenue. Mr. Radwan stated they will be looking at infractions that are issued to ensure the numbers are correct, and the impact that HB1783, dealing with legal financial obligations (LFO's), may have had on the account, and how that will impact expenditures for the remaining period of the biennium. Mr. Radwan stated he had high-level numbers now, but he will be going over them in detail and will provide more information at the next JISC meeting. Mr. Radwan stated the forms and

instructions for the 21-23 biennium will be posted later today. All members of the JISC will be receiving an e-mail with Chief Justice Stephens' letter attached containing a link to where the forms are located, including the schedule. Mr. Radwan alerted the Committee the process for general fund requests will generally be the same as in the past, due to the anticipated lower revenue. After being prioritized by the JISC, they will be routed through the Board for Judicial Administration (BJA) for review and prioritization. Decision packages will be due in June. There was a brief discussion regarding funding and the allocation of funding statewide projects.

Legislative Update

Ms. Dory Nicpon gave an update on the 2020 legislative session.

In an even-numbered year, the bills introduced but not passed in the prior odd-numbered (long) session are reintroduced and viable. Legislators may introduce entirely new bills as well. In the 2020 session, there have been an extraordinary number of new bills: 1,164 new bills in the first ten days of the short session.

A small team at AOC reviews each new bill, determines whether AOC should analyze and track it, and assigns the necessary analysts. For bills with concerning language or significant impacts, escalation protocols are used to inform legislative or fiscal engagement.

The last day of the 2020 regular session is March 12, 2020. The default effective date for legislation passed this session will be June 11, 2020.

2020 Legislative Session

New bills of interest to the judiciary this session include:

2567/6522 (Courts/arrests): This bill restricts civil arrest of an individual going to, or returning from, a court facility. Except in specific circumstances, it prohibits judges, court staff, prosecutors, and prosecutors' staff from: 1) inquiring into, or collecting, immigration or citizenship information; and 2) providing non-publicly available personal information to federal Immigration and Customs Enforcement (ICE), or notifying ICE of an individual's presence at court facilities. The bill requires court security staff to collect information regarding state and federal law enforcement officers and actions at courthouses and report the information to the Administrative Office of the Courts (AOC) to publish it.

2793 (Vacating convictions/Clean Slate Act): This bill requires the AOC to send sentencing courts periodic reports of convictions that may meet statutory criteria for vacation. Sentencing courts must conduct hearings to review vacation-eligibility of convictions identified in the periodic AOC report. If the court does not vacate the conviction upon administrative review, then the court must set the conviction for a show cause hearing. The AOC and one county must pilot the administrative review process from July 1, 2021 through June 30, 2022, then implement statewide. The AOC must submit implementation plans and other reports to the Governor and Legislature.

6438/2703 (Public Records Act/courts and court offices): This bill modifies the definition of "agency" for purposes of the Public Records Act (PRA) to include a court and an office within the judicial branch. It

modifies the definition of “public record” for purposes of the PRA to include “court case files and judicial records.” NOTE: The Senate version of this bill received a public hearing but did not advance out of committee by the applicable cutoff date. The House version did not receive a public hearing. So, it appears that this bill will not advance.

6287 (Guardianship/conservatorships [UGA trailer bill]): This bill makes adjustments to the Uniform Guardianship, Conservatorship, and Other Protective Arrangements Act (UGA), which was enacted in 2019 and scheduled to take effect on January 1, 2021.

5450 (Adding superior court judges): This bill was introduced at the request of the BJA to add two superior court judge positions: one in Clark County and one in the tri-county judicial district for Ferry, Pend Oreille, and Stevens Counties.

Ongoing Activities

In addition to continuing to engage with legislators regarding pending legislation, the BJA Legislative Committee will begin preparations for legislative implementation and advancement of any BJA request legislation for the 2021 session.

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

Ms. Cat Robinson presented the update on the CLJ-CMS project. Ms. Robinson updated the Committee on the activities of the Project Steering Committee (PSC), including the contract negotiations with Tyler Technologies. Ms. Robinson stated the contract negotiations officially started on January 6th with negotiations proceeding as expected. Ms. Robinson stressed the importance of taking things slowly to ensure success later in the project. She briefly discussed various aspects pertaining to the negotiation, including the fact that they are reviewing the statement of work (SOW) to ensure consistency and clarifying terminology. Ms. Robinson alerted the Committee of the PSC’s recent decision regarding jury management. The current requirements were written in 2016 and include all possible options the courts would like to see implemented in a new system. After further consideration, it was decided that it would not be as beneficial for all users compared to some of the other options. The Court User Work Group (CUWG) recognized that Tyler’s Jury Management is expensive and probably would not give the best investment for the state, but is a Software-as-a-Service (SAAS), so could it be added on in the future if needed. With this in mind, the CUWG requested Jury Management not be included in the scope for the project at this time, and the PSC approved that decision. Instead, focus will be on the CMS, e-filing, and the Supervision/Probation solution, which provide a better return on investment. Ms. Robinson briefly discussed the outreach activities the project team has been engaging in with pilot courts Pierce District and Tacoma Municipal. The business team is also on the agenda for the District and Municipal Court Management Association’s (DMCMA) spring regional trainings and spring conference. Ms. Robinson also discussed the work AOC has been doing in order to connect the CLJ-CMS to the Enterprise Data Repository (EDR). Lastly, Ms. Robinson drew the Committee’s attention to the last slide in her presentation and discussed the next steps for the project schedule.

JIS Priority Projects Update

Mr. Kevin Ammons and Ms. Tammy Anderson presented the update on JIS Priority Projects two, three and four. Mr. Ammons started by drawing the Committee's attention to slide two of the presentation containing the projects.

JIS Priority Project #2 (ITG 62): Automate Courts DCXT Table Entries

Starting on page four of the presentation, Mr. Ammons gave the Committee background information regarding the Budgeting, Accounting and Reporting System (BARS) process and codes. These are the codes used to divide up money, report, and audit as established by legislation or the State Auditor's Office. As new BARS codes are created, each court must manually update those codes in the DCXT screen for each jurisdiction those courts cover. As detailed in the meeting materials, Mr. Ammons updated the Committee on the progress made to automate this process, and the new process each court can expect to see once the automation is in place.

Appellate Electronic Court Records

Mr. Ammons reported that the team is working to provide electronic public access to digital records. He stated the application and user interface designs have been started. Mr. Ammons briefly discussed ongoing activities as reflected in the meeting materials.

Seattle Municipal Court Case Management System to Enterprise Data Repository Data Exchange

Ms. Anderson reported that engagement between the two teams has been ongoing for close to two years, with meetings held on a quarterly basis. Ms. Anderson briefly described the ongoing support AOC has provided to Seattle Municipal Court.

Data Dissemination Committee Report (DDC)

Judge J. Robert Leach reported the DDC had one item on their agenda regarding the display of sealed juvenile cases in Odyssey and the Judicial Access Browser System (JABS). It was found that some records that should be confidential are available. This has created some issues for people crossing the border from the US to Canada. Judge Leach briefly discussed the issue and the steps AOC will be taking to mitigate this issue and correct the problem. Judge Leach stated the DDC was looking to have a report prepared by the April JISC meeting.

Board for Judicial Administration Report (BJA)

Justice Madsen reminded the Committee that the BJA minutes are contained in the JISC packet behind Tab 7.

Adjournment

After discussion with AOC, Justice Madsen discussed the possibility of a two-hour JISC meeting instead of the historical four-hour meeting. Committee members agreed and AOC will be looking into the possibility of future meetings being held via video conference when meetings are not held in person.

Next Meeting

The next meeting will be April 24th, 2020, at the AOC SeaTac Facility from 10:00 a.m. to 2:00 p.m.

Action Items

	Action Items	Owner	Status
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DRAFT

Administrative Office of the Courts
Information Services Division
Project Allocation & Expenditure Update
2019-2021 Allocation

Biennial Information as of 2/29/2020 (Fiscal Month 8)

Initiatives--JIS	TOTAL ALLOTTED	EXPENDED AND ENCUMBERED TO DATE	BALANCE
Courts of Limited Jurisdiction - Case Management System (CLJ-CMS)	\$14,486,000	\$628,007	\$13,857,993
Appellate Courts - Electronic Content Management System (AC-ECMS)	\$2,207,000	\$1,033,809	\$1,173,191
TOTAL 2019-2021	\$16,693,000	\$1,661,816	\$15,031,184

