SPECIAL Judicial Information System Committee (JISC)

Thursday, August 13, 2020 (12:00 p.m. – 1:00 p.m.)

Register in advance for this meeting:

August 13th JISC Meeting Registration Link

After registering, you will receive a confirmation e-mail containing information about joining the meeting. Instructions and tip sheet on joining the meeting is located after the agenda in the meeting packet.

AGENDA

1.	**Call to Order** a. Introductions b. Welcome of new JISC Members	Justice Madsen, Chair	12:00 – 12:05	
2.	**Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project - Contract Approval** • CLJ-CMS Contract Highlights and Schedule • **DECISION POINT:** To approve the Administrative Office of the Courts (AOC) to proceed with executing the contract negotiated with Tyler Technologies, Inc. to provide a statewide case management, probation, and e-filing system for the Washington Courts of Limited Jurisdiction.	Ms. Cat Robinson, Project Manager, PMP Mr. Ramsey Radwan, MSD Director Ms. Paulette Revoir, CLJ-CMS Project Steering Committee Chair	12:05 – 12:55	Tab 1
3.	**Meeting Wrap Up**	Justice Madsen, Chair	12:55 – 1:00	

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

August 28, 2020

October 23, 2020

December 4, 2020

August 13th Judicial Information System Committee (JISC) Meeting

- All audio has been muted.
- The meeting will start 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.**
- Zoom allows you to hide non video participants should you wish generally in "More" option on mobile devices or "**…**" next to a non video participant or in your video settings on a PC.
- If you join the meeting late please wait until you are asked to be identified.

JISC Zoom Meeting Instructions

When: August 13, 2020, 12:00 PM Pacific Time

Register in advance for this meeting:

August 13th JISC Meeting Registration Link

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 does not 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