2021-2023 Budget Development, Review and Submittal Schedule

MONTH	TASK	DUE DATE
February 2020	AOC distributes budget instructions and associated materials. <u>BJA meeting.</u> Present schedule <u>JISC meeting.</u> Present schedule	February 2020 February 21, 2020 February 28, 2020
February 2020 March 2020	Budget instruction letter from Chief Justice distributed AOC staff assist with budget request development	TBD
April 2020	JISC Meeting	April 24, 2020
May 2020	BJA Meeting	May 8, 2020
June 2020	<u>Branch budget requests are due to AOC</u>	June 5, 2020
June 2020	BFC vets state general fund budget proposals that flow through AOC and presents to BJA	June 2020 (wk of June 8)
June 2020	<u>BJA meeting.</u> BFC presents state general fund budget requests that flow through AOC to BJA	June 19, 2020
June 2020	JISC meeting	June 26, 2020
July/Aug 2020	<u>Branch stakeholders present proposals to CFC</u>	TBD
July/Aug 2020	BFC recommends priorities to BJA	July/Aug 2020 (7/13-7/17 or 7/20-7/24)
September 2020	BJA makes priority recommendation to CFC	September, 18 2020
September 2020	CFC makes priority recommendation to SCBC.	September 21-25
September 2020	SCBC Reviews CFC recommendations.	Sept. 28-Oct 2
October 2020	<u>Admin. En Banc.</u> Priority recommendations presented to Supreme Court; Supreme Court approves final budget	October 7, 2020
October 2020	Branch budget transmitted	October 2020
January 2021	Legislature convenes	January 11, 2021

BJA Meeting Schedule	JISC Meeting Schedule	Revenue Forecast Schedule
February 21, 2020	February 28, 2020	February 19, 2020
March 20, 2020	April 24, 2020	N/A
May 8, 2020	N/A	N/A
June 19, 2020	June 26, 2020	June 17, 2020
September 18, 2020	August 28, 2020	September 23, 2020
October 16, 2020	October 23, 2020	N/A
November 20, 2020	December 4, 2020	November 18, 2020

Abbreviations:

- AOC-Administrative Office of the Courts
- BJA-Board for Judicial Administration
- JISC-Judicial Information Systems Committee
- BFC-Budget and Funding Committee (standing committee of BJA)
- SCBC-Supreme Court Budget Committee
- CFC-Court Funding Committee comprised of SCBC, BFC and 3 judicial members of JISC

Judicial Information System Committee Meeting

April 24, 2020

DECISION POINT – JIS External Equipment Replacement Funding

MOTION:

- I move that the External Equipment Replacement decision package request, prioritized last by the JISC for the 19-21 biennium, be reduced by \$856,000 to accommodate the shortfall of funding received from the Legislature.
- I move that the remaining funds be distributed based on court size of smallest to largest.

I. BACKGROUND

As each court was implemented with the Judicial Information System (SCOMIS, DISCIS, JUVIS), the JIS fund provided some end user equipment to enable users to access the system. With the implementation of the IP network, and the need to replace “dumb” terminals, in 1996, AOC began supplying personal computers to courts and clerks’ offices. The amount of equipment AOC supplied depended on available funds.

JIS General Policy 1.1 provides that, *subject to legislative funding*, the JIS fund will provide personal computers and printers at up to 75% of FTEs for courts and county clerks. JIS General Policy 1.2 provides for replacement of existing AOC-supplied equipment or reimbursement for court-supplied equipment every five years. Pursuant to JIS Policy 1.1.4, equipment is provided to users to enable judicial officers, clerks, court administrators, and their staff to access and update the JIS, do legal research, or for other court business purposes.

II. DISCUSSION

In April 2018, the JISC prioritized the Information Technology Decision Package Requests in priority order for the 19-21 biennium (see table below). Equipment replacement for courts was the last priority. The IT Decision Packages submitted to the Legislature totaled **\$29,390,000**.

The priority order for Information Technology budget requests for the 19-21 biennium, passed by the JISC in April 2018:

Title	PRIORITY	Amount Requested
CLJ-CMS	1	\$14,486,000
SC-CMS Ongoing Operations	2	\$1,440,000

Odyssey Continuing Operations Support	3	\$676,000
Odyssey Business & Training Support	4	\$2,017,000
Odyssey Maintenance	5	\$2,030,000
EDR Operations & Maintenance	6	\$1,881,000
AC-ECMS	7	\$2,207,000
EDR Future Integrations	8	\$500,000
Internal Equipment Replacement	9	\$1,913,000
SC-CMS \$800k Placeholder	10	\$574,000
External Equipment Replacement	11	\$1,645,000

In April 2019, the Legislature provided \$28,534,000 in non-specified JIS funding, and left it to the JISC to prioritize how the funds would be used. The funding provided was approximately \$856,000 short of what was requested. Due to the shortfall in funding from the Legislature, there are insufficient monies to fully fund the priorities noted above.

AOC is recommending that the remaining external equipment replacement funding be prioritized for smaller courts because smaller jurisdictions, in general, have less ability to cover unforeseen costs.

III. OUTCOME IF NOT PASSED –

If the JISC does not reduce the amount of funding for external equipment replacement and prioritize which courts will receive equipment, AOC will make the determination.



King County

April 23, 2020

Justice Barbara Madsen
Washington State Supreme Court
Temple of Justice, P.O. Box 40929
Olympia, WA 98504-0929

Dawn Marie Rubio
Administrative Office of the Courts
1112 Quince Street SE
Olympia, WA 98501-1170

Dear Justice Madsen and Ms. Rubio,

We write regarding the JIS proposal to distribute the reduced equipment replacement funding per size of county.

We agree that counties and cities – courts of all sizes – have counted on JIS equipment replacement funding for years - since probably the 1980's. Small courts as well as big courts depend on that equipment funding and would struggle to make up the hole of missing it with local funds.

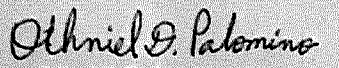
We are frustrated by the small amount of information provided to support the decision point proposal in the JIS meeting materials, and the lateness of receiving this information. We write with questions about how this proposal came to be. We would like to know:

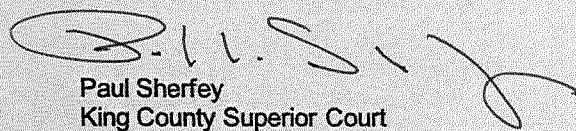
1. Were other options considered for how to distribute the funding reduction? If so, what were they?
2. Were the funded projects reviewed for any funding that might not get spent, for possible funding of equipment replacement project? Please provide an accounting of those projects.
3. What courts do you project would be impacted by the proposal? How far would the funding go?
4. Why wasn't additional ERR funding requested in this year's budget?
5. Why weren't other options for the ERR distribution given to the JIS committee?


Justice Madsen and Ms. Rubio Letter
April 23, 2020
p. 2

We request to get these answers before the JIS committee has this decision before them.
Please contact any of us should you have questions.

Sincerely,


Othniel Palomino
King County District Court


Paul Sherfey
King County Superior Court


Barbara Miner
King County Superior Court Clerk

Cc: Judge Susan Mahoney, Presiding Judge, King County District Court
Judge Jim Rogers, Presiding Judge, King County Superior Court

From: Fitzgerald, Timothy W. [mailto:TFITZGERALD@spokanecounty.org]

Sent: Thursday, April 23, 2020 4:50 PM

To: B.Madsen@courts.wa.gov; Rubio, Dawn Marie <DawnMarie.Rubio@courts.wa.gov>

Cc: Keown, Julie <Julie.Keown@courts.wa.gov>; Tristen Worthen <tworthen@co.douglas.wa.us>;
Barbara Miner <Barbara.Miner@kingcounty.gov>

Subject: JIS Meeting Equipment Replacement Decision

Dear Justice Madsen and Dawn Marie,

Greetings from Spokane. I apologize for the late correspondence concerning tomorrow's JIS meeting. However, it has come to the Clerk's Association attention that a motion will be made to reduce the External Equipment Replacement package by \$856,000 dollars at tomorrow's meeting. The Clerks' fully understand that budget issues are challenging and that priorities must be made.

My request of the JISC is can we delay this motion until the next meeting to allow the Clerks an opportunity to work with AOC on identifying the impacts associated with the loss of the replacement costs. Electronic documentation is a core function of the Clerks supporting the Courts in our daily responsibilities. We have a good working relationship with AOC and if the JISC will give us both an opportunity to review the impacts of this funding challenge before deciding on this proposed motion, I believe it will significantly benefit all who count on the replacement program. Thank you for your consideration of our request.

Respectfully, Tim

Timothy W. Fitzgerald

Spokane County Clerk

(509) 477-3901

TFitzgerald@spokanecounty.org

President WSACC



WASHINGTON COURTS

April 24, 2020

TO: Judicial Information System Committee (JISC) Members
FROM: Dory Nicpon, AOC Associate Director, Judicial and Legislative Relations
RE: Legislative Update

The 2020 legislative session was a fast-paced 60 days. In addition to continuing debate on bills introduced but not passed in 2019, legislators considered 1,462 new bills. The legislature adjourned *sine die* on March 12, 2020, which means the default effective date of bills passed in 2020 is June 11, 2020.

Even before session ended, staff of the Administrative Office of the Courts (AOC) began preparations for legislative implementation. This year, it proved exceedingly important to monitor the governor's action on bills that passed the legislature before beginning implementation of bills. In the days and weeks immediately following session, the public health and related economic considerations facing the state influenced the governor's decisions with respect to several bills. Of the 380 bills that the legislature passed this session, the governor vetoed 24 in their entirety and 14 partially. The veto message accompanying 23 of the 24 complete vetoes stated:

Circumstances have changed dramatically since the 2020 supplemental operating budget was approved by the Legislature last month. The COVID-19 pandemic is having catastrophic effects on the health and welfare of Washingtonians. It will also have a major impact on the economic health of our state. I have conferred with leaders in the House of Representatives and Senate, and we agree that we must prepare for the effects of the lost revenue that will result from this pandemic.

For these reasons I have vetoed [the bill] in its entirety.

The governor has also indicated that COVID-19 and economic considerations may necessitate a special session of the legislature before January 2021.

2020 Regular Legislative Session

New bills of interest to the judiciary this session included:

[2567](#) (Courts/arrests): This bill (Chapter 37, Laws of 2020) restricts civil arrest of an individual going to, or returning from, a court facility. Except in specific circumstances, it prohibits judges,

court staff, prosecutors, and prosecutors' staff from: 1) inquiring into, or collecting, immigration or citizenship information; and 2) providing non-publicly available personal information to federal Immigration and Customs Enforcement (ICE), or notifying ICE of an individual's presence at court facilities. The bill requires the government entity responsible for security at a court facility to collect information regarding state and federal law enforcement officers and actions at courthouses, and report the information to the AOC to publish it.

[2793](#) (Vacating convictions/formerly the Clean Slate Act): ***The governor vetoed this act. The veto message included the statement quoted above.*** The version of the bill that passed the legislature would have required the AOC to develop a court-driven process for the vacation of certain criminal convictions and pilot the process in a single county from July 1, 2021 through June 30, 2022. The AOC would have been required to submit implementation plans and other reports to the governor and legislature.

[6287](#) (Guardianship, etc.): This bill (Chapter 312, Laws of 2020) makes adjustments to the Uniform Guardianship, Conservatorship, and Other Protective Arrangements Act (UGA), which was enacted in 2019 and was scheduled to take effect on January 1, 2021. Among the changes to the UGA are staggered implementation dates for major revisions to guardianship laws. The modified effective dates largely mean that sections related to minors go into effect on January 1, 2021, while sections related to adults go into effect on January 1, 2022.

[5450](#) (Adding superior court judges): This bill (Chapter 53, Laws of 2020) was introduced at the request of the BJA to add two superior court judge positions: one in Clark County and one in the tri-county judicial district for Ferry, Pend Oreille, and Stevens Counties.

Ongoing Activities

The Board for Judicial Administration (BJA) Legislative Committee has solicited proposals from within the judicial community for any BJA-request legislation for the 2021 session. Instructions are available at the first link on this [page](#). Proposals and supporting documentation should be submitted by June 15, 2020.

Judicial Information System Committee Meeting

April 24, 2020

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

MOTION:

I move to approve the 2019 Access to Justice Technology Principles Report to the 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. It also ordered the Administrative Office of the Courts (AOC), in conjunction with the Access to Justice Board and the Judicial Information System Committee (JISC) to report annually to the Supreme Court on the use of the principles in the court system and by all other persons, agencies, and bodies under the authority of the Supreme Court. In 2013 the JISC recommended this report be submitted biennially and the Supreme Court accepted the recommendation.

The purpose of the report is to document the efforts of the Administrative Office of the Courts and the Access to Justice Board to implement and use technologies within Washington State's justice system in a manner that furthers the goals of the ATJ Technology Principles. ATJ Board members, ATJ Technology Committee members, ATJ staff, and AOC staff contributed to the report.

II. DISCUSSION

AOC prepared the 2019 ATJ Technology Principles report in collaboration with the Access to Justice Board Technology Committee. On March 13, the ATJ Board approved the report. The report requires JISC approval before it is submitted to the Supreme Court.

III. OUTCOME IF NOT PASSED

AOC and the ATJ Board will not be able to meet the reporting obligation to the Supreme Court on the use of the ATJ Technology Principles.



Administrative Office of the Courts

2017-2019 Access to Justice Technology Principles Report to the Supreme Court

December 4, 2019

AOC Mission:

“To advance the efficient and effective operation of the Washington judicial system.”

ATJ Board Mission:

“Recognizing that access to the civil justice system is a fundamental right, the Access to Justice Board works to achieve equal access for those facing economic and other significant barriers.”

**Administrative Office of the Courts
State of Washington
1206 Quince St. SE
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Olympia, WA 98504-1170**

Table of Contents

Table of Contents..... 2

Introduction 3

Purpose 4

AOC Initiatives Supporting the ATJ Principles..... 4

 1. Legal Advice vs. Legal Information 4

 2. Inmate eFiling..... 5

 3. Online Document Assembly Capability, Part of Phase 1 of the Pro Se Plan 5

 4. Information Networking Hub and Enterprise Data Repository 5

 5. Superior Court Case Management System (SC-CMS) 6

 6. Appellate Courts Enterprise Content Management System (AC-ECMS)..... 6

 7. Courts of Limited Jurisdiction Case Management System (CLJ-CMS)..... 7

ATJ Board Efforts Underway in Washington State 7

 8. 1. ATJ Technology Principles 8

 9. 2. Support for Net Neutrality 8

 10. 3. Liaisons to Judicial Information Systems Committee and Court–User Work Groups 9

 11. 4. Technology-Assisted Forms 9

 12. 5. Proposed Changes to GR 24..... 9

Conclusion 10

Introduction

Washington State Administrative Office of the Courts (AOC) and the Washington State Access to Justice Board (ATJ) Technology Committee are pleased to present the Biennial Access to Justice Technology Principles Report for the period July 2015 to June 2017.

The Washington judicial system believes in and is committed to its duty to protect individual rights, be accountable to the Constitution, defend against political interference, and to serve the public through equal, fair, and impartial access to justice. The AOC provides services that support justice and, more broadly, maintain an effective court system in Washington.

Since the Supreme Court established ATJ in 1994, the ATJ has recognized that access to the civil justice system is a fundamental right and the ATJ Board works to achieve equal access for those facing economic and other significant barriers. In 2004, the Washington State Supreme Court adopted the ATJ Technology Principles that guide the use of technologies in the Washington State justice system which must protect and advance the fundamental right of equal access to and delivery of justice for all.

There are six principles, summarized as follows:

1. **Requirement of Access to Justice:** Use of technology must promote, and not reduce, equal access.
2. **Technology and Just Results:** The justice system must use technology to achieve the objective of a just result achieved through a just process and reject, minimize, or modify any use that impairs achieving it.
3. **Openness and Privacy:** Technology in the justice system should be designed and used to meet the dual responsibilities of being open to the public and protecting personal privacy.
4. **Assuring a Neutral Forum:** The justice system must ensure the existence of neutral, accessible, and transparent forums which are compatible with new technologies, and discourage and reduce the demand for the use of those which are not.
5. **Maximizing Public Awareness and Use:** The justice system should promote public knowledge and understanding of the tools afforded by technology to access justice.
6. **Best Practices:** Those governed by the ATJ Technology Principles must use 'best practices' to guide their use of technology so as to protect and enhance equal access to justice and fairness, including evaluation of the use of technology in doing so.

The full text of the Principles and their associated Comments may be found at www.courts.wa.gov and www.atjweb.org.

In addition, in its amended order adopting the ATJ Technology Principles, the Supreme Court also required the AOC and ATJ Board to report biennially on progress and activities related to

the Access to Justice Technology Principles. This report has been prepared in compliance with that order.

Purpose

The purpose of this report is to document the progress and efforts of the Administrative Office of the Courts and the Access to Justice Board to implement and use technologies within Washington State's justice system in a manner that furthers the goals of the ATJ Technology Principles. It provides information on the progress made towards incorporating the ATJ Technology Principles in information technology projects and practices, special initiatives, and technology governance processes.

ATJ Technology Committee members, ATJ staff, and AOC staff contributed to this report. Both Judicial Information Systems Committee (JISC) and the ATJ Board have reviewed this report before presenting it to the Washington State Supreme Court.

This report is presented in the following sections:

- AOC Initiatives supporting the ATJ Board Mission and ATJ Technology Principles
- ATJ Board and Committee Efforts Underway in Washington State
- Conclusion

AOC Initiatives Supporting the ATJ Principles

AOC, through efforts of its Court Services, Management Services, Administrative Services, and Information Services Divisions, has executed several projects and initiatives that support and further the ATJ Technology Principles. This section describes efforts that have been completed in the last biennium or were started last biennium and are currently underway at AOC.

1. Legal Advice vs. Legal Information

AOC staff, working with the Court Management Council, developed an interactive online tutorial to help court personnel understand the difference between giving legal advice and giving legal information. The Court Management Council consists of the State Court Administrator and leadership from the appellate court clerks, Washington State Association of Council Clerks, Association of Washington Superior Court Administrators, Washington Association of Juvenile Court Administrators, and the District and Municipal Court Management Association.

The tutorial is intended to explain ways court system personnel can and should assist the public. Court system personnel are sometimes wary of answering questions for fear they may be providing legal advice. The tutorial, paired with a model curriculum and materials also developed by the Court Management Council, should make court personnel better informed and more comfortable providing important information.

2. Inmate eFiling

In collaboration with the Department of Corrections (DOC) and the appellate courts, AOC successfully implemented a pilot program in the Washington State Penitentiary at Walla Walla that allows incarcerated persons to electronically file documents with the Supreme Court and Division III of the Court of Appeals. This program provides more timely access to the courts by inmates, reduces secure mail handling by staff at the institution, and is more efficient for the appellate courts.

There were 199 successful filings with the Supreme Court and 122 with Division III during 2019 alone. The AOC and the appellate courts are working with DOC to expand the program to other institutions and to the other divisions of the Court of Appeals in 2020.

3. Online Document Assembly Capability, Part of Phase 1 of the Pro Se Plan

As part of the Pro Se Plan, AOC is an active partner with the Access to Justice Board, Northwest Justice Project, and the Office of Civil Legal Aid in the Technology Assisted Forms (TAF) Advisory Committee which is developing an online document assembly system for the users. The goal of the online document assembly system is:

Along with plain language content and format, it is preferable that the online forms eventually be “interactive,” which means that the user is “interviewed” and in fact coached in plain understandable language on necessary information in a logical format that assembles the document along the way. This interactive form technology walks the user through the process by using a graphical interface to assist in understanding and using legal terms. Users are able to preserve their information which will automatically populate the next form if the same information is called for. This interactive format could significantly benefit self-represented litigants through understandability, ease of usage, consistency of content, and time savings.

The online document assembly system aligns with the ATJ Technology Principles, in particular, Requirement of Access to Justice, in that online forms will be accessible from home, libraries, kiosks, community centers, and many other convenient places with internet access. An online program will help people complete forms and advance access as well as participation by making it easier for individuals to provide necessary information to the courts, and enable quicker, more efficient, and more affordable court services.

4. Information Networking Hub and Enterprise Data Repository

Since 2011, the AOC has undertaken an information exchange initiative called the Information Networking Hub (INH). In June 2015, the legislature approved funds for the Expedited Data Exchange (EDE) program for implementation of the next phase of the INH project. The EDE Program implements the Enterprise Data Repository (EDR) based on the statewide data sharing specified in the JIS Standard for Alternative Electronic Court Record Systems. It also authorized AOC to work with two pilot courts, King County District Court (KCDC) and the King

County Clerk's Office (KCCO), to send data from independent case management systems to the EDR.

In July 2019, KCCO became the first independent case management system to send court data to the EDR. AOC processes their data to establish links between matching person records from KCCO and the JIS case management systems. AOC systems such as the Judicial Access Browser System (JABS) now retrieve and display data from the EDR. This enables AOC to present a complete, statewide record even when courts use different case management systems. AOC also uses data from the EDR to report statewide court data to other agencies, such as the Washington State Patrol.

KCDC continues to work to integrate with the EDR and plan to implement their new case management system and integration to the EDR in late 2019.

The INH EDR project serves the following Access to Justice Principles:

- Principle 1: Requirement of Access to Justice, and
- Principle 2: Technology and Just Results.

5. Superior Court Case Management System (SC-CMS)

AOC completed implementing a new case management system, Odyssey, for 37 of the 39 Superior Courts and the County Clerks' offices.

The goal of the project was:

- To replace the current system supporting the superior courts (SCOMIS) and provide new functions and capabilities that are needed by the Superior Courts and County Clerks' offices.

The SC-CMS project implemented the Odyssey case management system in 37 counties by November of 2018. Included with the implementation is the Odyssey Portal and a method for sharing and viewing documents on a case. AOC also implemented a "link-only" option for documents for some courts that needed to use their own document management systems.

In addition to the project team, AOC teams supporting the Court Business Office (CBO) and Enterprise Architecture Team continuously reviewed the future state business processes for Superior Courts as well as the technology to ensure that it conforms to the ATJ Technology Principles. The ATJ Board had a representative on the SC-CMS Court Users Work Group (CUWG).

The SC-CMS project incorporates all six ATJ Principles.

6. Appellate Courts Enterprise Content Management System (AC-ECMS)

AOC has implemented a new content management system for Appellate Courts and moved to enhance the system in the period 2017-2019.

The goal of this project is to centralize document and business workflow management into a common enterprise content management system for all appellate courts to use. AC-ECMS also provides an improved electronic filing system.

The AC-ECMS system has been deployed to the Supreme Court and all 3 Court of Appeals Divisions.

For the 2019 – 2021 Biennium, the focus is on providing appropriate access to electronic Appellate Court documents for case participants, justice partners, and the public; automating the remaining business processes; and furthering data integration between the content management system and case management system.

The AC-ECMS project incorporates all six ATJ Principles.

7. Courts of Limited Jurisdiction Case Management System (CLJ-CMS)

AOC is working on implementing a new case management system for Courts of Limited Jurisdiction (CLJ).

The goal of the project is:

To replace the current system supporting the district and municipal courts (DISCIS or JIS) and provide new functions and capabilities that are needed by the CLJs.

The CLJ-CMS project began in January of 2016 and has been conducting work for procurement of a Commercial Off-the-Shelf case management system. AOC did not enter into a contract with the previously announced Apparent Successful Vendor (ASV); instead the project team partnered with Gartner to complete a full synopsis of the available options while the project steering committee established some guiding principles to be used by the team. Since the receipt of the Gartner study, the project has decided to continue along the path of using a Commercial-Off-The-Shelf product and has initiated conversations with a vendor. The project expects to contract with the vendor partner in early 2020 and to start work shortly thereafter.

The CLJ-CMS project team, AOC teams supporting the Court Business Office (CBO), and Enterprise Architecture Team continuously review the future state for CLJ Courts' business processes as well as the technology to ensure that they meet and support the ATJ Technology Principles. In addition, the ATJ Board has a representative on the CLJ-CMS Court Users Work Group (CUWG).

The CLJ-CMS project will incorporate all six ATJ Principles.

ATJ Board Efforts Underway in Washington State

The ATJ Board, primarily through its Technology Committee, has also been working to finalize and advance the ATJ Technology Principles. Some of the more significant activities and accomplishments are summarized here.

The mission of the Access to Justice Board Technology Committee is to increase and improve access to the justice system by promoting efficient and effective inter-agency technology needs assessment, planning, collaboration and evaluation. The Committee oversees the implementation of the Access to Justice Technology Principles, adopted by order of the Washington State Supreme Court. During the reporting period the Technology Committee has had two central priorities: (1) finalizing the update of the ATJ Technology Principles and (2) collaborating with the Practice of Law Board about proposed rules for online providers of legal information and services.

8. ATJ Technology Principles

Our update of the Technology Principles began in September 2016 with the Justice & Technology Symposium held at the University of Washington. Following the speakers, we invited participants to separate into groups to discuss each principle and how it might be updated. We compiled the information for future meetings. In addition to updating the principles consistent with developments in technology, we strove to use plain language to make the principles more accessible. The workgroup recognized the increasingly rapid change in technology capability and capacity and did our best to make sure the principles will continue to have relevance as technology changes. We held a number of small group events to work on revising the principles in real time. In addition, we asked Diverse Voices of the University of Washington to gather feedback. Diverse Voices gathered feedback from groups outside the Alliance who may be impacted by the results of implementation. Those groups included formerly incarcerated, geographically diverse participants, active court players, and immigrants. We incorporated the feedback from those groups.

The revised principles were first forwarded to the Supreme Court in August 2018. Based on comments from AOC and others, the ATJ Board rescinded its request that the principles be adopted as rules. In addition, the Technology Committee proceeded to seek additional feedback from affected stakeholders. We engaged in conversation with AOC and the Judicial Information Systems Committee to address their concerns. We hosted a webinar on January 25, 2019, to allow any interested parties to call in, ask questions, and make comments. The final product was presented to the Supreme Court for adoption as principles on July 30, 2019.

9. Support for Net Neutrality

Shortly into the current federal administration's tenure, there was a proposal from the FCC to abandon the requirement of net neutrality. This became an access to justice concern because it could potentially limit access to information and services. The Technology Committee submitted a comment to the FCC encouraging them to maintain net neutrality as an access to justice issue. The Committee also collected comments and stories from the Alliance to share with our representatives in Congress of the need to maintain net neutrality and encourage the FCC to retract the proposal. The FCC's net neutrality repeal was ultimately upheld. While our

efforts did not result in our desired outcomes, this endeavor further reiterated the need for a comprehensive and deliberate focus on advocating for innovative technology solutions to access to justice.

10. Liaisons to Judicial Information Systems Committee and Court–User Work Groups

The ATJ Board and the Technology Committee members continue to serve as liaisons to the SC-CMS CUWG, CLJ-CMS CUWG, JISC, and the Data Dissemination Committee. The Technology Committee has commented on the need to sign up through a separate system to access records for each court, including having a separate log in. This requirement impacts legal service organizations that provide representation to low income people. It also limits access for unrepresented parties to their own court records. We also expressed concern to the court clerks about the cost of access to court electronic court records. These issues are not easily resolved and conversations are continuing.

11. Technology-Assisted Forms

The Technology Assisted Forms Committee reviewed proposals from vendors and selected Pro Bono Net to implement the plain language family law forms into a guide-and-file platform. Funds for the project were obtained from the state legislature through the Office of Civil Legal Aid and the Legal Services Corporation. Implementation of the project has been under the leadership of Laurie Garber of the Northwest Justice Project. Prototypes for the most commonly used forms have been developed and are being tested.

12. Proposed Changes to GR 24

The proposed changes to the rule as to what constitutes the practice of law and what safeguards should be in place for online providers generated much discussion. In order to inform the discussion by the Practice of Law Board, the Technology Committee convened a stakeholder meeting on May 29, 2019, in Seattle, where local and national figures interested in access to justice and online solutions could provide input. Microsoft co-sponsored the meeting and provided lunch for all attendees. As a result of those discussions, the Practice of Law Board rescinded its rule proposal recognizing that the proposal failed to consider serious implications to those attempting to assist low and moderate-income people seeking legal information and advice.

Conclusion

The 2017-2019 biennium has been a particularly active time for the ATJ Board, ATJ Technology Committee, and AOC in advancing the ATJ Technology Principles. AOC and the ATJ Board continue to make significant progress in driving the implementation and usage of the technology principles through a variety of projects, programs and many new initiatives that continue to support access to and delivery of justice for all.

Courts of Limited Jurisdiction Case Management System (CLJ-CMS)

Project Update

Cat Robinson, PMP
CLJ-CMS Project Manager

April 24, 2020

Recent Project Activity

- Contract negotiations update
- Project Steering Committee made decisions about e-filing
- Project Steering Committee updated their Charter

Project Steering Committee Decisions

- E-File Charging Model
 - The base service charge will be \$5.00 per envelope (group of documents filed at one time) for Tyler Technologies training, customer support, and maintenance of Odyssey File and Serve.
 - There will be fee waivers for protection order cases for which there is no filing fee, persons who are indigent, qualified legal services providers, and government filers.

Project Steering Committee Decisions

- Optional or Mandatory e-Filing and Transition period
 - Local courts adopting the CLJ-CMS statewide e-Filing solution will initially have optional e-Filing
 - CLJ-CMS courts will move to mandatory e-Filing for attorneys
 - Within 90 days of implementation for the pilot courts
 - Within 30 days after implementation for the remaining courts

Outreach

- Pilot Courts
 - Reached out telephonically to see what support we could offer
 - Made a recommendation that the courts consider a data clean up exercise as able
- DMCMA
 - Spring Regionals (CANCELED)
 - Spring Conference (CANCELED)
- Outreach
 - OCM team working on a communication on project status

Next Steps

Milestone	Date
Formal contract negotiations (IN PROGRESS)	January 6, 2020
JISC contract approval	Est. 2Q, 2020
Initiate vendor engagement	Est. Start 2Q, 2020
Develop consolidated project schedule with vendor	Est. Start 2Q 2020
Full gap analysis with vendor	Est. Start 2Q, 2020
E-File Deployment (9-12 months total) Pilot District/Municipal	Est. Start 2Q, 2020
CMS Pilot Phase (Pierce, Tacoma, Gig Harbor, Fircrest/Ruston) Pilot Court Deployment (20 months)	Est. Start 2Q, 2020
CMS Statewide Rollout	Following Pilot Courts

Decision Point

- Motion to approve the updated Project Steering Committee Charter

CLJ-CMS Project Steering Committee Meeting

April 14, 2020

DECISION POINTS – Statewide CLJ Electronic Filing Decisions

I. E-Filing Charging Model

MOTION:

- I move that the base service charge for CLJ-CMS e-filing be \$5.00 per envelope, as proposed by Tyler Technologies, with waivers for protection order cases for which there is no filing fee, persons who are indigent, qualified legal services providers, and government filers.

Analysis

The CLJ-CMS Project Steering Committee (PSC) determined that electronic filing (e-filing) was necessary to improve efficiency and access to information. The PSC approved Odyssey File and Serve (OFS) as the e-filing solution for the CLJ-CMS project.

OFS is a service that is hosted by Tyler Technologies. Tyler will be responsible for implementation, training court personnel and the legal community, 24x7 Help Center support for courts and the public, and ongoing system maintenance.

Tyler charges a fee for their services, but exemptions are available for protection order cases and those involving indigent parties, qualified legal services providers, or government filers such as prosecutors and public defenders.

GR 34 allows persons who are indigent or their qualified legal services provider (QLSP) to seek a waiver of filing fees or surcharges. Filing fees are not charged for DV Protection Orders ([RCW 26.50.040](#)), Sexual Assault Protection Orders ([RCW 7.90.055](#)), and Stalking Protection Orders ([RCW 7.92.080](#)).

In addition, it has been the practice to exempt other governmental agencies, such as prosecutors and public defenders, from paying fees to access the courts' statewide electronic resources. RCW 2.68.010 provides that "no fee may be charged to county or city governmental agencies within the state of Washington using the judicial information system for the business of the courts."

Jurisdictions around the country have used different methods to fund e-filing implementation and maintenance, such as increased filing fees, transaction-based service charges, or government appropriations. For the CLJ-CMS project, Tyler proposes a transaction-based service charge based on \$5 per “envelope”. An envelope is a document or bundle of documents filed in a transaction.

There is no governmental appropriation for the e-filing services. The CLJ-CMS project plan and budget do not include the resources and time that would be necessary to develop a modern and secure e-filing system, implement the system in courts statewide, train hundreds of court personnel and the legal community, provide 24x7 customer service for courts and the general public, and maintain the software and infrastructure for such a system.

Most courts that have e-filing systems charge processing fees for matters that involve payment of filing fees and some require account set-up charges for participants to access documents. In other cases, the cost of providing e-filing services is absorbed by the city or county.

II. Optional or Mandatory E-Filing and Transition Period

MOTION:

- I move that local courts adopting the CLJ-CMS statewide e-filing solution initially allow optional e-filing, and move to mandatory e-filing by attorneys within 90 days of implementation for the pilot courts and 30 days after implementation for the remaining courts implementation.

Analysis

As Odyssey File and Serve is implemented in a court, the court staff’s daily duties will increasingly change from a paper process to an electronic process. Due to this, Tyler recommends that courts transition to an e-File model quickly after the implementation to reduce the reliance on the paper process and to minimize the disruption from court personnel working with both paper and electronic documents. This has the potential to reduce the workload of the court staff, increase productivity, and increase the availability of electronic records for judicial decision-making and access to the public.

GR 30 allows courts to offer optional e-filing and/or e-service for both attorneys and non-attorneys. Courts can mandate e-filing and/or e-service *only* for attorneys, and only if they adopt a local rule requiring mandatory e-filing and/or e-service.

Statewide implementation of File and Serve could be handled in multiple ways:

1. File and Serve could be implemented statewide as an optional service for all filers.

This option allows maximum flexibility for filers, but has disadvantages:

- Court staff would have to continue to process paper documents, which is more labor intensive.
- Court staff would have to scan more paper documents when they implement Odyssey.
- Fewer documents would be available for viewing statewide.
- Court staff would be operating in two different environments using two different processes which can be confusing for staff and would not be efficient for the office.
- If fewer users file electronically, revenue may not be sufficient to cover costs of the service and support. There is no state funding to make up the difference.

2. All courts that use File and Serve could be required to adopt a local court rule mandating that attorneys file and serve documents electronically. King County, Pierce County, and the City of Spokane have all adopted local court rules mandating e-filing for attorneys.

Some courts may not agree to mandatory e-filing for attorneys or want to adopt local rules. That could result in a patchwork implementation of CLJ e-filing around the state, resulting in less adoption of e-filing statewide. This would have some of the same negative consequences listed above: court staff would have to scan more paper documents later when they implement Odyssey, and fewer electronic documents would be available for viewing by judicial officers and the public statewide. GR 7 requires courts to file all proposed local rules with the Supreme Court by July 1 of any year in order to be effective by September 1 of that year. So if the CLJ-CMS project implemented statewide *mandatory* e-filing for attorneys by approximately September 1, 2021, all local courts would have to file their

proposed e-filing rules no later than July 1, 2021. That allows courts more than a year to adopt local rules. In addition, GR 7(e) allows courts to file emergency rules that remain in effect for 90 days, and can be readopted for subsequent 90-day periods. Emergency rules would not be ideal, but are permitted by GR 7.

3. GR 30 could be amended to mandate e-filing and/or e-service for attorneys for CLJs statewide.

While this option would make it easier for the project to implement mandatory e-filing for CLJs statewide, there could be significant opposition among various stakeholder groups to changing GR 30 unilaterally for all courts of limited jurisdiction.

4. Individual courts could choose to adopt either permanent voluntary e-filing for attorneys, or mandatory e-filing for attorneys after a couple of months.

This option would allow maximum flexibility for individual courts, but would add a burden for AOC, because each court's option would have to be separately configured at the time of implementation of e-filing.

Judicial Information System Committee Meeting, April 24, 2020

DECISION POINT – Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Updated Project Steering Committee Charter

MOTION:

- I move that the JISC approve the updated Courts of Limited Jurisdiction Project Steering Committee Charter as recommended by the Project Steering Committee.

I. BACKGROUND

On July 8, 2011, the District and Municipal Court Management Association (DMCMA) submitted a request for a new CLJ case management system (CMS), ITG Request 102. The DMCMA President also sent a letter to the JISC Chair requesting that the JISC allocate resources for a new case management system.

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 Judicial Information System Committee (JISC) authorized the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project and approved the Project Steering Committee Charter. The project objective is to modernize current court and probation office business practices by replacing the existing system commonly known as DISCIS with a commercial off-the-shelf (COTS) product.

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. I

II. DISCUSSION

The Project Steering Committee Charter was last approved by the JISC in 2014, at the beginning of the project. The Steering Committee Charter establishes project oversight expectations, committee membership, roles and responsibilities, and decision process.

III. OUTCOME IF NOT PASSED –

If the JISC does not approve the updated CLJ-CMS charters, the project will not have the appropriate guidance for governance of the next phases of the project.



WASHINGTON
COURTS

Administrative Office of the Courts

Project Steering Committee Charter for the Courts of Limited Jurisdiction Case Management System (CLJ-CMS)

ITG-102

Authored By: Catherine Robinson
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Date: **April 16, 2020**

Document History

Author	Version	Date	Comments
Cat Robinson	0.01	3/5/2020	Initial Draft
Cat Robinson	1.0	4/16/2020	FINAL Version – as approved by the Project Steering Committee

Table of Contents

Document History	2
Table of Contents.....	3
Authorizing Signatures	4
Authority	5
Introduction	5
Mission	5
Scope	5
Governing Principles.....	6
Project Steering Committee Success Criteria	6
Project Steering Committee Membership	6
Roles and Responsibilities	7
Decision Process.....	8
Meetings	8

Authorizing Signatures

The Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project Steering Committee (PSC) Charter represents an agreement among the District and Municipal court representatives and the Administrative Office of the Courts as authorized by the Judicial Information System Committee (JISC). Signatures indicate that they have reviewed the CLJ-CMS PSC Charter and that the signer concurs with the content.

Date: 2020
Justice Barbara A. Madsen
Chair
Judicial Information System Committee (JISC)
Justice
Washington State Supreme Court

Date: 2020
Dawn Marie Rubio
Washington State Court Administrator
Administrative Office of the Courts

Date: 2020
Vonnie Diseth
Director and CIO
Information Services Division
Administrative Office of the Courts

Date: 2020
Dirk Marler
Director
Court Services Division
Administrative Office of the Courts

Date: 2020
Honorable Samuel G. Meyer
President
District and Municipal Court Judges Association (DMCJA)
Judge
Olympia Municipal Court

Date: 2020
Dawn M. Williams
President
District and Municipal Court Management Association
(DMCMA)
Administrator
Kitsap Municipal Courts: Bremerton

Date: 2020
Toni Farris
President
Misdemeanor Probation Association (MPA)
Probation Officer
Skamania District Court

Authority

The Judicial Information System Committee Rules ([JISCR](#)) and [RCW Chapter 2.68](#) provide that the Administrative Office of the Courts is responsible for designing and implementing the statewide Judicial Information System under the direction of the Judicial Information System Committee.

Introduction

The Judicial Information System Committee (JISC) approved the establishment of a governing body for the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project in April 2014, called the CLJ-CMS Project Steering Committee.

The CLJ-CMS Project Steering Committee consists of representatives of the courts of limited jurisdiction who have expressed an intent to use the statewide case management solution provided for the AOC for the courts of limited jurisdiction. They provide 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.

Mission

The CLJ-CMS Project Steering Committee serves as the business and strategic decision making team that speaks for the Washington State District and Municipal Courts, and the Probation Departments with a unified voice and vision.

Scope

The CLJ-CMS Project Steering Committee has oversight for all phases of the CLJ-CMS project which must meet the business and technical needs of the Washington State District and Municipal Courts, and the Probation Departments.

In scope for the CLJ-CMS Project Steering Committee:

- Make any go/no go decisions
- Provide oversight and guidance
- Make recommendations to the JISC regarding scope, schedule, or budget changes in accordance with the project governance document
- Recommend court rule or statutory changes
- Resolve issues and remove roadblocks for the project in accordance with the project governance document

Governing Principles

The CLJ-CMS Project Steering Committee has identified and adopts the following principles important to the success of the project.

- Be positive advocates for the project to other court users and stakeholders throughout the state
- Focus on workable solutions rather than perfection
- Maintain a high level of transparency
- Make timely decisions in as unified manner as is feasible
- Collaborate with partners and stakeholders
- Leverage the Court User Work Group (CUWG) to facilitate communication
- Continued stakeholder buy-in of the vision and technology direction
- Open communication between committee members, sponsors, and project leadership
- Active participation of all committee members
- Adherence to a consistent method for conducting project reviews and resolving issues

Project Steering Committee Success Criteria

- Project Steering Committee members make decisions consistent with the [project imperatives](#)
- All escalated scope questions, business requirements, issues, risks and changes are resolved clearly and timely to facilitate implementation of a case management system for the Washington State District and Municipal Courts, and probation officers
- Standards and business processes statewide are streamlined and standardized wherever possible
- District and Municipal courts receive a technically sound, secure, accurate and cost-effective modern case management system

Project Steering Committee Membership

Members must have the authority to make decisions on behalf of their constituent group and be committed to the success of the project. CLJ-CMS Project Steering Committee membership must be consistent to maintain continuity and minimize risk. Minimal substitution is expected. The CLJ-CMS Project Steering Committee will not exceed ten members, appointed by the JISC. Members will elect a chair of the Committee from their membership. Current membership can be found on the Project Steering Committee [website](#) and will consist of:

- Two judicial officers nominated by the District and Municipal Judges Association
- Three court managers nominated by the District and Municipal Court Management Association

- Two Misdemeanant Probation Association representatives nominated by the Misdemeanant Probation Association
- Three Administrative Office of the Courts Members

Roles and Responsibilities

The CLJ-CMS Project Steering Committee and its members will:

- Act as an advocate for the project, the project manager, and the project team
- Foster positive communication outside of the committee regarding the projects progress and outcomes
- Provide decision support and strategic direction throughout the lifecycle of the project
- Communicate CLJ-CMS Project Steering Committee decisions to the groups they represent
- Express opinions openly during the meetings
- Actively participate in the meetings and maintain regular attendance
- Support funding and other resource requirements requested by the project
- Review project budget, schedule, and scope, and escalate significant scope, schedule or budget changes and risk management strategies, to the JISC through the AOC CIO consistent with the Project Governance Plan
- Authorize or decline requested changes to the project consistent with the Project Governance Plan as needed to provide direction, guidance, and monitor project progress
- Proactively monitor risks to the project and resolve issues in a timely manner
- Reconcile differences in opinion and approach within the project and resolve disputes
- Review meeting materials in advance of a Project Steering Committee meeting
- Review and ensure the meeting minutes accurately reflect the decisions and discussions of the meeting, and provide timely feedback if discrepancies or omissions are discovered
- Notify the Chair and Project Manager in advance when a Project Steering Committee member cannot attend a CLJ-CMS Project Steering Committee meeting
- Notify the chair and the Project Manager in advance of a meeting when a proxy will be attending a CLJ-CMS Project Steering Committee meeting on a member's behalf

The chair, or in his or her absence the vice chair, of the Steering Committee will:

- Review and approve draft agendas and minutes
- Conduct meetings according to the agendas
- Encourage members to provide input throughout the meetings
- Ensure a role call is conducted for motions with substantive content
- Ensure decisions or recommendations are adequately resolved and confirmed by the members
- Address attendance issues of members

The project manager will:

- Schedule monthly CLJ-CMS Project Steering Committee meetings
- Prepare meeting agendas and ensure their accuracy
- Send meeting notes to participants for review and comment in a timely manner
- Make appropriate updates to the meeting notes based on participant feedback
- Post final CLJ-CMS Project Steering Committee notes on the project [website within seven \(7\) calendar days of their approval](#), and distribute copies to the CLJ-CMS Project Steering Committee members via e-mail
- Send documents in advance of the meetings for review ensuring adequate time for review
- Ensure that decisions and recommendations that are at the Project Steering Committee level are documented

Decision Process

The CLJ-CMS Project Steering Committee membership must be consistent to maintain continuity and minimize risk. Substitution of members and proxy voting is to be minimum.

- Five (5) voting members constitute a quorum for decision making, provided at least one voting member from each group (DMCJA, DMCMA, MPA, and AOC) is present in person, electronically, by written proxy, or by e-mail
- Formal motions will be presented for all decisions put to the committee
- Decisions will be made by majority rule
- In the event of a split or tiebreaker vote, the Chair, at his or her discretion, can call for more discussion, a revote, or referral to the JISC

Meetings

Meeting information:

- Project Steering Committee meetings will generally fall on the afternoon of the 1st Tuesday of the month in SeaTac.
- Project Steering Committee meetings will generally be scheduled one year in advance
- Remote access to attend via Phone Bridge and online access to see documents will be provided at all meetings
- The duration of each meeting will depend on the complexity of the agenda items.
- CLJ-CMS Project Steering Committee members are mandatory meeting attendees on meeting schedule notices and every effort will be made by the Project Manager to avoid scheduling conflicts by scheduling meetings in advance
- The person standing in as a proxy for the CLJ-CMS Project Steering Committee member must be a member of the Project Steering Committee, have the authority to make decisions, and give approval when needed
- The Chair has the option to cancel Project Steering Committee meetings as necessary

Attendance at Project Steering Committee meetings:

- In-person attendance is preferred; participation by phone or other means is available on a meeting-by-meeting basis
- If a member fails to attend three (3) consecutive meetings or fails to attend 60% of the meetings for the year, the Chair may place a motion to the JISC to remove the member
- Replacement of a removed member shall be done in accordance with the established procedures to fill a vacant position

CLJ-CMS Project Steering Committee meeting participants will receive the following items within timely advance of a scheduled meeting:

- Agenda
- Minutes from the last meeting
- Supporting documents for agenda items

The CLJ-CMS Project Steering Committee meeting agenda will typically include:

- Review and approval of meeting minutes
- Project update
- Risks, issues and decisions
- Discussion of pertinent topics
- Next steps
- Confirmation of date, time and venue for the next meeting
- Quality Assurance Report
- Other items as needed

Special meetings:

- Special meetings may be called by the Chair upon notice by mail, e-mail or phone
- Quorum attendance requirements are applicable for special meetings

Executive Session:

- The Steering Committee may hold an executive session during a regular or special meeting to discuss matters deemed confidential, including but not limited to system security vulnerabilities, staff performance, contract negotiations when public discussion would cause a likelihood of increased cost, or discussions with legal counsel regarding legal or litigation risks that are likely to result in an adverse legal or financial consequence to the state.
- A motion to enter executive session shall set forth the general purpose of the executive session, which shall be included in the meeting minutes
- Administrative Office of the Courts staff, or other invitees, may be present during an executive session at the discretion of the Chair.

ITG#62 - Automate Courts' DCXT Table Entries

Project Update

Kevin Ammons, PMP

April 24, 2020

Automate Courts' DCXT Table Entries

- This project is creating a process to automatically populate BARS information for all DISCIS courts at the same time as AOC updates the BARS codes
 - Courts may still need to add a local data whenever a new BARS subaccount is added
 - Courts will retain the ability to add BARS codes or to edit information populated by AOC and the automated process

Automate Courts' DCXT Table Entries

- During code review, technical improvements were identified
- The release date for the new process has moved from late April to early June
- DISCIS users will not see any change to the user interface

Next Steps

After implementation in June, AOC will

- Develop a “clean-up report” to help courts correct existing BARS codes that are inaccurate
- Provide a new audit report to show what codes have been added by date range

Questions?



JISC DATA DISSEMINATION COMMITTEE
Friday, April 24, 2020, 9:00 a.m. – 9:55 a.m.
Teleconference
Call-in Number: 1-877-820-7831, Passcode 797974

AGENDA

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

1. February 28, 2020, Meeting Minutes Action: Motion to approve the minutes	Judge Leach - All	*
2. Display of sealed juvenile cases in AOC systems	Mr. Mike Keeling	*
3. Other Business	Judge Leach	



Board for Judicial Administration (BJA) Meeting
Friday, February 21, 2020, 9:00 a.m. – 12:00 p.m.
AOC SeaTac Office, 18000 International Blvd, Suite 1106, SeaTac

MEETING MINUTES

BJA Members Present:

Chief Justice Debra Stephens
Judge Greg Gonzales, Member Chair
Judge Tam Bui
Judge Doug Federspiel
Judge Michelle Gehlsen
Justice Steven González
Judge Dan Johnson
Judge Linda Lee (by phone)
Judge Mary Logan
Judge David Mann
Judge Sam Meyer
Terra Nevitt
Judge Kevin Ringus
Dawn Marie Rubio
Judge Michael Scott

Guests Present:

Esperanza Borboa
Timothy Fitzgerald
Justice Sheryl Gordon McCloud
Pam Hartman Beyer (by phone)
Scott Hutsell
Eric Johnson
Judge Sean O'Donnell (by phone)
Judge Marilyn Paja
Brooke Powell
Judge Rebecca Robertson
Kyle Sciuchetti
Dawn Williams

Public Present:

Page Carter

Administrative Office of the Courts (AOC) Staff Present:

Kelley Amburgey-Richardson
Cynthia Delostrinos
Jeanne Englert
Sharon Harvey
Penny Larsen
Robert Lichtenberg
Dirk Marler
Dory Nicpon (by phone)
Ramsey Radwan
Caroline Tawes
Frank Thomas

Call to Order

Chief Justice Stephens called the meeting to order at 9:01 a.m. and the members introduced themselves.

Gender and Justice Commission (GJC)

Justice Gordon McCloud presented the final draft of the Anti-Harassment Model Policy developed by the GJC. There was a question about adding gender expression to the list of protected categories. After a discussion, there was a motion to move the Model Policy to an action item for approval at the next BJA meeting. Members suggested that GJC should draft a cover letter describing how the policy can be used and adapted by courts.

It was moved by Justice González and seconded by Judge Scott to vote on the GJC Anti-Harassment Model Policy at the March BJA meeting. The motion carried unanimously.

Justice Gordon McCloud gave an update on the work of the GJC, including their 27 priority projects listed on page 8 of the meeting materials.

Interpreter Commission

The Interpreter Commission members plan to revisit GR 11, as it might be time to update the rule. The Commission would like each court to have a Language Access Plan (LAP).

The Interpreter Funding Task Force was successful last year in securing funding for the interpreter reimbursement program. Funds will be used for recruiting interpreters in rare languages and making trainings accessible to rural courts. The Interpreter Commission hopes to make it easier for courts to use the interpreter reimbursement process and make having an LAP a prerequisite for funding.

The Commission hopes to offer training at the Annual Judicial Conference, and develop community outreach regarding rights and careers of interpreters.

Other priorities of the Commission include developing policies and rules around non-credentialed interpreters, team interpreting, and video remote interpreting.

The Washington State Office of the Deaf and Hard of Hearing no longer provides the test for American Sign Language (ASL) interpretation, so a new test and provider is needed. This is a nationwide problem.

Only 10–15% of those who test for spoken language interpretation pass the test. The Commission plans to work with schools to help participants prepare for the test.

BJA Task Force Updates

Court Security Task Force: The Task Force completed its assessment of state courts without full-time entrance security screening. The Task Force will request \$2.5 million for capital costs. Labor costs will not be requested. Courts that share a building with another court and do not have screening at public entrances will have priority for the funding. A formal funding strategy will be presented at the March BJA meeting for review and approval.

Court Education Funding Task Force: The Task Force is moving forward with a continuing to advocate for the decision package that funds an online training system. Task Force members met with about 75 legislators this year and generally received positive feedback.

Washington State Association of Counties (WSAC) Presentation

Eric Johnson, WSAC Executive Director, and Scott Hutsell, Lincoln County Commissioner and Washington State Public Works Board Chair, presented information on the revenue challenges faced by counties and how this impacts courts.

Member Photograph

The BJA member photograph was taken.

Standing Committee Reports

Budget and Funding Committee (BFC): The BFC is committed to keeping the budget process open and transparent. In general, the budget process has the same steps as before, with some time frames extended. All the forms for submitting a budget request will be posted on the Courts website next week. Revenue is expected to be higher for the next biennium. A letter from the Chief outlining the process will be coming soon.

Court Education Committee (CEC): If the CEC receives the requested funding this legislative session, online training will be developed. CEC members are meeting with technical staff at AOC to discuss reorganizing the online education sites.

Dirk Marler and Pam Dittman, Court Education Professional at AOC, conducted three listening sessions around the state on the needs and interests of presiding judges and court administrators on training subjects and models. They will put together the information received at the listening sessions, and are committed to providing regional training sessions in November or December of this year.

The CEC has committed to take on ideas from the Judicial Leadership Summit, including increased communication; the health of judges and court personnel; a court

education listserv; a judicial leadership institute; working with Jeanne Englert on the Court Education Funding Task Force; the best way to become ecologically friendly at conferences; and how to address diversity on the BJA.

Legislative Committee (LC): Some of the bills still being tracked by the Legislative Committee are listed on pages 24–25 of the meeting materials. AOC staff are transitioning to implementation work on bills. The Legislative Committee charter will be updated soon.

Policy and Planning Committee (PPC): The main focus of the PPC is exploring adequate and sustainable court funding. Penny Larsen is working with the Washington State Center for Court Research (WSCCR) on a possible survey of court funding needs. Before deciding on the details of the survey, the PPC will look closely at the court funding structure to identify needs and ways of collecting data. The PPC hopes to bring recommendations to the March BJA meeting.

The PPC is also discussing diversity on the BJA board, and plans to develop materials to promote membership in and the work of the BJA.

BJA Communication Plan Update

The Communication Plan work is progressing. Tasks include:

- Attending conferences to provide information about BJA;
- Updating the web site;
- Distributing information about the standing committees;
- Creating a legislative toolkit;
- Moving forward on the work from the Judicial Leadership Summit;
- Continuing small group discussions;
- Widely distributing BJA Snapshots after the BJA meetings;
- Providing a BJA Annual Report each June.

Anyone with other ideas should contact Jeanne Englert.

November 15, 2019 Meeting Minutes

It was moved by Judge Ringus and seconded by Judge Johnson to approve the November 15, 2019, BJA meeting minutes. The motion carried unanimously.

Public Trust and Confidence Committee

It was moved by Judge Scott and seconded by Judge Gonzales to approve Patricia Gutierrez as a new member of the Public Trust and Confidence Committee. The motion carried unanimously.

Information Sharing

The prompt for the information sharing segment was “What is one success, challenge, or lesson learned in 2019? What is one priority you hope to move forward in 2020?”

What is one success, challenge, or lesson learned in 2019?

- To communicate;
- Challenge of a reduced caseload;
- Revamped WAC on domestic violence cases;
- Moving the Judicial Leadership Summit ideas forward;
- Gentrification and movement of residents that make travel to legal clinics difficult;
- Case management system for courts of limited jurisdiction;
- Listen and learn;
- Coordination and connection among people to move priorities forward;
- Emphases at AOC on race, equity, and inclusion;
- Moving to a different court and the learning curve involved in that;
- A statewide assessment on a juvenile program;
- Challenge of staff turnover and retirement and how to train new administration;
- Providing presiding judge and administrator training;
- Implementation and transition to Odyssey;
- Educate the public about the judiciary;
- The Washington State Bar Association (WSBA) did a good job of deescalating and resolving issues;
- WSBA bylaw changes regarding judges who leave the bench and go into practice;
- The Court of Appeals celebrated its 50th anniversary, adopted an anti-harassment policy, and law clerks received a raise.

What is one priority you hope to move forward in 2020?

- Continue successful work with the legislature and associations;
- Better progress for domestic violence cases;
- Continue to move the Judicial Leadership Summit ideas forward;
- Continue the ATJ Board success and hard work on race, equity, and inclusion training;
- Continue learning about local courts;

- Move priorities forward;
- Translate trainings on race, equity, and inclusion into practice;
- Research current methodology on judicial needs estimates;
- Make significant progress on funding issues;
- Provide presiding judge and administrator training;
- Focus on increasing competency on the bench;
- Continue working on providing judicial officers and litigants with access to electronic documents;
- Visit more counties with information about WSBA;
- The COA hopes to have all electronic records by June 2021;
- The COA has had a lot of turnover in judges and court staff, and that trend will continue.

Other

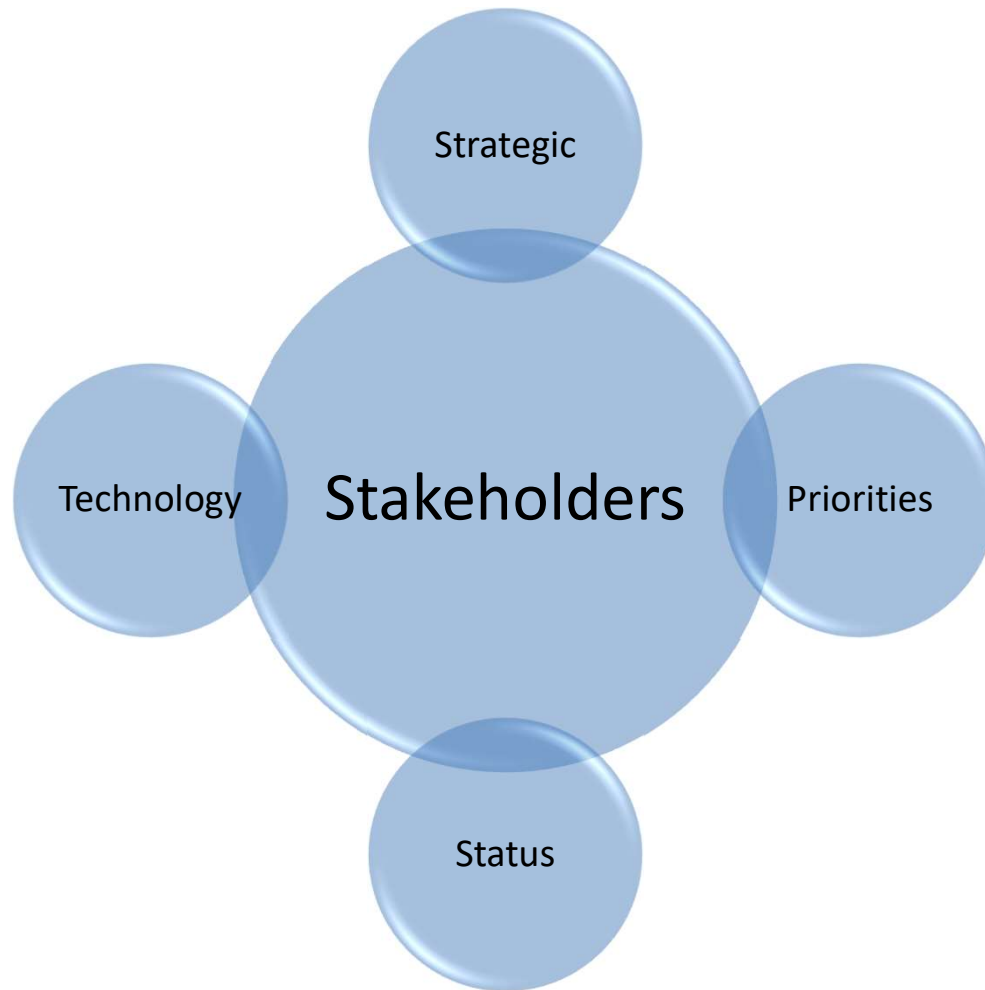
There being no further business, the meeting was adjourned at 12:16 p.m.

Recap of Motions from the February 21, 2020 Meeting

Motion Summary	Status
Vote on the GJC Anti-Harassment Model Policy at the March BJA meeting.	Passed
Approve Patricia Gutierrez as a new member of the Public Trust and Confidence Committee.	Passed
Approve the November 15, 2019, BJA meeting minutes.	Passed

Action Items from the February 21, 2020 Meeting

Action Item	Status
A formal funding strategy will be presented at the March BJA meeting for review and approval.	
The PPC will look closely at the court funding structure to identify needs and ways of collecting data and hopes to bring recommendations to the March or May BJA meeting.	
<u>November 15, 2019 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:	281 - Judicial Officer Flag Note
Endorsements:	283 – Modify Odyssey Supervision Probation Category to Support Non-Criminal Cases
Analysis	
Completed:	None
Endorsement	
Confirmations:	269 - Installation of clerks edition for franklin county superior court clerks office
CLUG Decision:	None
Authorized:	None
In Progress:	None
Completed:	None
Closed:	None
ITG Portal:	Updated FAQ uploaded

JISC ITG Strategic Priorities

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

Authorized
 In Progress
 Completed
 Withdrawn or Closed

ITG Status Year in Review

ITG Request by JISC Priority

ITG 102	2012	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	
ITG 62	2012	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	
ITG 252	2018	Authorized	Authorized	Authorized	Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	
ITG 27	2015	Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	
		Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20

Authorized
 In Progress
 Completed
 Withdrawn or Closed

Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Appellate CLUG					
1	252	Appellate Electronic Court Records	In Progress	JISC	Unspecified
Superior CLUG					
1	267	Odyssey Supervision Module Modification	In-Progress	Administrator	High
2	107	PACT Domain 1 Integration	Authorized	Administrator	Low
Courts of Limited Jurisdiction CLUG					
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	JISC	High
2	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	JISC	High
Multi Court CLUG					
1	62	Automate Courts DCXT Table Entries	In Progress	JISC	Medium
N/A	3	Imaging and Viewing of Court Documents	In Progress	Administrator	Unspecified

Authorized
 In Progress
 Completed
 Withdrawn or Closed

ITG Request Progress

Awaiting Endorsement	Awaiting Analysis		Awaiting Endorsement Confirmation	Awaiting CLUG Recommendation	Awaiting Scheduling
281 Judicial Officer Flag Note	220 Supplemental Race/Ethnicity Request	276 Parking Tickets issued in SECTOR - Interim resolution	241 JIS Person Business Indicator	269 Installation Of Clerks Edition For Franklin County Superior Court Clerks Office	107 Pact Domain 1 Integration
	232 DQ for Statewide Criminal Data	277 TRU Truancy - Modify Required Party of PAR Parent			
	248 WA State JUV Court Assessment	278 Kitsap County e-Filing			
	256 Spokane Municipal Court CMS to EDR Data Exchange	279 JIS Name Field Upgrade			
	265 Kitsap District Court CMS to EDR Data Exchange	282 Allow MAYSI-2 data to be accessed through BIT from the Data Warehouse			
	266 Upgrade SC-CMS to Odyssey 2018	283 Modify Odyssey Supervision Probation Category to Support Non-Criminal Cases			
	268 Olympia Municipal Court CMS to EDR Data Exchange				
	270 Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse				
	271 DB2 Version 12 Upgrade				
	272 Snohomish District Court CMS to EDR Data Exchange				
	274 EFC Extended Foster Care-Dependency - Modify Required Party of PAR Parent				
	275 Odyssey to EDR				